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## Admissions and Operation of Waiting List

- Lodge Cottage Nursery School is an inclusive setting and welcomes all children. We do not discriminate against anyone on the grounds of gender, sexual orientation, family background, language, disability, colour, ethnic origin, culture, religion or belief.
- Lodge Cottage welcomes children with Special Educational Needs or Disabilities (SEND). Please refer to the SEND policy.
- Child to be a minimum of two years and 2 months at entry to nursery school.
- Parent/carer to read and sign the admission form and the policies and procedures of the nursery.
- Parent/carer to pay the current deposit for booking a child into nursery before the nursery place is confirmed.
- No guarantee is made that the sessions requested will be available until parent/carer has received written confirmation from the nursery.
- The deposit is non returnable should a child decide not to take up the nursery place.
- Notice to withdraw a child from nursery or to reduce the number of sessions attended at nursery must be made one term in advance or a full term's fees must be paid.
- No reduction of fees can be made for children absent during term time.
- Parent/carer must complete a record keeping card to be kept from the first day a child attends nursery.
- Parent/carer must read Lodge Cottage Nursery School's 'Policies and Procedures' and sign a form confirming they have read and understood its contents.
- The nursery has the right to refuse entry of a child whose parent/carer has not paid the term's fees.
- Fees must be paid on the first day of each term.
- Entry to nursery will be given on a first come first serve rule provided all of the above conditions have been followed.
- Early Education is offered within the national parameters –
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- a maximum of two sites in a single day
- We will work with parents to ensure that, as far as possible, the hours/sessions that can be taken as free provision are convenient for parents' working hours.
- As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy will not be retained, but may be requested again at a later date.

- Lodge Cottage Nursery School works with the local authority via 'SEND Local Offer' to ensure information is available locally to parents to ensure they are able to make choices about the right childcare provision for their child with SEND
- We aim to identify all children that may attract any additional funding such as Early Years Pupil Premium (EYPP), Disability Access Fund (DAF), SEND Inclusion Fund, and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes

#### Exceptions to first come first serve rule

- Sibling of child already attending Lodge Cottage Nursery School.
- Children of staff working at the nursery.
- Siblings of pupils who have attended Lodge Cottage Nursery School in the past.
- Children of staff who have worked at Lodge Cottage Nursery School in the past.
- Owner's own children and close relations.

#### Waiting List

Parent/carer of a child on the waiting list to start nursery will be contacted when a place is available. If there is no response from parent/carer after 5 days then the next child on the list will be offered the place.

- Parent/carer of a child wanting to increase sessions is advised to inform staff asap. If no spaces are immediately available they will be put on a waiting list.
- The list will be used to fill nursery places to capacity from September each school year. This is to cover staff costs ie if the request is for an extra session immediately it has more chance of a successful outcome than an extra session in the summer term.
- If the sessions requested are not available, the parent/carer can be offered alternative sessions.

#### Registration details and procedures

Parent/ carer will ring/call for information:

- give short amount of information over phone
- ask caller to look at the nursery website @ <http://www.lodgecottagenursery.co.uk/>
- offer to book a visit to nursery
- if busy ask them to ring back
- ask for child's name and age and when looking for a place
- take caller's telephone number
- write all this info in the nursery diary on the day of the call

#### Visit of prospective parent/carer

- book visit and put in diary along with tel number, name of parent and child, child's age and another other relevant details.
- on visit, welcome and introduce them to staff when appropriate.

- there is no limit to amount of time the visit should last.
- talk to the visitor about the nursery, but always make sure you put the needs of the present children first (interrupt your conversation if the children in the nursery need attending to).
- no visitor to be left alone with any of the children in the nursery.
- if visitor goes to the toilet area with their child and another child is there, make sure a staff member is in the toilet area.

#### Taster visit

- as above
- parent/carer MUST have read policies and procedures booklet, fill in personal details card and leave it at nursery, fill in consent forms, take home All About Me form to fill in at home.
- if parent/carer wants more than one taster visit this is fine; book another.

## Partnership with Parents

- Partnership with parents is fundamental to all aspects of the care and education of children at Lodge Cottage Nursery School.
- The parents are the people with the deepest knowledge of their child. They are the first people to talk to except when there are concerns for sexual or violent child abuse.
- The staff at Lodge Cottage work with parents in many different ways:

### Key Person System

- This ensures that one member of staff takes a particular interest in the child.
- The staff member will liaise regularly with the parents and other settings.
- The parents are informed on which staff member is the Key Person.
- The Key Person may change during the period the child is at nursery. Parents will be informed of the change immediately.
- The Key Person will be responsible for observing the child and using these observations to plan the next steps in their development.
- The Key Person will be responsible for maintaining the personal Learning Journal of the child.
- The Key Person will ensure that the Learning Journal is used as a working tool between parents/ staff and child at Lodge Cottage.
- The Key Person will write two formal reports about the child each year at (Christmas and in July). These will be given to the parents.

### Communication with Parents

- Parents can access the nursery website at any @ <http://www.lodgecottage-nursery.co.uk/> . The web site includes details of curriculum, opening times, clothes to wear, staff names and their qualifications, fees, address and telephone number of nursery.
- Lodge Cottage has a printed card with web details and nursery address and telephone number.
- Parents and children are encouraged to look around the nursery before registering their child to join the nursery.
- On registering a place at nursery parents will be sent the nursery's Policies and Procedures by email and parents will be required to read these.
- Parents are invited to a taster session before their child starts nursery. The taster session lasts for the whole session (am or pm). During this time the parents are required fill in forms relating to the requirements in the Early Years Foundation Stage. A parent must stay with their child at nursery during the taster visit.
- Parents are asked to be available to stay with their child for the settling in period.



- Parents must be available to pick up their child early from a session during the settling in period. This is to ensure that every child settles into nursery as happily and smoothly as possible. If staff believe that a child would benefit from a shorter session during the settling in process, then this will be discussed with parents. However the needs of the child are paramount; staff will act according to the child's needs first.
- Once a child has started at Lodge Cottage Nursery School the child is registered onto the Tapestry Learning Journal. This Learning Journal is accessed by both staff and parents using ipads and phones. It tracks the child's learning milestones using the Early Years Foundation Stage curriculum as its assessment criteria.
- Parents are warmly invited to come and look around the nursery at the beginning and end of every session. The children like to show their families the work which is displayed in nursery. Please do come and enjoy.
- Parents can ring the nursery tel: 01553 631 263.
- Parents can talk confidentially to staff. It is a good idea to warn staff before, so that they can arrange a suitable time and place.
- Parents can talk to staff on arrival in nursery and on departure.
- Parents will be asked to collect their child from nursery if the child is unwell or very distressed.
- Newsletters are sent to parents approximately once every half term.
- The focused activity of the week is on prominent display in the nursery.
- Parents are invited to come and speak to the children about their work/interests.
- Records are kept in nursery of the children's details in accordance with the requirements of Ofsted Day Care Standards & The Early Years Foundation Stage.
- The nursery is marketed in several local publications on a regular basis.

#### Daily information to parents

- Staff and children write on a whiteboard the activities the children have enjoyed at each session (time permitting). This is displayed in the porch.

Notes are written in a diary during a session. These are used to inform all staff and or the person collecting the child. Notes include:

- Any accidents. (see accident book)
- Any change of clothing and why this was needed.
- Any 'incidents' that happened during the session or before the child arrived (if we are informed) (see incident book).
- Any concerns staff may have had about the child that day.
- Any changes in persons who usually collect a child.

- If the collector is not a parent. Staff ensure any information and arrangements are passed onto the next carer.

#### Transition to next setting

- Parents are encouraged to tell Lodge Cottage which setting their child will be attending when they leave us. Staff, with parental permission, liaise with that setting to ease the transition.

#### Noticeboards

- The blackboard outside the front entrance. It is used to inform parents of the 'focussed activity' of the week.
- 2 big parent notice boards are inside the nursery, near the children's clothes pegs. The notice boards are divided into the 5 areas of the Every Child Matters outcomes; Being healthy, Staying Safe, Making a Positive Contribution; Enjoying and Achieving and Organisation.

#### Social events

- Several events are organized to raise money for charity during the year. Parents and other stakeholders are encouraged to support the events.
- Sports Day. All parents, children and all stakeholders of Lodge Cottage Nursery School are invited.

## Learning Journey Policy

### Aims

Lodge Cottage Nursery School ensures that all children attending the setting have a personal Learning Journey which records observations, comments, photos and videos, in line with the Early Years Foundation Stage (EYFS) Curriculum, to build up a record of each child's achievements during their time with us.

The Learning Journal also show children's developmental progress through the different age bands of the EYFS.

### Procedures

- Each child's key person will be responsible for the compilation of that child's Learning Journey.
- Lodge Cottage Nursery School uses an online Learning Journey called Tapestry. Tapestry allows staff and parents to access the information from any computer via a personal, password-protected login.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.
- Parents logging into the system are only able to see their own child's Learning Journey.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey.
- The Learning Journey is started once the child has started nursery. During the first term, entries will be made more frequently as staff get to know the children.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.
- We will try wherever possible to allocate "Tapestry time" per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff's own time.
- Tapestry is not used as a general communication tool between nursery and home. A child's Learning Journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.
- Parents may contact us through the usual channels for any other day-to-day matters.

## Tapestry Policy

At Lodge Cottage Nursery School we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership with nursery.

### Security

- The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique user ID and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.

As part of our commitment to safeguarding our children, all Learning Journeys are password protected so that parents and carers can only access the account of their child. Other than family, only the child's key person and the manager have access to the journal.

Staff have a password too and they are forbidden to give the password to anyone else. Staff use tablets to take photographs for observations. These are deleted from the device when the observations are complete. Staff are not allowed to take any photos of the children in the bathroom area.

It is unrealistic to expect staff to sit in nursery for many hours, after the children have gone home, working on the tablet. Therefore, staff are permitted to take the tablets home to work on the Learning Journals. However, they are forbidden to allow anyone else use of the tablet. Staff wishing to update journals at home are also able to access the Tapestry site using their own device. But it is impossible to transfer pictures to another device using a PC or tablet that is not controlled by the manager of Lodge Cottage Nursery. Staff are forbidden to use another camera to take a picture of a photo on the nursery tablets.

Any breach of these policies is a serious misconduct and will result in the disciplinary procedures found in the policy on **Staff Allegations/Whistle Blowing**.

## Sharing with children

Staff will share the photos they take with the children as they are taken and when staff and children want to look back at what they have enjoyed and learnt. We also encourage parents and carers to share the journals at home with their child. Within nursery we take photographs of events and activities with the ipads. Sometimes we use the photos to make a display in nursery. This enables children to develop their sense of belonging and share experiences with their peers.

## Parents without phone/internet

For parents without access to the internet, we will print all the information from Tapestry and put it into a scrap book, exactly as we have done previously. This will be in setting for parents to view at all times and will be sent home at least three times a year.

When the children leave the setting permanently, we will send the Learning Journey in PDF form to parents so they have a lasting record of their child's time at Lodge Cottage. If a child goes to a school/setting that also uses Tapestry we will send the Tapestry Learning Journal to the new setting once we have parental permission.

## Daily Routine

### Staff ratio

Children under 3: 1:4

Children 3 and over: 1:8

Early Years Professional Status (EYPS)/Early Years Teacher: 1:13  
However this ratio is used in emergencies and exceptional circumstances only  
Level 3/4/5 supervisor in charge: 1:8

### Structure of the children's day

8.30 am - Children arrive and are welcomed. Children, with accompanying adult, ring the door bell and staff let them in and lock the door again. When parent/carer leaves a staff member accompanies them and ensures the door is relocked.

Activities are set out in the nursery for free choice, continuous provision. Activities routinely include:

Book corner/quiet area

Role play

Sand

Water

Malleable materials

Construction area

Painting

Music

ICT

Small world play

Outdoor play

9.15am – 11.40am – The doors are opened when most of the children have arrived. Children can move freely between indoors and outside.

The children are free to choose the equipment and resources available in the nursery. Staff plan the daily activities around the children's interests and needs.

10.15 am-10.45am – a snack table is available. A staff member is with the children at the snack table during the whole snack period. The children choose when they wish to come and have their snack. Every child is encouraged to join the snack group at some time during this period.

N.B. If a child has a birthday, they often bring in a cake or other goodie to celebrate with their friends. We all join together to sing happy birthday and then proceed with snack as above, but eating yummy cake!

11.40 am – Tidy up time. The children are encouraged to tidy up the outdoor and indoor area.

11.45 am ish – The group joins together for circle time as a whole group activity. This may include: songs and rhymes, music, discussions and news, story.

12noon – going home time. One staff member opens door and lets in parents/carers. This staff member calls children from the book corner to meet parents/carers. One staff does the register.

12 noon-1.00 pm - Lunch time. Children bring a packed lunch and eat with the staff on duty. After lunch and area set aside for a rest, but this is not compulsory.

1.00pm - Afternoon children arrive and any child going home after lunch is collected. (Staff use same procedure to let in/out children).

1.15pm – 3.40pm. Continuous provision; as in the morning session. (Throughout the afternoon the children who stay all day will be provided with provision for a sleep or restful periods if required)

2.30pm-3.00pm — a snack bar is available (see am procedure).

3.40pm - Tidy up time. The children are encouraged to tidy up the outdoor and indoor area.

3.45pmish - The group joins together for circle time as a whole group activity. This may include: songs and rhymes, music, discussions and news, story.

4.00pm – Going home time.

During every session a child is able to choose from a selection of varied activities provided he/she does not impinge on another person's liberty. Children are encouraged to play with the other children and staff, and to initiate activities. If there are too many children at one activity we will ask some to come back later for their 'turn' and we will keep a list of the children who have requested to do the activity.

Each child is allocated to a specific member of staff (key person). This member of staff is responsible for keeping notes of the child's achievements and developmental progression. These will be shared with the parents and the child on a regular basis.

The key worker will also plan for the child's development and learning. Therefore, there will be times when staff members stand aside from play to observe a child or a group activity. The observations are used to plan for a child's next steps in development and learning. Staff will create a support plan if they feel that a child needs extra support. This plan will be put in place in consultation with the child's parents .

**Snack time:** the nursery operates a 'rolling snack'. Children can join the snack table at any time during the 1/2 - 3/4 hours the snack is available. All snack menus during the week are selected to encourage the children to eat healthily. A staff member sits at the snack table with 5 children. The children fetch their own plate and cup and they are offered a snack. This consists of a carbohydrate snack eg toast, cracker with butter, breadstick, brioche. Often there is cheese, cream cheese or a dip to accompany this. The children are also given a choice of 2/3 fruit or vegetable snacks to eat. A child is not required to eat or drink any of the snack choices provided on any day. However, staff will not offer an alternate snack if a child does not like the snack choices available for that day. This is because the children are always given snack choices at every session and children need to be aware that, as part of a nursery community, sometimes food choices are not going to be to an individual's liking.

**Drinks:** All children are encouraged to join the snack time and to have a drink of water. In addition, there is always a tray with a jug of water and mugs, both inside and outside, for the children help themselves to a drink at any time of the day.

**Celebration snacks:** Children are welcome to bring in special snacks to celebrate special occasions or to bring in snacks they have made/purchased to share with friends at snack time.

**Outdoor Play.** Each child is encouraged to have some time at each session outside in the garden. We go out in all weathers, suitably dressed for the weather, except when conditions are dangerous for outdoor play. Children who are suffering from bad colds and coughs, asthma or other medical conditions may need to stay indoors during the session. This will be discussed with their carers.



## Behaviour Policy

### General

The children at nursery are learning how to work and play alongside other children and adults. They are learning to share, take turns and to understand the views and needs of others. When children learn, they will make mistakes; mistakes are part of the learning process. At Lodge Cottage we understand that children need help and understanding in order for them to abide consistently by the behavioural boundaries of the nursery. So, when a child has challenging behaviour at nursery, staff work with the child and his/her parents/carers to ensure that the child can learn to behave in an acceptable way. This will take time, planning and patience from everyone, including other children and their parents.

Most everyday challenges to the behavioural boundaries set by the nursery are dealt with calmly and gently by the staff at the time. Indeed, most challenging behaviour can be successfully averted before it happens as staff are constantly aware of every activity and social situation in the nursery and will redirect the child/children in a potentially confrontational situation.

Children learn good behaviour by example, and staff are the children's role model. Therefore, staff are, in all situations, polite, considerate to others, quietly spoken, calm, approachable, good listeners and consistent in their everyday work with children and in their dealings with confrontational situations. **Learning by example will always be the most effective method of discipline.**

A child can be physically removed from an area if the physical intervention is reasonable, proportionate and necessary. No adult is to use physical intervention unless it is necessary to prevent personal injury to the child, other children, an adult or serious damage to property. If during physical intervention the child complains of, or shows symptoms of inability to breathe, limpness, lack of response or vomiting, staff should release their hold and call for medical attention. If a child has had to be restrained the incident will be recorded and the parent informed of the incident that day.

If a child is consistently a danger to him/herself, to others or to nursery property, then the nursery will draw up a contract with the parents stating that the nursery will restrain the child when others, or the property, are in danger. If the parents refuse to agree to the contract then the nursery will point out that they can no longer be responsible for caring for this child 'in loco parentis'. The parents will be asked not to bring the child to nursery. It may be necessary to talk to parents alone about their child's behavioural problems. This must be done without the child being present. Later, the child may be

involved in the discussion to encourage more acceptable behaviour; the discussion must then be conducted at the child's level of understanding. Never use corporal punishment.

It is important that all staff, dealing with any persistent behavioural problem, decide on a strategy and stick to it. Therefore, all staff must communicate together, decide on a strategy, ensure all staff are aware of the strategy and then stick to it.

No child should go home with tales of bad behaviour told by a member of staff to his parents in front of the child. This causes the child to feel humiliated when the incident has already been dealt with. A new day brings a clean sheet for each child. Challenging behaviour is dealt with inside the nursery and finished satisfactorily by the end of each session. The child should leave nursery with a happy understanding between himself and the staff, a pleasant farewell and a reassurance that the staff are looking forward to seeing him when he next arrives at nursery.

The behaviour management named person has responsibility for behaviour management and can access expert help and advice if nursery policies are not effective for a child. **Named person: Joanna Hammond. Second person: Sandra Pickup**

**The child who has been hurt by another:** The child who has been hurt will be comforted and cared for as appropriate to the occasion. The parent/carer will be informed of the incident at the end of the day. However, the nursery will not disclose the name of the child who did the hurting. The victim's parents will be told how nursery is planning to ensure the safety of their child in the nursery. The nursery will not tolerate abusive language/actions between the parents of the victim and any other stakeholder in the nursery (see Equality Policy). If a child is repeated hurting others the parents of the child that has done the hurting will be told what has happened, how the nursery dealt with the incident and how the nursery will help their child to stop hurting others. This will be done discreetly and confidentially.

**Temper Tantrums**-These should be avoided in most cases due to the staff being aware at all times of potential volatile situations. If unavoidable, ensure that the child will not injure himself during the tantrum by removing toys or furniture. Keep other members of the group away. Watch and wait quietly until the child has calmed down. When calmer, the child will need reassurance and comfort. Sometimes a walk around the garden with a member of staff will have a calming effect on the child.

**A child who has physically hurt another child eg biting** - will be spoken to calmly and quietly without attracting the attention of uninvolved members of the group. He will be asked to help make the victim feel better, ie go and get him a tissue/make sure

he has become settled at an activity he wishes to pursue. The child will be told that if he does this again he will be asked to leave the activity in which he is involved.

After a repeat of a similar, unacceptable action the child will be spoken to as before and removed from that activity, monitored closely, but able to keep his personal dignity. Often a child who has hurt another will need reassurance and comfort as much as his victim, especially if this has been the first time it has happened. This must be weighed up by the staff member at every individual occurrence.

### **A child who is a persistent danger to others in the nursery**

The staff will work with the all the stakeholder's of the nursery to stop the danger and to help all the children concerned. They will:

- Make a behaviour plan to address the problem
- Put into place a specific risk assessment to protect others in the nursery
- Send a note to all parents/carers about how the nursery is addressing the problem and how they are solving it ( not identifying any children at any time)
- Bring in help from other professionals if needed.

**A child who abuses nursery equipment/furniture** - will be spoken to firmly, calmly & quietly, not attracting the attention of members of the group who are not involved. He will be asked to put right his wrong if this is possible, ie pick toys up, wipe away pencil marks on the wall etc. A repetition of the action usually means a child's removal from that specific activity to another. Persistent misbehaviour will be handled according to individual occurrences. Usually the child will sit by a member of staff for a period of time to regain his self control and dignity.

**Boisterous, loud and over enthusiastic play.** - A child will be asked to be quieter, consider other members of the group and to modify his behaviour. Persistence of these activities will mean a child being removed from that activity and directed to another more suitable area of play or to sit down by a member of staff for a period of time to regain self control and dignity.

**Refusal to adhere to staff requests or decisions** - A child will be encouraged by example, ie if asked to pick up toys thrown onto the floor the teacher will also help to pick up the toys. Other children can also be encouraged to join in. This method needs repeating on several occasions.

**Hugs/sitting on adult's knee** – Staff at nursery are acting in loco parentis and therefore should give a child a hug/sit them on their knee when:

A hug has been initiated by the child

A child needs comforting

Staff must try to avoid full frontal hugging by a child. Hugging from the side of adult's body is preferable. Staff will gently turn so that the child is hugging their side whenever possible. Staff will comfort children by sitting them on their knee, but at the earliest opportunity, when the child seems ready, staff will encourage them to sit/stand/play on their own.

Staff will never ask a child for a hug.

Staff must never sit with children between their legs because it can stop a child breathing if staff put arms around a child from this position. Also staff are in danger of being hit by a child's head going backwards

**Carrying/lifting** – Lifting / carrying children around nursery and garden should not be used when children are capable of walking. Any child who is capable of walking is expected to walk by themselves. Staff and parents/carers carrying children in nursery are very vulnerable to tripping over something and falling. This may hurt the child and themselves. However, staff at nursery are acting in loco parentis and therefore may need to lift/carry a child a carry when:

- A child has climbed the climbing frame and is extremely frightened and can't get down by himself
- When a child is in danger if he is not carried/lifted away from the danger
- When a child asks, in 'a moment of discovery', to reach for something/do something/see something that is out of their reach and there is not enough time to fetch a stool/chair before the 'moment of discovery' disappears.

**Kisses** - Staff will never initiate a kiss with a child. If a child initiates a kiss, staff will not reject the kiss and will respond with a hug as the child kisses.

**Hand holding-** Hand holding is allowed if the child is willing places their hand in yours, but if an child shows ANY resistance then only hold out, and use, a FLAT hand hold. This prevents any shoulder/ elbow dislocation.

### **Recording Incidents**

Staff must record in the 'Incident File' when they have used physical restraint on a child.

- Staff must record in the accident book when a child has been hurt by another child and needed medical attention.

## Outings Policy

- Lodge Cottage encourages walks around the village when the ratio of children and adults can be 1:3 for children and 1:2 for children under three.
- At least one member of staff MUST have a current First Aid certificate.
- The use of volunteers is welcome for an outing on foot.
- All children going on the outing must have had parental permission to go on outings around the village. Please check the consent forms before going on an outing.
- Staff will take a small travel First Aid pouch on their walks around the village.
- Staff will take the register of children going on the outing before departure and on arrival back at nursery.
- One staff member will take a mobile phone on the outing for ringing in an emergency.
- Any outing which involves transport must have separate parental permission for each outing.
- If something interesting is happening on the road nearby it is usually possible for one staff member to take 2/3 children (see ratios above) to look at the proceedings. The children can take turns to go a view proceedings.

Added procedures for an outing on a bus/train:

- Staff to sit among children and one staff member at the back of bus so that all the children can be seen.
- Bags for travel sickness, wet wipes and changes of clothes for the children to be taken.
- Children encouraged to take a named individual bottle of water with them on the bus.
- A risk assesment for every different kind of outing must be completed before the outing. A risk assessment for walks in the village is already in the risk assessment file.

# **Health and Safety Policies**

## **Lodge Cottage Nursery School**

### **General Statement of Policy**

Our policy is to provide and maintain a safe and healthy nursery and workplace for all the children, employees and visitors of Lodge Cottage Nursery School and to provide such information, training and supervision as staff need to maintain the safety and wellbeing of every stakeholder of the nursery.

The allocation of duties for safety matters and the particular arrangements which will be made to implement the policy are set out below.

The policies will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it operates, will be reviewed each year.

Joanna Hammond as owner of Lodge Cottage Nursery School is committed to the health, safety and wellbeing of all children, staff, visitors, students and volunteers of Lodge Cottage Nursery School.

It is important that all members of staff and occasional helpers read and become familiar with the Health and Safety Policy.

Joanna Hammond is responsible for seeing that this policy is implemented and for keeping it under review. Joanna Hammond is always open to any suggestions on adding to or amending this policy.

The co-operation on the part of all employees is vital to the success of this Health and Safety Policy.



Joanna Hammond, Joanne Franks, Sandra Pickup, Sam Reeves, Wendy Senior, Mandy Wroth

- Appointed person responsible for the box: Joanne Franks.
- Person responsible for reporting incidents: All staff.
- Accident record file is located: in the container on wall near children's pegs

## FIRE

- Fire exits to be clearly marked and kept free of furniture and equipment.
- Fire practices to be carried out at least once a term and whenever new children join nursery they should experience a fire practice as soon as possible ie when a practice will not upset the child/children.
- Results of the fire practice, i.e., time, number of pupils and staff, any difficulties are to be recorded in the nursery diary.
- Fire alarm tested by professional fire alarm company annually
- See Fire Risk Assessment.

## ADVICE AND CONSULTANCY

- Local inspectors office (H.S.E.)
- Dial 999 /112 emergency number.

## I

## TRAINING

- Person responsible for training: Joanna Hammond.

Hazardous jobs may need special training.

If a child has a special medical problem for which the nursery staff need to have special training. The staff must ask for the appropriate training from the parents/carers. The nursery has the right to refuse to care for the child, without a parent present, if training has not been given. This training must be repeated/updated when the staff ask for this or when medical conditions change.

For a child needing special care a 'Care Plan' will be made before the child starts nursery.

See also our policies and procedures booklet for our rules on giving medicines to children at the nursery.

For staff training and professional development –see staff training

## **Volunteers and visitors**

Volunteers and visitors who are staying in the nursery for a session will be instructed on the health procedures, hazards and precautions taken at nursery. They will be shown where to assemble in case of exiting the building in an emergency. They will



be asked to read all our policies and procedures and to take special care to read and understand the safeguarding/child protection policy and procedures and the behaviour policy. They will sign a form stating that they have read Lodge Cottage policies and procedures and induction documents.

Regular volunteers have to be checked with the DBS to ensure that they are suitable to work with children. This check should be carried out before the volunteer begins work in the nursery.

Joanna Hammond, and in her absence Jo Franks and Sandra Pickup, will make sure that the above is carried out.

## Staff Responsibilities for Health and Safety

Overall and final responsibility for the health and safety of all stakeholders in the company is that of:

- Joanna Hammond                      Owner and manager.

Supervisor when Joanna not in nursery:

- Sandra Pickup
- If Joanna and Sandra are not present, all other staff are trained to level 3 and above; they become the supervisors.

All employees have the responsibility to co-operate with the supervisors and managers to achieve a healthy and safe workplace and they are to take responsible care of themselves and of other stakeholders of the company.

Whenever an employee notices a health and safety problem which they are not able to put right, they must inform the appropriate person (named above) as soon as possible.

Other people in nursery (if any) responsible for

Safety training:

Carrying out inspections:

Investigating accidents:

Monitoring the safety of equipment: All staff

## Health

Staff have the right to ask a parent/carer to seek medical opinion before a child attends a session if they have reason to suspect the child has an illness or condition which would justify exclusion from the nursery (refer to list of illnesses on the noticeboard).

Staff must not come to work at the nursery should they be suffering from an illness or condition which would justify exclusion from the nursery.

Staff that are taking medication that may affect their ability to work and care for the children at nursery must take medical advice. Staff will only be allowed to work at nursery if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after the children at nursery properly.

All medicines, including any medicine used by staff, to be kept in a locked cupboard out of the reach of the children.

A medicine book is kept at nursery. If a parent/carer asks a member of staff to give any medication to their child at nursery the following procedures must take place:

- The medicine must not be administered unless it has been prescribed for the child by a doctor, dentist, nurse or pharmacist (all medicines containing aspirin should only be given if prescribed by a doctor).
- The child's name
- The medication's name.
- The amount to be given.
- When the medication is to be given.
- How the medication is to be given.

If possible, two members of staff must be present when the medication is given; one to give the medicine and one to witness that it is the correct amount and given correctly.

Parent to sign the medication book at the end of each day.

Member of staff to sign the book at the end of the day.

Any minor medical problems that occur during the session are to be reported to the parent/carer at the end of the session.

## Personal Hygiene.

Individual towel to be used after every hand wash.

Towels washed daily at 90 degrees C.

All children reminded and educated to wash their hands after visiting the loo, playing with an animal, gardening, getting their hands dirty, before meals.

Wet wipes are used to clean hands before snacks if children are eating outside.

Children reminded to flush the loo after use.

Children encouraged to use the boxes of tissues strategically placed around the nursery if they need to blow/wipe their noses. Tissues are then put straight into the waste bin by the child.

## General Hygiene

Cleaning.

1. Loos, washbasins and loo floor to be cleaned every day and to be monitored for cleanliness throughout the day and cleaned when appropriate. Use diluted bleach to wipes over loo doors and handles at the end of the day. Use correct coloured cloth.
2. Table tops to be cleaned frequently using hot soapy water (use correct coloured cloth).
3. Mat/ carpet to be brushed daily.
4. All rubbish to be collected and bagged and disposed of every day. The rubbish bags to be put in the wheely bin.
5. Milk jugs and mugs to be washed in hot soapy water after every session.
6. All cloths i.e, tea towels, dish cloths to be washed daily in the washing machine at 90 degrees C.
7. School to have a thorough cleaning every week.
8. No smoking in the nursery school building or in the nursery garden.

## Changing Nappies

1. Staff must be aware of who is wearing nappies/pull ups at each nursery session.
2. Staff must change the children wearing nappies/pull ups according to each child individual need and not at a specified time.
3. Use the changing mat when changing nappies/pull ups. Changing mat is in the staff toilet area. Clean changing mat after every use with anti bacterial spray and a cloth.
4. Staff to wear disposable gloves and apron when changing nappies. The gloves and apron are put in the nappy bin after use. Aprons and nappy bin are in the staff toilet area; disposable gloves are on the wooden ledge in the children's bathroom area.

5. Staff are to chat to the child and make the child feel reassured as they change their nappy/pull up.
6. Staff use wipes to clean the child.
7. Nappies/pull ups and used wipes are put in a nappy sack and sealed. Nappy sacks are put in the nappy bin.
8. If possible the child's key person should change the nappy although it is understood that this is not possible in all circumstances.
9. Nappy bin is to be emptied at the end of the day and put in a dustbin bag and taken to the outdoor dustbin.

#### Cleaning and disposing of spillages of bodily fluids

1. Staff must wear disposable gloves whenever they are in contact with bodily fluids. These are found on the spare clothes self in the loo area.
2. Wipe any spills with household bleach diluted 1-10 with water or use a suitable antibacterial spray. Such solutions to be disposed of immediately after use. Use a disposable cloth to wipe any spill.
3. When changing children's nappies use the changing mat stored in the staff loo. The mat must be wiped down with antibacterial spray after every use.
4. Bodily fluids on fabrics: **Curtains:** The fabric should be removed washed in the machine with appropriate powder. **Carpets:** Remove bodily fluid, use warm water as a first scrub. Then use hot soapy water to scrub area. At end of day use bicarbonate of soda on area, leave to dry and sweep up the next morning. This takes away unpleasant smells. Children to be kept away from wet area.
5. Dispose of bodily fluids carefully in double bagged bin liners, tie securely. Urine and faeces to be disposed of in the toilet if possible.
6. A child covered in bodily fluids must be cleaned, changed and made comfortable as soon as possible.
7. Tissues are provided for nose blowing. They are located in strategic places around the nursery! The child should dispose of the tissue in the lidded bin after use.

## Cleaning of play equipment

- Sand: Indoor sand to be replaced every term. The old sand can be tipped into the outside sand pit. Outdoor sand to be covered with a mesh at the end of the school day.
- Playdough: Keep dough in a covered container when not in use. Make new dough when necessary.
- Playhouse toys and plastic construction toys: to be washed in hot soapy water This to be done every term.
- Dressing up clothes: Children enjoy helping to wash the clothes and this can be done as part of a personal hygiene/water project. Clothes can also be washed when necessary in the washing machine.

## Accidents and First Aid

1. The first aid box is in the staff toilet in the locked cupboard. The expiry date of the contents is checked by the staff member responsible for the First Aid box every term. Any contents used from the box are written on list on the cupboard in the staff toilet and the staff member responsible for first aid must make sure that they are replaced at the earliest opportunity.
2. All permanent staff must have a valid first aid certificate. Ideally all the members of staff will hold a first aid certificate. The staff are to attend a first aid course recognized by Norfolk Children's Services when their certificate needs to be renewed.
3. The accident file is kept near the register in the nursery. Record all accidents to children and staff however slight.
  - Full name of casualty
  - Date, time, place of accident
  - circumstances in which the accident occurred
  - Nature of the injury
  - Treatment given and whether medical aid was sought
  - Name of witness(if one)and name of person dealing with the accident
  - Parent/carer must be informed of the accident, asked to read the accident book and must sign the book to show that they have read it.

### Serious accidents and illnesses

1. All serious accidents/illnesses must be reported to Ofsted and the HSE within 7 days **Ofsted must be informed of accidents that required medical treatment.**
2. Ensure all other children and staff are safe before attending the casualty.
3. One member of staff to care of the healthy members of the nursery. One member with a first aid certificate to attend to the casualty. Staff not attending to casualty to ring 999/112 for medical assistance.
4. Staff caring for the casualty to use first aid skills where appropriate and to call for extra help if needed. First aider to stay with the casualty medical help arrives.
5. If extra help is needed, one member of staff is to telephone or contact neighbours/bank staff. Healthy children must not be left unattended.
6. Neighbours most likely to be at home are:
  - Wyndham House Residential Home - tel 631 386
  - Dairy Cottage - tel 631 717      Mrs Chamberlain - tel 631 272
7. If possible keep the healthy children away from the sight of the casualty so as to avoid trauma or panic.
8. Contact parent/carer as soon as possible.
9. Report the accident to Ofsted within 14 days. Report the accident to the HSE if accident qualifies in the HSE list of reportable accidents.
10. A NCC helpline is available for 'Critical Incidents'  
<http://www.schools.norfolk.gov.uk/School-management/Emergencies/Critical-incidents/index.htm> or Tel: 07623 912974.

### Illnesses which justify exclusion from the nursery school

Chickenpox  
Conjunctivitis  
Diarrhoea  
Food poisoning  
Gastroenteritis  
Glandula fever  
Impetigo  
Infectious fevers  
Influenza  
Louse infestation  
Measles  
Meningitis  
Mumps  
Pertussis  
Poliomyelitis  
Ringworm  
Ruseola infantum  
Rubella  
Scarlet fever  
Tuberculosis  
Vomiting/sickness [for 24 hours after last symptom]

AIDS. Staff should be aware that a child may have HIV infection. Staff should always use the hygiene procedures stated in this document. It is to be hoped that parents who are aware that their child has HIV infection will inform the staff. This information must be kept confidential. Once informed staff will gather the extra information necessary to help both protect the child and others.

### **Fire/Emergency Evacuation Procedure**

If there is a fire, or other emergency which requires evacuation from the nursery, raise the alarm by firmly pressing the fire alarm button (after approximately 2 seconds the fire alarm will ring). There are 2 fire alarm buttons on the ground floor. They are situated at each exit ie in the porch (next to the flat door), and by the French windows. There is 1 fire alarm button in the flat.

THE FIRE DOOR IS THE FRENCH WINDOWS AND IS CLEARLY MARKED.  
A second exit is through the porch and out of the front door.  
Open fire doors; the first person reaching the doors will push them open



All children and staff will assemble at the far end of the garden by the shed with the **register, the visitor's ledger, the index box containing children/staff contact details, the telephone and the grab bag.**

One staff member will, if it is safe, check in all rooms and cupboards for a child who may have hidden in fright. The toilet area is the most important area to check.

The fire extinguishers are there to provide extra time to get all people out of the building and not as a means of putting out the fire.

Make sure anyone in flat upstairs knows there is a fire in nursery. The linked fire alarms will ring upstairs and downstairs if they are set off by smoke/fire. If anyone is upstairs they must join the others at the assembly point. Staff need to check that no one is left upstairs in the flat. If possible, 2 members of staff will go to check this. However, the safety of the children is paramount. The children must be safely escorted to the fire assembly area.

Once assembled, by the shed at the bottom of the garden, staff will check the register to make sure everyone is present. Any missing person must be informed of to the fire brigade.

Once at the assembly point the fire brigade must be contacted. **REMEMBER TO STATE THE FULL ADDRESS OF THE NURSERY AND THE POSTCODE PE33 3PZ**

If the fire is able to be put out without endangering anyone e.g. using the fire blanket for a pan fire in the kitchen; the fire may then be tackled.

If there appears to be no fire, or other emergency, and the children are safe at the bottom of the garden, 2 staff members, or 1 staff member if the children's needs are great, will go to check that the nursery is safe. To do this:

- Look on the fire alarm panel to find out which fire alarm button has been activated and go to this area.
- Touch the door with your hand. If it is hot there is a fire. **EXIT BUILDING AND RING THE FIRE BRIGADE.**
- If door feels normal then:
- If door open outwards, bend low and put one foot firmly in front of the other, side sideways and open the door a little way. If door opens inwards, crouch low and open door a little
- If air is sucked inside the opened door then there is a fire. **SHUT DOOR, EXIT BUILDING AND RING THE FIRE BRIGADE**
- If all seems well, then look around door, smell and if all is well, go inside the building/room to check.
- If there is no fire and one wants to reset the alarm:

Insert the fire alarm key (on the hook to the left of the nursery computer area) into the the activated fire alarm button and turn 90 degrees clockwise. Reset the fire alarm using the instructions beside the main fire alarm panel (in the porch)

### **Evacuation from the garden**

If children/staff need to evacuate the garden, staff will call for all the children to go inside.

Children can enter the building from the French windows or the entrance door. One member

of staff will check all around the garden to ensure all the children are inside. One member of staff will check the children/staff and visitors off o the register.

### Other points

The fire procedures must be practiced regularly - at least once a term. Every child must have had a fire practice, so both morning and afternoon sessions will need to have a fire practice.

Twice a year there will be a fire practice without informing the staff of the practice beforehand.

Make sure new pupils have a fire practice during their first term.

The practice must be noted in the fire practice book.

The book must state:

1. When the practice took place.
2. How long the evacuation of the building took.
3. Who was in charge of the fire practice.
4. How many people where involved in the practice.
5. Any other relevant notes.

### Testing the fire alarm

This is to be done once a month.

Take the key (on the hook to the left of the nursery computer area).

Insert the key into the fire alarm button and turn clockwise 90 degrees.

The alarm will sound.

Reset the fire alarm using the instructions beside the main fire alarm panel (in the porch)

Every month check a different fire alarm button and make a note of which fire alarm you have tested on the daily/weekly risk assessment chart.

### Other points to note

- A list of equipment to take to the muster station is displayed on the brick wall near the blue shelf next to the telephone.
- A wind up torch is hung on the banister at the top of the flat staircase. This is to be used in a fire if the power fails and the flat occupants need light to get out of the building. **THE TORCH MUST NOT BE USED OR REMOVED FOR ANY OTHER REASON.**

- An emergency light is situated in the nursery. It provides light in a power cut.
- A wind up torch is situated in the nursery, on the blue shelf in the book corner, in the CD box. This is to be used in a fire if the power fails and one needs light to get out of the building. THE TORCH MUST NOT BE USED OR REMOVED FOR ANY OTHER REASON.
- It is the responsibility of the flat occupants and the staff to adhere to these rules.

#### Details of the fire alarm system

These are posted next to the main fire alarm box in the porch

#### Food and Drink

##### Milk

- Milk is delivered during term time. Milk arrives in the morning and is put in the fridge until it is used.
- Milk is put in small jugs and the children are encouraged to pour their own milk into glasses during group time.
- Milk mugs and jugs are washed up after group time is finished. They are cleansed in hot soapy water, dried and put away on a clean shelf. Cartons thrown away or recycled.

##### Food

- All snack food is bought from well known supermarkets or groceries. A receipt of every purchase is kept in the nursery accounts manager's office.
- Milk is purchased from Dairy Crest and delivered twice a week. Receipts and delivery records are found on the nursery online account with Dairy Crest.
- Staff and children wash and dry their hands before preparing food, setting out food from lunch boxes and eating lunch. Staff are to wash their hands in the kitchen sink (this procedure was advised by the Food Hygiene Inspector on her visit in December 2014). A towel to dry hands is kept in the kitchen & washed daily. Children use wet wipes or wash hands before snack time. When preparing food, staff to wear waterproof plasters if they have a cut on their hands. Staff must also wear an apron that is washed regularly.
- Snack time is a small group, social activity. Snacks consist of healthy carbohydrate option and a fruit/vegetable. There is milk or water to drink.
- Staff wash fruit and vegetables. Fruit/vegetables are cut into manageable pieces for the children. Healthy snacks are presented in a clean bowl, plate or tray.

- Dips and cheese used at snack time to be kept in the fridge
- Sandwiches made for snack time must not be kept out of a fridge for more than 4 hours. Sandwiches must be consumed within 24 hours of being made. Any sandwiches left over at the end of the day will be put in the bin.
- Lunch boxes are kept in the nursery until the lunch period. All carers are reminded on a regular basis through talk and newsletters that freezer 'cooling' bags/blocks need to be in the lunch boxes to keep food cool. It is not the responsibility of the nursery if a child should get food poisoning from ingesting the contents of their own lunchbox.
- Any food that is not eaten by the child will be put back in the lunch box. This helps the parents/carers at home to know how much a child has eaten.
- Lunch box food cannot be reheated for children. Staff will not prepare cooked lunches for the children.

#### **Food Allergies and dietary needs/customs/beliefs**

- The parent/carer of every child is asked to fill in a form to state whether their child has a food allergy or a dietary need/custom/belief. The form is kept at nursery with every child's personal details. A list of children with allergies or dietary needs/custom/belief is kept in a highly visible place in the kitchen ie on the boiler.
- If a child is very allergic to a food substance a meeting will take place between parents and staff to work out how the child's well being and continued health can be managed without impinging on the liberties and rights of the other children in the nursery.

#### **Kitchen Cleaning Routine**

- The kitchen surfaces are wiped clean and washed with hot soapy water regularly throughout the day. At the end of the day the kitchen surfaces are cleaned with a sanitiser
- The chopping boards are colour coded: **Green:** preparing fruit and vegetables  
**White:** preparing bread/cake and preparing dairy product ie cutting up cheese. **Red:** preparing raw meat. All chopping boards are washed in hot soapy water after use. The **red chopping board** will also be sanitized with a sanitizing spray after being washed.
- The fridge is to be cleaned every two weeks. The temperature of the fridge is to be checked every week. It must be between 1°C - 8°C.

- Snack time plates, cups and utensils to be washed, dried and returned to storage asap after snack time. Washing must be done at end of session if it is not possible to do this during the session.
- Kitchen floor to be kept clean and to be washed with hot soapy water.
- Tea towels/hand towels must be put into the wash basket when they are wet. Wash cloths/towels at 90C, daily, in the washing machine.
- All cleaning substances must remain in their original containers
- All cleaning substances to be kept out of the reach of children.
- The kitchen bin to be kept shut and the bin emptied every day.
- One staff member must have current training of Food Safety & Hygiene (1 staff member is sufficient according to advice from food and Hygiene inspector's visit Dec 2015)

### **CAR PARK RULES**

- All cars, bikes and walkers to go in the IN gateway and out at the OUT gateway.
- Absolutely NO children to go out of the IN entrance at any time, on foot or on a bike.
- Don't use the IN gateway to leave the car park just to save time. It is forbidden and highly dangerous.
- All children are to be very close to their carer when going in and out of the nursery and using the car park.
- All children are the responsibility of their carer while in the car park, and are handed over to their carer by a member of staff at the end of a session.
- All children are the responsibility of their carer before they have been handed over to a member of staff at the beginning of a session.
- A carer must be an adult.
- Be aware at all times in the car park.

BE SAFE

### Garden Safety

Garden gate/entrance to the nursery to be shut at all times. Staff always check garden gate is securely shut before letting children play in the garden. ie The hooks on both sides of the gate are hooked up and the top fastener on the gate is in place.

Parents/carers to be reminded to shut the gate on a regular basis.

Gate at the bottom of the garden to be locked at all times.

Parents/carers are responsible for their children before they have handed them over to staff at the nursery and once a member of staff has handed them back at the end of a session.

The nursery will not be held responsible for any accident occurring to any child before they have been handed over to the staff or after they have been handed over to the parent/carer.

Parents to be given a copy of Car Park Rules.

Fence around the garden is to be secure at all times. Staff to inform Joanna if the fencing is insecure.

Sand pit to be covered with mesh at the end of the day when the children have left.

Every member of staff is to be aware of the dangers of berries, mushrooms or poisonous flowers that might appear in the garden. These are to be removed when spotted. On going awareness teaching for the children about the dangers of eating or touching anything found in our garden or anywhere else.

No children are to pick any flowers or plants in the garden without supervision.

Two members of staff in the garden when all the children are outside.

A member of staff to accompany a child in the nursery building if all other staff are outside.

All outdoor equipment to be monitored on an ongoing basis. Any equipment that needs repairing to be given to Joanna.

Trees and shrubs will be monitored on an on going basis to ensure, to the best of our knowledge that they are in a safe condition.

Salt will need spreading on the path in icy conditions. In icy conditions children will not be allowed to play on the hard surfaces.

Children will always wash hands after gardening and when they are dirty after outdoor play.

Children will wear appropriate clothes for the weather conditions. If appropriate clothes are not brought in by child and no substitute is available, they will stay indoors.

Suncream and sunhats will be worn when staff deem it necessary. Any child who refuses to wear these will not play outside. Parents are to use their own suncream at the beginning of a session. The nursery has suncream; this will be used if parents have forgotten their sun cream. If a child stays all day staff will reapply the nursery suncream after lunch. Any child who has to use special suncream must inform nursery staff and bring in the suncream they use.

Climbing frames in nursery are all designed to be safe for children to climb. However, staff must be vigilant while they are in use. Staff must be vigilant of children who have difficulty with balance and climbing and be near the frame to protect these children.

No wheeled toys are allowed up the hill in case they roll down accidentally and bump into a child.

Wheeled trolley has a handle that moves up and down. All staff to be aware that handle can fall quickly and is made of metal. The children are regularly instructed on how to use handle.

Staff to check around the garden at the end of outdoor play to make sure every child is inside. Then do a headcount in nursery to double check everyone is inside.

### **Security Policy**

- The porch door must have a lock that is unreachable by the children, but that is opened without the use of a key (for emergencies and fire exit).
- All children to have a personal record card which includes the names of people who are allowed to collect the child from nursery.
- No child is to be allowed home with a person not named on their personal record card unless the parent had rung to confirm a change of person AND NAMED THEM.
- Parents must tell staff at the beginning if a different person is collecting their child. The person must be named. Staff to ask person his/her name when they collect the child.



- Staff must record on a piece of paper attached to the daily register if a parent has named a person picking up their child that is not on the child's personal record card.
- No child is to go home if the identity of the person collecting the child has not been verified and accepted by the parents.
- If staff are not sure about a person that claims to be collecting a child they MUST contact a parent to confirm. If a parent is not contactable the child will remain in the care of the nursery. The person who claims to be collecting the child must wait in the car park if contacting the parents takes a long time. However, be polite and explain the situation to the person.
- If no one is contactable at the end of nursery, follow procedures for non collection of a pupil.
- Every session the staff will use the daily attendance register. The staff member will also record the time of arrival.
- Staff will take use the daily register record the departure and the time of departure for each child.
- Visitors to nursery will be added to the visitors register along with the time they arrived and when they left.
- Play outside can begin when a staff member has checked that the garden gates are securely fastened (see Garden Safety).
- No child is allowed to play outside without a member of staff being present.
- The French windows and the porch door must be securely fastened when all the children are inside. However, both exits must open without a key for fire safety procedures.
- The French windows OR the porch door must be unlocked when there are children playing outside. They may remain shut if the weather is cold, but they must open from the outside so that any staff that are outside can get help when necessary.
- Visitors who arrive unexpectedly should be politely welcomed. The visitors business should be quickly established and the appropriate action taken (immediate response or postponement until there is time to deal with the matter).
- Any visitor who is threatening or abusive: Ask visitor to remove themselves from Lodge Cottage grounds. If the visitor is persistent say that you are ringing the police and then ring the police.
- When ringing the police for help: State that you are a nursery school and have children in you care. Ask for immediate assistance.
- Staff, volunteers and students must all read, understand and adhere to the Lodge Cottage Nursery School policies of confidentiality. If staff, volunteers or students

breach the policies on confidentiality they will be disciplined according to the 'disciplinary and grievance' procedures set out in this document.

- Tapestry, Learning Journal security ( see Learning Journal policy)

### **Responsibilities of staff in an emergency**

Staff should, in all emergencies, first ensure the safety of the children, staff, any other person in the nursery and themselves. They will take the appropriate action to ensure this.

One member of the staff to stay with the children at all times.

**If evacuation from the nursery building is necessary**, assemble at the bottom of the garden, in front of the shed. Take box with children/staff personal details, the phone and the 'grab bag, the daily register and the visitors book. At muster station check if everyone is present.

If anyone on the register is missing:

One member of the staff to stay with the evacuated children. Providing it is safe to look in the building, the rest of the staff check all the cupboards and niches for the missing person. Find and take them to the bottom of the garden.

Get assistance - Call professional help. Keep calm.

If possible contact parents and if the nursery is evacuated to the bottom of the garden, stay there until danger is over. If the children/staff need shelter when waiting in the garden, then use the garden sheds and the playhouse. Some children could also sit in the staff cars if it gets very cold.

### **Accidents and serious injury**

Accidents of a serious nature to be dealt with as follows:

- 1 Ensure all children and staff are safe before attending victim/s.
- 2 One member of the staff to care for the healthy members of the group. This member of staff to call for emergency help if needed and to contact parent/carer/next of kin of the casualties.
- 3 Trained First Aider (staff) to look after the casualties. A member of the staff to stay with the patient/s until emergency help arrives or parent arrives and takes care of the patient themselves
- 4 If extra help is needed, one member of the staff to contact a neighbour if possible, but healthy children must not be left alone without adult supervision, Preferable to use the telephone /shout /call for help. If a third member of the staff is present, they can contact neighbours.
- 5 Neighbours most likely to be at home are:  
Wyndham House Residential Home - tel 631 386  
Dairy Cottage - tel 631 717 Mrs Chamberlain - tel 631 272
- 6 If possible keep the healthy children away from the sight of the Casualties to avoid trauma and panic.
- 7 Contact parent/guardian as soon as possible.
8. Report accidents ie needing medical attention, to Ofsted and report serious accidents to HSE ie if accident qualifies in the HSE list of reportable accidents.

### **Children not picked up from school at the end of the session**

No child will ever be left at nursery alone and two members of staff will remain in the nursery with the child until he/she is collected.

Staff will use the personnel file cards to call a parent /carer to ask them to collect the child. Staff may also call other people on the card to collect child if parent not contactable. If no one answers the phone call staff will ring the contacts on the child's personal record card every 15 minutes

Any child who is left at nursery will be taken care of and reassured until they are collected.

Any child not collected at the end of the morning session can stay at nursery until collected, even if this makes the staff /pupil ratio over the limit allowed in normal circumstances, provided staff have considered that there is adequate supervision for all the children and that the needs of each child is being met. The parent of the child will be asked to pay for the extra hours the child spent at school.

Any child that has not been picked up by 5.30pm will be handed over to the social services for care.

Parents/carers will be charged double the fees for any child left at nursery without prior notice and consent of Lodge Cottage staff.

## **Strangers**

Should a stranger arrive at nursery to collect a child, the child must never be handed over unless:

Stranger arrives with a signed note of confirmation from parent/guardian. This must be verifiable.

Parent/ guardian has telephoned to confirm arrangements.

Parent/guardian has been in contact with a member of staff to confirm arrangement.

It is not acceptable to allow a child's carer to inform us that another person is collecting the child they care for unless this person is:

on the child's personal record form

or this information has been checked by a member of the nursery staff with the child's parent.

No staff should use the telephone number or address given by the stranger as this may be false information.

## **Unwanted stranger at nursery**

Nursery garden gate is locked on the inside when the children are playing in the garden.

Nursery doors are inaccessible from the outside when all the children are in the nursery.

If children are in danger in the garden staff will usher them indoors and shut the doors.

If an unwanted stranger is outside and the children are inside, the children will be kept indoors until the stranger has gone.

If it is deemed safe to do so, the person in charge will ask the stranger to get off the nursery premises and she will inform the stranger that she is going to ring the police. The manager will ring the police stating that it is a nursery school and we have children in our care and need immediate assistance.

## **Lost Child**

Once it has been registered that a child is missing from the nursery the staff will first make sure that all the other children are on the premises and are safe. Use the register to check all names. One member of the staff will then gather the children remaining in the nursery for a group story or quiet activity while other staff:

1. Search the nursery premises thoroughly to see if the child has hidden. Cupboards, kitchen, staff loo should all be checked.
2. Search outside in the garden. Behind and among trees and bushes and in the climbing apparatus and sheds.
3. It is sensible to look up and down the road outside the nursery to check that the child is not within immediate view.
4. If the child is found outside the nursery grounds the parents must be informed of the incident and an internal enquiry set up to make sure that this does not happen again. Ofsted and the HSE will need to be informed of the incident.

## **Once all the nursery area has been checked**

One member of the staff must:

1. Ring the police to set up an official search. State the last time any member of staff saw the lost child, describe the child and the clothes he is wearing, his name, other helpful details, home address, the nursery address and any relevant telephone numbers.
2. Ring the parents of the child to inform them of what has happened. Ask one of the parents to stay at home in case the child should try to get home by himself.
3. Contact Joanna if she is not on duty. If possible, Joanna will come to nursery to organise the search with the authorities.

4. One member of the staff will help the police with their search while the other two members continue to care for the children still in the nursery. Try to contact another member of staff to help in the emergency. If there are only two members of staff at nursery the priority must be to continue to care for the children at the nursery until they are collected.
5. Joanna will call Ofsted and the HSE as soon as possible to inform them of the lost child and to keep them informed.

### **Non emergency sick or poorly child at nursery**

A child that becomes ill at nursery will be cared for by one member of the staff while his parent/guardian is informed and arrives to take the child home. If the parent/guardian is not contactable the staff will telephone another person specified on the contact card kept at the nursery and ask them to come and collect the child. If no-one is available the child will be kept at nursery and staff will try to contact someone regularly (every 15 minutes) throughout the session.

The sick child will be kept away from other children and staff to avoid any spread of disease that may occur.

### **Children not attending nursery when parent/carer has not notified nursery**

Lodge Cottage Nursery School expects all parents/carers to inform nursery if their child is not attending. If a child has not attended nursery for one week, and the parent/carer has not notified nursery, the nursery staff will ring the child's home to find out the cause of absence. All absences from nursery ( and reasons for an absence) are recorded on the daily register. If staff are worried that the child's absence may be because the child is at risk of abuse, staff will contact the child protection services.

### **Hazards**

Control of substances hazardous to health regulations: See risk assessment file

Manual Handling: See separate sheet risk assessment file

Electrical Hazards: See separate sheet risk assessment file

General Hazards: See separate sheet risk assessment file

Initial Induction for Lodge Cottage Nursery School

SUBJECT	COVERED
Fire exits	
Fire alarm sound	
How to evacuate building	
Fire assembly point	
Policy on fighting fires	
How to find a first aider	
Reporting accidents	
Whereabouts of the accident book	
Whereabouts of first aid box	
Training on the need for confidentiality	
Equality Policy	
Whereabouts of toilet & washing facilities	
Reading the Child safeguarding Policy	
Where to find information on safeguarding and who to speak to if you have any safeguarding concerns	
Reading all policies with special regard to the behaviour policy and the safeguarding policy.	
Reading of all policies	

SPECIFIC RISKS	COVERED
Step from lobby to corridor	
Bumping head on low shelves	
Dangers of hot drinks in the nursery	
Keeping kitchen door locked	
Keeping staff loo door locked	

Briefing delivered by (print name)

\_\_\_\_\_

Briefing received by \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## Confidentiality Policy

- All staff, students and volunteers must agree to keep confidential all matters concerning all the children who attend Lodge Cottage. This means all staff, students and volunteers must not communicate, by any means, to anyone who is not employed to work with children at Lodge Cottage Nursery about any child attending the nursery.
- Staff and volunteers must not use internet sites to communicate any personal thoughts about their work at Lodge Cottage.
- Staff are discouraged from having parents/carers of children at Lodge Cottage as 'friends' on their website.
- Staff with internet 'friends' who are also parents/carers of children at Lodge Cottage must immediately stop any communication about Lodge Cottage initiated by a 'friend'. In such circumstances staff should ask the person concerned to speak to them during working hours at Lodge Cottage Nursery School.



**Lodge Cottage Nursery School**  
**For new staff/students/volunteers**

**Staff/student/volunteer code of conduct**

Staff/students/volunteers must read, understand and adhere to, all the nursery's policies and procedures.

The nursery school and its grounds are a non-smoking area. No staff are permitted to smoke while at work or in the nursery grounds.

Staff/students/volunteers that are under the influence of illegal drugs or alcohol at work will immediately have their employment terminated.

Staff must wear clothes appropriate for the job.

- No bare midrifts.
- No torn clothing.

Staff/students/volunteers must agree to keep any records and discussions concerning the every child confidential.

Staff/students/volunteers must not discriminate against any child, staff member, parent/carer or visitor to the nursery on grounds of race, culture age, gender, religion or beliefs, sexuality, class, family status, ethnic origin, colour or disability.

Staff/students/volunteers must role model good behaviour at nursery to all stakeholders.

Staff/students/volunteers must use polite language when talking to all stakeholders of the nursery.

Staff/students/volunteers must keep their hair from covering their eyes when at work.

Staff/students/volunteers must always have their whole face visible to the children.

Staff/students/volunteers to consult with the manager before posting notices that advertise other business/ events on the notice board.

**Mobile Phones**

Staff to keep their mobile phones in their bags in the cupboard. Staff are not to use the mobile phone while at work unless it is an emergency. If staff want to use their phones they have to ask the person in charge. No mobile phones to be used in the toilet/changing area.

**Cameras**

Staff must not bring personal cameras to nursery. Any staff using their own cameras will be suspended.

**Internet Friendship and Chat Sites**

Staff are discouraged from having personal sites on any web sites. If staff use personal sites on the internet they must be aware of, and adhere to, the following conditions. Any breach of these conditions will result in termination of employment at Lodge Cottage Nursery School.

- Staff must not break the code of confidentiality they have signed as employees at Lodge Cottage Nursery School.
- Staff must not use internet sites to communicate any personal thoughts about their work at Lodge Cottage.

- Staff are discouraged from having parents/carers of children at Lodge Cottage as 'friends' on their website.
- Staff with internet 'friends' who are also parents/carers of children at Lodge Cottage must immediately stop any communication about Lodge Cottage initiated by a 'friend'. In such circumstances staff should ask the person concerned to speak to them during working hours at Lodge Cottage Nursery School.
- Staff are discouraged from adding photographs of themselves on any web site.
- Staff are not allowed to post photographs on the internet that compromise their dignity or in any way diminish their status as a respected member of Lodge Cottage Nursery School Staff.

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I have read and understood all the policies and procedures of Lodge Cottage Nursery School and I have been given an initial training on health and safety matters including information on emergency evacuation procedures.

I agree to the rules of confidentiality. This means not communicating ie talking, emailing, facebooking, writing etc to anyone who is not employed to work with children at Lodge Cottage Nursery about any children attending the nursery.

I have taken special care to read and understand the Child Protection Policy and Behaviour Policy of Lodge Cottage Nursery School.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Babysitting for families at Lodge Cottage Nursery School

Lodge Cottage is supportive of staff/students/volunteers wishing to offer babysitting services or working as carers in the holidays. However, Lodge Cottage staff/students/volunteers and families should adhere to the following babysitting/carer policy.

- All babysitting/carer contracts between staff and parents are private; Lodge Cottage is not responsible for any of these arrangements.
- 
- Lodge Cottage is not responsible for any health and safety, equality, breakages or other issues that occur when nursery staff are babysitting/caring in the home.
- Confidentially by Lodge Cottage staff/students/volunteers regarding other children, colleagues or parents/carers in the nursery must be respected at all times
- Lodge Cottage has a duty to safeguard all children whilst on our premises and in the care of our staff, but this duty does not extend to private arrangements between staff and parents/carers outside of nursery hours. However, should staff, in a private capacity, have concerns about the safety of any child for which they are babysitting/caring they must contact social services.
- Out of hours work arrangements must not interfere with Lodge Cottage's staff/student employment at the Nursery.
- Unless they are named, in a private capacity, as an authorised person on a child's records, no staff/student/volunteer can take a child away from the nursery or drive a child to his home from nursery.

Please note; Lodge Cottage does not make any financial gain from any babysitting/caring services provided by staff/students/volunteers.

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I have read, understood and agreed to the above policy.

Parent signature:

Date:

Staff/student/volunteer signature:

Date:

## Use of regular/non regular volunteers/students

We are always interested in volunteer/student help at the nursery. We especially encourage any parents/carers who can offer particular skills to show/teach/introduce to the children.

If you are interested in coming into Lodge Cottage and introducing your skills to the children, please do come and tell us.

Joanna Hammond will make the final decision of which volunteers can work in the nursery. This will be based on :

- a] Suitability of the skill on offer.
- b] Suitability of the time in the term.
- c] Suitability of the volunteer.

Every volunteer/student will:

- Have a DBS check. They will not be allowed to be alone with any child without the check having been completed.
- Disclose any convictions which may affect their suitability to work with children. This applies to any convictions which occurred before or after starting work at the nursery.
- Follow the behavioural expectations of the employed staff as set out in the staff contract.
- Fill in a personal record card (same as the children's) and also add name of next of kin and their contact details to the card.
- Sign a confidentiality form.
- Read the nurseries policies and procedures and sign form to say they have been read.
- Failure to adhere to the above will result in the student/volunteer being forbidden access to Lodge Cottage Nursery School.

## Special Educational Needs and Disabilities at Lodge Cottage Nursery School

Lodge Cottage welcomes all children with special educational need or disabilities (SEND). We will do our best to provide the resources and arrange the environment so that the needs of all children in the nursery are met. Our aim is to enable children with special educational needs or disabilities to reach their full potential within a safe, stimulating and nurturing nursery setting.

### Definition of SEND

A child has SEND if he/she has:

A learning difficulty which calls for special provision to be made

or

A disability which prevents him/her from making full use of the resources and nursery environment.

N.B a child is not regarded as having a learning difficulty solely because English is not his/her first language (English as an additional language - EAL).

For children with SEND the knowledge and views of the parents are vital. We are open and responsive to expressions of concern, and information provided by parents. Effective assessment and provision will be attained where there is the greatest possible degree of partnership between parents and their children, the nursery and other agencies involved in all area of S.E.N.D.

### Procedure for helping children that have been identified as having S.E.N.D. at Lodge Cottage.

1. Staff will use their training and knowledge to assess a child and will complete observational records to back up their assessment. Any information from specialists working with the child will also be used. The child's key person and the SEND co-ordinator (SENDco) will work with the child's parents throughout this process.
2. Staff and parents work together to make a 'support plan'; a written plan that highlights 2/3 targets for the child to achieve in the next 4 to 6 six weeks. A care plan may also need to be made for children who need extra help for physical/medical care. For a child who already receives help from specialists the views and strategies of these specialists will form part of the nursery's support plan/care plan. The support plan is used in nursery and at home.
3. The support plan is reviewed after 4/6 weeks and a new plan is written if it is needed.

4. If staff and parents agree that help from specialists outside the nursery is needed ie Speech and Language Therapists or a request for help from the Child Development Team. The SENDco will discuss this with the child's parents and help to arrange this.
5. We will work with the local authority via 'SEN Local Offer' to ensure information is available locally to parents to ensure they are able to make choices about the right childcare provision for their child with SEN
6. Lodge Cottage Nursery School has a responsibility to identify groups of disadvantaged children who attend the setting and will apply for additional funding available locally, if families meet certain criteria. The nursery will use this funding to ensure support is in place to improve children's outcomes. We aim to identify all children that may attract any additional funding such as Early Years Pupil Premium (EYPP), Disability Access Fund (DAF), SEND Inclusion Fund, and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes
7. The nursery will support every child with SEND when they move to school or to another setting. We will request meetings with the staff in the next setting, help to organise visits and, if necessary, invite specialist help to ensure that there is the best possible move to another setting.

The S.E.N.D. CO-ORDINATOR:

Joanna Hammond

It is the duty of the S.E.N.D. CO-ORDINATOR to keep up to date with S.E.N.D. training.

The SENDco is to cascade SEND information to other members of staff. The SEND will ensure that all records of children with SEND are up to date and will work with all members of staff when they write support plans.

The nursery operates its S.E.N.D. policy under the rules of the Special Educational needs and Disability Code of Practice:0-25 years. 2014.

## **Lodge Cottage Nursery School**

### **S.E.N.D.CO - Job description**

The particular duties of this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes/priorities identified within the setting.

#### **S.E.N.D.C.O.**

To advise and support other practitioners in Lodge Cottage and work alongside them in assessing, addressing and monitoring the needs of individual children.

To check that the child's key worker is liaising and sharing information with parents and keep them informed of their child's progress.

To oversee, help and advise the key worker and other staff to organise and maintain records concerning all the children with S.E.N.D. This is achieved by ensuring that relevant background information about individual children is collected, recorded and implemented, and that appropriate support plans and care plans are in place, and to monitor their use.

To work alongside staff and parents in formulating support plans and care plans as specified in the Special Educational Needs and Disability Code of Practice:0-25 years. 2014.

To organise the monitoring and review the progress of children with S.E.N.D.

To keep all staff at Lodge Cottage informed of their responsibilities as outlined in the Special Educational Needs and Disability Code of Practice:0-25 years. 2014.

To continue to build up resources for S.E.N.D. provision both for the children and the staff at Lodge Cottage.

To keep abreast of new SEN government legislation, and requirements from Ofsted and Norfolk Children's Services.

To liaise with the key workers, area S.E.N.D.co and other support agencies in the assessment and development of individual children.



## Child Protection/Safeguarding Policy

**This setting safeguards all children and expects all stakeholders of the nursery to meet this requirement. We recognise that the welfare of children is paramount and that we have a duty of care when they are in our charge.**

We will treat all children with respect and celebrate their achievements.

We will carefully recruit and select all adults working in nursery, whether paid or voluntary.

We will respond to concerns and allegations appropriately.

Ofsted requires that any member of staff or volunteer at Lodge Cottage Nursery School accepts the responsibility of passing on information and concerns regarding any child with whom they have safeguarding concerns.

There are four definitions of child abuse:

**Physical Abuse** - this may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional Abuse** - persistent emotional ill treatment of a child such as to cause severe and persist and adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of the other person. It may involve 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 ill-treatment of a child, though it may occur alone.

**Sexual Abuse** - involves forcing or enticing a child to take part in sexual activities. Whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non penetrative acts. They may include non contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Neglect** – persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent/carer failing to provide adequate food, clothing, shelter, failing to protect a child from physical harm or danger, or failing to ensure access to appropriate care or treatment. It may also include neglect of the child's emotional needs.

(Munro, E. (2002), Effective Child Protection. Sage Publications: London).

Lodge Cottage Nursery School safeguards and protects children by

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Safeguarding action may be needed to protect children and learners from:

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- radicalisation and/or extremist behaviour
- child sexual exploitation and trafficking
- the impact of new technologies on sexual behaviour, for example 'sexting' and accessing pornography
- teenage relationship abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- other issues not listed here but that pose a risk to children, young people and vulnerable adults.

Safeguarding at Lodge Cottage Nursery School is not just about protecting children from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- children's health and safety and well-being, including their mental health
- meeting the needs of children who have special educational needs and/or disabilities
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being
- online safety and associated issues
- appropriate arrangements to ensure children's security

(Please refer to the Policy and Procedures index to read the policies related to child protection ie Babysitting, key person, behaviour management, British values, health and safety policies, staff and volunteer codes of conduct, use of mobile and camera, risk assessments, tapestry, Safeguarding Lead Practitioner

Staff and volunteers at Lodge Cottage Nursery School who have child protection concerns should speak to the Safeguarding Lead Practitioner; the person responsible for child protection in the nursery.

This is: **Joanna Hammond**

She is responsible for:

Monitoring and recording concerns

Making referrals to social services

Arranging training for all staff

Writing the child protection policy

Ensuring all parents/carers, staff and visitors who work with children, know and understand the child protection policy

If Joanna is not at the nursery or is unable to act on the information because of personal reasons, the 2<sup>nd</sup> nominated person, **Sandra Pickup** will need to be informed. If she too is absent or unable to act on the information then the 3<sup>rd</sup> nominated person, **Jo Franks**, will need to be informed.

All staff at Lodge Cottage Nursery School must currently pass a DBS check. Staff must agree to joining the government DBS updating service so that the manager can check their DBS status at any time (annual fee of £13 will be paid by Lodge Cottage Nursery School). The manager will check DBS status at least once a year. Staff must also attend a **Child Protection** training course with a Norfolk Children's Services approved body every three years. The manager and named deputy must attend the **Safeguarding Lead Practitioner (SLP)** training and the **Safer Recruitment training**.

Any staff living with a person that is barred from working with children will have their employment immediately terminated. Staff will sign a declaration form annually to confirm they comply with this employment rule. Any staff who are barred from working at Lodge Cottage Nursery School due to living with someone who is barred from working with children may be able to have their disqualification wavered. Please refer to the Ofsted 'Early years compliance handbook' for further information.

Staff must to be familiar with the current booklet on display in nursery regarding child protection. This booklet outlines the procedures following a referral of child abuse in the nursery. Staff must also be familiar with the Norfolk County Council file named 'Safeguarding in Early Years and Childcare'. This file will be used by staff at Lodge Cottage Nursery School. Staff will receive in house training from the manager and deputy manager on how to use the file. The file is kept at Lodge Cottage Nursery School in an easily accessible shelf. All staff must know where to find the file.

Staff will receive in house training from the manager and deputy manager on how to use the file. The file is kept at Lodge Cottage Nursery School in an easily accessible shelf. All staff are shown where to find the file.

### **Confidentiality**

In cases of disclosure of abuse, by either children or parents, staff are obliged to share the information with the nominated person for child protection, who may have to refer their concerns to the social services.

All information concerning child protection investigations is confidential. Staff and volunteers should on no account share this information with unauthorised others.

We follow the guidelines set out in the booklet 'What to do if you are worried a child is being abused'

## **Staff Allegations/Whistle Blowing**

Staff at Lodge Cottage must report any inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images. Staff should not be afraid to talk about their concerns even if they feel that the person for whom they are concerned is of a more senior position in the nursery. All staff are respected and listened to at nursery and their views are taken seriously and acted upon. If the allegation is against Joanna Hammond the individual concerned must contact LADO directly. **Local Area Designated Officer (LADO) – TEL: 01603 223473.** This is a recorded message which will give you a link so that you can fill in a form online.

Any allegation(s) of Lodge Cottage Nursery school staff abusing a child at Lodge Cottage Nursery School, whether by staff, parents, by volunteers or students will be referred to without delay to Joanna Hammond. Joanna will contact The Local Authority Designated Officer (LADO) and Ofsted to report the allegation within one working day. The aforementioned organizations will then investigate the allegation(s). If the allegation is against Joanna Hammond the individual concerned must contact LADO directly.

Remember: Any of the following concerns **MUST** be reported to LADO within one working day. Ofsted must also be informed. **Record details of the conversation.**

Where a member of staff, student or volunteer or visitor who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against, or related to, a child
- Behaved towards a child in a way that indicates unsuitability to work with children

(see ‘Safeguarding in early years and childcare’ section 6 page 3 for more details)

Once you have spoken to LADO you have to fill in the referral/consultation form. This can be found and downloaded at:

<https://www.norfolkscb.org/people-working-with-children/how-to-make-a-referral/>

**If there is concern about a child’s immediate safety contact the police on 999. If the concern is not immediate contact the Children’s Advice and Duty Service (CADS) on 03448008021.**

**Telephone of Ofsted: 0300 123 1231**

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

**Any referrals to any agency must be recorded in writing, and dated.**

### **Norfolk 'Early Help' teams**

The early Help team is an organization that helps families who are struggling with family life. If staff at Lodge Cottage have concerns that a family needs extra help before a child becomes a 'child in need' they can, with parental consent, contact the Help Hub and Family Focus teams. The teams will work with the family and the nursery to find ways of helping the family to help themselves, so preventing long term support or intervention.

West Norfolk and King's Lynn Help Hub – 01553 669276

### **Family Support Process**

Families who are finding life difficult may also need help in the form of the Family Support Process. Staff must obtain parental consent to fill in the Family Support Forms.

To help staff fill in the form and work with the family please ring:

West Norfolk and King's Lynn Help Hub – 01553 669276

The family support forms can be found and downloaded at:

<https://www.norfolk.gov.uk/children-and-families/early-help/information-for-professionals>

### **When a parent asks for other parent/guardian NOT to be allowed to pick up a child**

It is unlawful for any parent/guardian to be refused permission to pick and have access to their child. Therefore, the nursery cannot refuse to let a parent/guardian pick up a child. However, if there is a court order preventing contact with a parent/guardian, then the nursery will ensure that the child does not have contact with the person concerned.

If a parent does ask for the other parent/guardian NOT to be allowed to pick up a child it is good practice to ask for detailed reasons for this request as this may highlight a safeguarding concern. If staff think that there is a safeguarding concern, then staff should tell the parent that they are ringing the social services for a professional consultation. If the staff member is very concerned, and feels that the parent should not be told that they are ringing the social services, then follow the procedures on 'How to make a Referral' (stated later in this policy).

### **Use of mobile phones and smart watches:**

Staff can have a mobile phone/smart watches, but these will be kept in the staff handbag and shut up in the in the cupboard. Staff can use these in an emergency, but only with permission

from the manager and when away from the children. However, they are strongly encouraged to receive calls from the line telephone and to use the land line to call others.

During work hours in nursery staff should not use any telephone calls for social calls. Telephone calls should be for emergencies only.

**Mobile Phones: Nursery is a mobile phone free area.** A notice is posted by the entrance informing all visitors of this rule. If they wish to make a telephone call or to use the mobile, then this needs to be done in the car park.

#### **Smart Watches:**

Nursery is smart watch free area. Staff, volunteers and visitors will be asked to remove their smart watches and give them to the person in charge for safekeeping until they leave the premises.

#### **Use of cameras:**

Lodge Cottage has cameras for the children and the staff to use in the form of ipads.

The children can take photographs in nursery (using the nursery ipads) and share these with friends while at nursery. Some of their pictures will be put in their Learning Journals (see policy on Learning Journals).

Staff take photographs to record activities at nursery and as an aid to child observations, as a tool to inform parents of what/how and with whom the children have been learning, as evidence of good practice for Ofsted inspections, as an educational tool for all areas of the Early Years Foundation Stage curriculum, as a resource in which to engage children in helping to review their personal learning journey and to help plan for their next steps.

No pictures are to be taken in the toilet area.

Parents need to be aware that photographs of your child may well be put in other children's Learning Journals. Photographs of your child may also be displayed in nursery.

No staff are to use personal cameras at Lodge Cottage Nursery School.

Occasionally a photograph of the children at Lodge Cottage will be printed in the newspaper. If it is printed in the newspaper no child will be named without parental permission.

Sometimes photographs are taken of children for training purposes by staff or students. In every case the children will remain anonymous unless the staff/student has been given parental permission to name the child.

When a child starts at Lodge Cottage every parent is asked, whether they will give permission for their child to have his/her photo printed/used at nursery. If permission is granted the parent must sign the permission form. Without a signature, any photographs will be taken for the

child's personal Learning Journey only. Any group photographs in which that child is featured will have the child's face/identifying features blacked out if it is on display. If consent is not given for photographs to be in the media, then the child will be asked not to join the group for when the photograph is taken.

Parents can take photographs of the children racing at Sports Day.

### **When to be concerned for a child's protection**

Children will often come to nursery with bruises, scratches and grazes, especially on lower arms and legs. Staff are to record these on an 'incident sheet and keep this in the individual child's records. Staff are not expected to treat all of these as possible child abuse. The majority of injuries to children happen in understandable and accidental ways. Usually the children are quite happy to tell staff how their injury occurred. However, there may be occasions when something happens which is particularly worrying.

Perhaps the child is unwilling to talk about an injury or gives an explanation which does not make sense. Perhaps there is a series of unexplained bruises. Perhaps the child's mood changes and he becomes withdrawn or tearful. Perhaps the child is fearful of going home. All of these examples may have innocent explanations, but they may indicate that a child is being harmed in some way.

If a child has a specific injury, mark, bruise or burn

If a child tells you about a worrying incident

If there is a more general concern that has built up over a period of time ie significant changes in a child's behaviour, any reasons to suspect neglect or abuse at home.

Not turning up to nursery sessions

In any of these situations there are several things which can be acted upon. What staff should do will depend on the level of concern and the urgency of the situation.

If the child is able to speak ask him what has happened. **BUT DO NOT ASK ANY LEADING QUESTIONS.** You can say "tell me what happened" and then ask **one more open question** ie who, what, where, when or how. The child might give a perfectly reasonable explanation which will allay fears. However, if the child is uneasy about explaining, or gives an explanation



which causes concerns, then a referral to CADS (Child advice and Duty Service) must be made via the nominated person.

If the child can't or won't give an explanation or the answer is not clear, then it is usually reasonable to ask the carers what occurred. Their explanation may be completely satisfactory, but on some occasions it will not dispel concerns.

If a child asks to speak to you about something take into account that he might be wanting to disclose a possible child abuse incident. If possible make sure you are in a reasonable private place or at least a place where the child feels comfortable to talk to you. Usually a child will just want to tell you about a new toy or a surprise trip with family, lovely! but be aware that he may wish to tell you something more serious and he will need your help.

### REMEMBER

- Keep calm
- Listen – privacy if possible
- Don't ask leading questions, but 'What happened next?'
- Write down, sign and date using a body map if necessary.
- Keep notes safe for records or refer immediately. Judge on each case.
- Don't tamper with your notes, even if they are quickly scrawled on paper used for something else.

There are situations where carers must NOT be told either of concerns or of a referral. **If the concerns relate to the possibility of sexual abuse the matter must be referred to the Children's Advice and Duty Service (CADS) without discussing it with the carers.**

All staff, volunteers and regular visitors are required to complete a copy of the '**Recording form for safeguarding concerns**' and pass it on to **Joanna Hammond** or the deputy **Sandra Pickup** or **Jo Franks**, if they have a safeguarding concern about a child who attends Lodge Cottage Nursery School. Copies of this form, plus a body map (to use when showing where one has seen marks of concern on a child's body), are available for immediate use in the clear, wall storage containers near the children's pegs. More copies are stored at the back of the 'Safeguarding in early years and childcare' file (on blue shelf in the 'workshop area, appendices p 5).

Specific help and advice concerning child protection/safeguarding in an early years setting is to be found online at <https://www.norfolkchildcarejobs.com/resources..> The password code is EYSafeguarding2017. Here you will find all the up to date information. Information on the Children's Advice and Duty service is available on [www.norfolkscb.org/wp-content/uploads/2015/04/CAD](http://www.norfolkscb.org/wp-content/uploads/2015/04/CAD) The Norfolk County Council file named 'Safeguarding in Early Years and Childcare' is also useful. All these resources are used by staff at Lodge Cottage Nursery School.

### **HOW TO MAKE A REFERRAL**

Staff will inform the nominated person of their concerns about a child. The nominated person will then discuss the matter with staff members and make notes of:

When the concern was voiced

Details of concerns eg conversations, marks etc

Any relevant pictures or writing by the child

The nominated person must then decide whether to monitor or to contact CADS immediately.

It must be stressed that the protection a child is paramount and must override any other 'feelings' the nominated person may have concerning the family as a whole.

Please note that any staff member or member of the public can ring CADS to voice concerns about child protection. However, there is a separate number for the general public to use.

When it has been decided that further action is to be taken, telephone **The Children's Advice and Duty Service (CADS) on 03448008021**. Say that you are phoning as you have child protection concerns about a child. All calls result in a 'conversation' with a Consultant Social Worker. They will ask for details so have all the information ready:

- All details known to Lodge Cottage Nursery School about the child
- Their family composition including siblings, and where possible extended family members and anyone important in that child's life
- The nature of the concern and how immediate it is
- Any kind of work/support you have provided to the child or family to date
- Where the child is now and whether you have informed the parents/carers of your concern.
- It is best practice to inform the parents/ carers that you are going to make a referral. However, it is your right not to inform them if you think this endangers the child or

undermines the investigation of a serious crime. You can state that you don't want the family to know who has referred, but you cannot make an anonymous referral.

- Make sure you note the name and correct spelling of the persons you speak to. You may have to email them or contact them at a later date.

For your conversation with the Consultant Social Worker you may want to use the 'Threshold assessment'. The Norfolk Threshold guidance is available to download @ <https://www.norfolkscb.org/people-working-with-children/threshold-guide/>. This includes some useful videos. More information can be found in the child protection file kept in nursery, the leaflet hanging on the nursery notice board and the leaflet displayed on the nursery noticeboard.

The Multi Agency Safeguarding Hub (MASH) is still working in Norfolk, but this is accessed through the CADS consultation.

Every conversation will be followed up in writing by the Consultant Social Worker. However, always make a short record of the conversation too to ensure that nothing is missed. So, use the form called 'Form for recording concerns referred to the CADS team'. This is in the 'Safeguarding in early years and childcare' file (in the appendices).

State clearly in the record the reason for not informing the parents/carers (if this is so). You must put all the written records into the locked 'black box'. A note on the child's file will say only that there is information on child protection kept in the 'black box'.

All records of conversations will be kept by the CADS team. Following your conversation with the CADS. The Consultant Social Worker will decide what needs to happen for that child. However, if you still continue to have concerns that you feel are not being addressed by the actions put in place, do not hesitate to ring CADS again.

**Telephone Number of Children's Advice and Duty Service (CADS) 0344 800 8021  
Open 24 hours Telephone Norfolk Police 999**

**Professional consultations:**

**Once the CADS/ MASH services are involved, a note must be made in a child's main file that indicates he/she has a child protection file. The stickers to indicate this file are kept in the child protection file box.**

**When a child, about whom there are child protection concerns, leaves Lodge Cottage Nursery School:**

A copy of the child protection files must be transferred to the next setting. A record of the transfer will be made and kept at Lodge Cottage along with a receipt of the transfer from the next setting. Keep the contact details of the next setting and the date of the transfer, The forms for this are available on the nursery computer (safeguarding file- child protection, change of setting record).

Lodge Cottage will always inform CADS if a child, about whom there is a child protection concern, leaves nursery.

**Further useful contacts:**

Norfolk Safeguarding Children's Board – Policies, procedures, protocols, training  
01603 223409 [www.norfolklscb.org](http://www.norfolklscb.org) The NSCB Safer programme – 01603 228966.  
safer@norfolk.gov.uk

**COMPLAINTS PROCEDURE**

It is encouraged that anyone who has a complaint/query/apprehension or misunderstanding about any aspect of the nursery, will discuss this with a member of staff.

It is hoped that no-one will harbour a grievance at home as they will find staff always easy to approach on any matter concerning the nursery.

Most complaints can be discussed and dealt with on the spot by an exchange of views/ideas between the two parties, and these can be discussed again at a further date to satisfy any lingering doubts or misunderstandings.

If a complainant is unable to come to nursery it is better to talk over the telephone A.S.A.P. and failing this, to exchange views in a letter.

While talking to a carer it is the nursery's policy not to have the child concerned nearby. Another member of staff will occupy the child during the conversation.

All complaints will be noted by a member of staff and a note of the complaint stating: date, person filing complaint, reason for the complaint and the person dealing with the complaint, to be put in the Complaints File.

Complaints can be received on a range of issues and some of these complaints will have to be dealt with by procedures laid down by the law.

It is ultimately the responsibility of the owner Joanna Hammond to decide on an action to deal with the complaint and to resolve the issue as best as is possible.

There will be no discrimination in respect of either gender, age, status, ethnic origin, language or culture when considering a complaint.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to Norfolk County Council Early Years Finance Manager Tel: (01603) 222900

*NB The registration Authority will only become involved when the issues are such that there is a breach of Registration Requirements and there is a possibility of cancellation of registration, a child's life or safety is in serious danger or the complaint has gone through the facility's procedure and remains unsatisfied.*

Ofsted: <http://www.ofsted.gov.uk/contact-us> or telephone: 0300 123 4666

If a complaint is made against a member of staff which include allegations that breach registration requirement, Ofsted will be informed. This may result in the nursery disciplinary procedure being followed.

- A full investigation will be carried out by Ofsted. The investigation is never carried out by the nursery.
- If the allegation could possibly interfere with normal nursery working procedures, both parties will be consulted and arrangements made for either the staff member involved to have different hours or the child to change to different hours.
- The nursery reserves the right to suspend any staff member on full pay during an investigation. Suspended staff will be kept informed during the investigative process.
- All investigations and interviews will be documented and kept in a private file in the manager's office.
- Unfounded allegations will result in all rights being reinstated. Support will be given to reinstated staff.

If the complaint is a child protection concern then the procedures outlined in the Child protection section, namely **Staff Allegations/Whistle Blowing**, will be followed.

- Founded allegations will be passed onto the police and will result in termination of employment. Ofsted will be informed of this decision.

### **Equal Opportunities Policy**

Lodge Cottage Nursery School acknowledges and welcomes diversity among pupils, staff, families, volunteers and visitors.

We do not discriminate against anyone on the grounds of age, gender, sexual orientation, pregnancy, family background, language, disability, colour, ethnic origin, culture, religion or belief.

We promote fairness and justice for all throughout our care and education of the children in the nursery.

We are opposed to all forms of racism.

We respect the religious beliefs and practices of all staff, pupils, parents and carers.

We ensure that all recruitment, employment, promotion and training systems are fair to all and provide opportunities for everyone to achieve.

We will make reasonable adjustments, when required to, in order to: increase access to the curriculum, improve access to the building and improve delivery of information.

We respect diversity. We know that treating people equally is not simply a matter of treating everyone the same. We adopt the Norfolk Inclusion Statement's view that inclusion is:

"The process of taking necessary steps to ensure that every young person is given an equality of opportunity to develop socially, to learn and to enjoy community life". This means that we do our best to make reasonable adjustments for disability, that we recognise and celebrate cultural difference and that we use short term, positive discrimination strategies to help families/communities who share a 'protected characteristic' ie age, disability, gender reassignment, marriage or civil partnership, race, religion and belief, sex, sexual orientation, pregnancy/maternity .

We know that equality is not simply about protecting the potentially vulnerable. We believe that all children may be disadvantaged by the holding of prejudicial views. So we promote good relationships and positive attitudes between all groups and peoples.

We value our staff for their ability and potential to help us make the best possible provision for the children in our nursery, regardless of disability, ethnicity, culture, religion/belief, national origin, gender or sexual orientation.

We are proactive in our efforts to identify and minimise existing barriers or inequalities.

We seek the views of all groups affected by the policies and work of our nursery and try to involve them in policy review.

We recognise our role in promoting community cohesion, and actively work with other local agencies who are involved in the care and education of the children at nursery. We also encourage the participation in public life of all the children in our nursery.

### **Admissions**

The nursery is open to every family in the community providing:

- They can pay the nursery fees or are provided with funding to cover the nursery fees.
- Families joining the nursery are fully aware, and comply with, our equal opportunities policy.

Every new family is encouraged to help their child settle in as easily as possible, and to feel part of the nursery community, by filling in forms that ask about the child's family, home life and developmental achievements. These forms will remain confidential and will only be used by the nursery staff, the child and the child's family.

### **Employment**

Lodge Cottage Nursery School will appoint the best person for each job and will fairly treat all applicants for jobs and all those appointed.

No applicant will be rejected on the grounds of age, gender, sexual orientation, family status, means, disability, colour, ethnic origin, pregnancy, culture, religion or belief.

Commitment to implementing the group's Equal Opportunities Policy will form part of the job description for all workers.

We keep records and take account of the following information of our staff members:

Employment references, Staff training, Disciplinary and grievance cases, Twice termly individual staff consultations, Staff Appraisals

Actions highlighted from the above are prioritised over the four year span of our 'Equality Objectives'.

### **Families**

The nursery recognises that many different types of family successfully love, care and nurture their children. All families are encouraged to join the nursery community and all families will be welcomed into our community.

### **The Curriculum**



All children will be respected and their individuality and their potential recognised, valued and nurtured. Activities and the use of play equipment offer all children the opportunity to develop in an environment free from prejudice and discrimination. Opportunities will be given to children to explore, acknowledge and value, the similarities and differences between themselves and others.

The nursery will not adhere to any requests, by any stakeholder, not to celebrate a faith or belief that is recognized by British law.

### **Resources**

These are chosen to give children a balanced view of the world and an appreciation of the rich diversity of our local community and the wider world.

Materials are selected to help children to develop their self respect and to respect other people. The nursery will avoid stereotyping and will not allow derogatory messages about any group of people.

### **Special Needs and Disabilities (SEND)**

The nursery recognises the needs of children with SEND and the needs of their families. Lodge Cottage welcomes children with SEN provided:

- The family can pay the nursery fees or acquire funding to pay for the nursery fees
- The nursery is able to meet the health and safety requirements of the child.

Planning for nursery meetings and events will take into account the needs of people with disabilities.

Manager: Joanna Hammond.

### **Discriminatory & abusive behaviour/remarks by staff, parents, children, visitors & other stakeholders.**

These are unacceptable at Lodge Cottage Nursery School.

The nursery's response to discriminatory or abusive behaviour will be:

1. **Acknowledge** that the incident has occurred (to ignore it models that it is acceptable behaviour).
2. **Listen** to the person asking for support and don't dismiss name calling or discriminatory behavior as harmless fun.

3. **Recognise** that the behavior is harmful and that the victim may feel upset, offended or angry
4. **Comfort** the victim; make sure that they know you care how they feel. Ensure they know that you respect them and their views.
5. **Explain** to the person who has offended why their behavior was wrong and talk about how it made the victim feel.
6. **Reassure** the person who offended that it was the behaviour that was wrong.
7. **Communicate** with the parents/carers of the children who made the comments to explain how it damages their own child.
8. **Inform** the victim and their parents/carer ( if a child) how you dealt with the situation to ensure they feel supported.
9. **Record** and monitor incidents so you evaluate the procedures you have for dealing with situations.
10. **Provide** opportunities to discuss equality and diversity by using toys, stories and other resources.
11. **Empower** children/parents/carers/staff to deal with situations involving themselves or others, to reject all discrimination.
12. **Develop** an ethos that values diversity, supported by proactive, anti-discriminatory practice.

### **Language**

Information, written and spoken, will be clearly communicated in as many languages as possible. Bilingual/multilingual children and adults are an asset. They will be valued and their languages recognised and respected in the nursery.

Equality Objectives June 2019-June 2023

Action	Planned Actions	Time scale	Person in charge
To ensure that <b>all</b> primary carers have regular opportunities to communicate with the nursery	<p>. For each child:</p> <p>To assess communication opportunities at taster session.</p> <p>To ensure that communication between nursery and all primary carers in ongoing.</p> <p>To make sure that the communication tool used is workable and easy to access and use.</p>	<p>For each child:</p> <p>Within a month of starting nursery.</p>	<p>Overall assessor: Joanna Hammond</p> <p>Key persons to be in charge of monitoring their children.</p>
To promote the best possible learning space for children aged 24- 32 months in the nursery building.	<p>To ensure that parents know that the afternoon session is the best time for 2yr olds to attend nursery.</p> <p>Have learning spaces in nursery with 2yr old learning resources at the forefront of planning.</p>	Ongoing	Overall assessor: Joanna Hammond.
To work with local authority to promote Lodge Cottage Nursery School to 'hard to reach' families in the local area.	To make regular contact with local children's centre and to ensure that they are aware of the services that Lodge Cottage Nursery is providing to the local community.	Ongoing	Overall assessor: Joanna Hammond.

### **Charging Policy**

Lodge Cottage Nursery School charges £5.50 an hour.

Fees on a sessional basis, term time only.

There are three sessions per day from Monday to Friday:

Morning session: 8.30am – 12noon

Lunch session: 12noon-1.00pm

Afternoon session: 1.00pm-4.00pm

Children can attend nursery for morning sessions, afternoon sessions or all day.

Children can attend nursery for as many sessions as is requested by their parent/carer, but there is a minimum of at least two sessions per week. This is to ensure that each child feels secure and happy at nursery. It gives each child time to build up a meaningful bond with their key person, to make friends, to learn the routine and have continuity to their life and experiences at Lodge Cottage Nursery School.

Children who are eligible for government funding are welcome at Lodge Cottage Nursery School. Currently a child is eligible for government funding the term after they have their third birthday. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. However, the government funding does not cover the costs of running Lodge Cottage

Nursery School. Currently the nursery is subsidizing every pupil by £1.50 an hour. Nevertheless, the entitlement is offered free. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate. All children who are eligible for government funding receive free nursery sessions at Lodge Cottage Nursery School up to a maximum of 15 hours per week, this includes the lunch time session (please bring a healthy packed lunch for your child). The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

There will be a charge for all the sessions/hours a child uses that is above the 15 free hours provided by the government. If a child is eligible for government funding the parent/carer responsible for payment of nursery fees must fill in and sign the Norfolk County Council (NCC) ‘parent claim form’ to ensure that their child receives the funding. Lodge Cottage Nursery School sends this document by email to each parent at the beginning of every term. If a parent has no email address then the form is available in print. An itemised bill, showing the hours of free nursery education a child is receiving at Lodge Cottage Nursery School, is sent to the parent/carer on a termly basis.

Lodge Cottage provides a choice of snacks at the morning and afternoon sessions. These include a small portion of healthy carbohydrate/protein such as crackers, butter and cheese or breadsticks and hummus, and a selection of fresh fruit and vegetables. Nursery also offers foods from other cultures and countries on a regular basis to give children an early experience of the lives of others. Paying for snacks helps nursery to remain financially sustainable and to pay staff wages at more than the minimum wage. Snack charge is £3.50 which is equal to paying £1 an hour to support the sustainability of the nursery. Parents can provide their own snack. We ask that the snacks provided by parents adhere to the nursery’s healthy eating ethos and our equality policy. Therefore, the snacks parents provide should be similar to the snacks that the nursery is providing on the day. Snacks should be put in a named box and the food suitably cooled.

All invoices are to be paid at the beginning of each term.

There is a deposit of £50 to be paid when a child registers at Lodge Cottage Nursery School. The deposit is returned when the child begins attending the nursery.

If a child is not picked up from nursery at the end of his/her registered session, Lodge Cottage Nursery School retains the right to charge £2.75 for every ¼ hour overstay at nursery.

### **Staff Special Duties**

Joanna Hammond: Owner and manager; responsible overall for the nursery school.

Also manages: S.E.N.C.O, Safeguarding and child protection, risk assessment and all health and safety matters, behaviour management, equal opportunities, inclusion, I.T skills for children, British values and Prevent duty, admissions and operation of waiting lists , staff training needs, staff assessments, wages and pensions, contracts, staff recruitment, criminal record checks, volunteer recruitment, overall curriculum planning and record keeping, maintenance, self assessment, action plans, buying equipment, preschool and school liaison, inter agency liaison, early years funding, insurance, buying and stocking sundries and essentials, checking electrics and fire equipment, policies and procedures, record keeping, accounts, fees and grants, newsletters, business plans, marketing, policies and procedures updating.

Sandra Pickup:

Deputy manager

Behaviour management

Fund raising manager

'Green' issues manager

ICT

Second nominated person for safeguarding

Jo Franks:

First Aid manager

Kitchen cleanliness manager

Third nominated person for safeguarding

Sam Reeve:

Creative activities manager

Photographs

Family photo wall

Birthday wall

Number line photos

ICT

### **Looked After Children**

Lodge Cottage welcomes 'looked after children' and will offer a place in the nursery to any 'looked after child' provided this offer is in accordance with the nursery's admissions policy.

No staff member will discriminate against looked after children.

Any parent/ casual worker who discriminates against a looked after child will be asked to stop this practice and to adhere to the behavioral expectations of the nursery. Failure to do this will result in the parent/casual worker being refused entry to the nursery grounds.

The designated manager of 'looked after children' is:

Joanna Hammond.

Joanna Hammond has attended the training for 'Looked after children' and for using a Personal Education Plan (PEP) for 'looked after children' attending children attending and early years setting.

If a looked after child is to register as a pupil at Lodge Cottage, the designated manager for 'looked after children' must ask for the contact details of the child's social worker. This must be kept on the child's registration form and on the contact details card.

If, after 24 hours, the child's social worker has not contacted nursery, the designated manager will contact the social worker.

The social worker is to send the child's PEP immediately. The first and second pages of the PEP should be already filled in by the social worker. If the child has attended other settings before registering with Lodge Cottage, then other pages of the PEP should also be filled in and a transition report included in the PEP file.

The social worker should also provide Lodge Cottage with the child's Learning Story so that Lodge Cottage can continue to use it and add to it.

The designated manager must confirm with the social worker that funding to pay for nursery fees is available from the Local Authority. If the foster parent is paying the nursery fees, then the fees must be paid on the first day of the term.

The child's key worker will work closely with the child's main guardian and with his/her social worker. The key worker will ensure that the child feels as settled and secure as possible in nursery.

Lodge Cottage believes that a 'looked after child' has the same right to achieve and succeed as any other child. Therefore, Lodge Cottage will:

- Treat a 'looked after child' with care and understanding
- Liaise with the appropriate professionals and carers



- Put into place appropriate strategies to help the child overcome any behavioural issues
- Ensure that the child's transition from Lodge Cottage to the his/her next setting is managed sensitively and with the child's best interests at heart.

A PEP meeting will be organised by the designated manager between 5-8 weeks of the child first attending nursery. Further PEP meetings will take place approximately every 6 months.

After each PEP meeting the designated manager will complete the appropriate forms in the PEP. These include: key achievements under the EYFS headings, SEN needs, IEPs. There is no need to replicate these documents if they are already available in the child's Learning Story – simply state where to find the information in the PEP form.

When the child moves to another setting the PEP will be used to ensure that the transition is as smooth, happy and informative as possible.

### **Transition Policy**

Lodge Cottage Nursery School is committed to making all transitions to other settings, for every child, as smooth and positive an experience as possible. All children facing a transition are entitled to feel that their needs and wishes have been listened to and carefully considered. Children should be able to move from one carer to another with the knowledge that the adults caring for them are aware of their uniqueness. Therefore, Lodge Cottage strives to ensure that, with parental permission, all carers of the child have up to date, detailed information that will give the child a confident and happy start in a new environment.

All information given to Lodge Cottage Nursery School will remain confidential. If staff at nursery consider that it would be beneficial to the child that information is passed to another

carer or other professional agency, parental/guardian consent must be given (except in any safeguarding concerns).

Our transition policy focuses on:

- The transition from home to Lodge Cottage Nursery School
- The transition from Lodge Cottage Nursery School to another carer during the working week.
- The transition to school or to leaving Lodge Cottage Nursery School and attending another pre school provider.

### **The transition from home to Lodge Cottage Nursery School**

This transition begins once a child is registered to start at Lodge Cottage Nursery School.

The child will be allocated a Key Person.

Every family will have a taster session at nursery the term before the child is due to start nursery. The taster session begins at 9.30am for the morning session and 1.30pm for the afternoon session. The new family is invited to stay for the whole session. The Key Worker will liaise with the child's family to arrange a date for this visit.

The child must be accompanied by one of his/her legal guardians.

During the taster session the child is encouraged to play with the support of the carer who accompanies the child.

During the session the guardian will have time to talk with the child's Key Worker. The carer will be requested to give information about the child. Information includes the child's family set up, special relationships, photo of the child, photo of the child and his family, photos of special people in his life, family beliefs/faiths, his mother language (be specific), any special words that staff need to understand, his developmental achievements, likes/dislikes, interests, pets, any other information a family wants to give.

The parent/guardian must provide the following information: Child's full name, date of birth, address, telephone numbers of parents/guardians, with whom the child lives, any medical procedures or conditions that staff must be aware of/help with, names of people with permission to collect the child from nursery (with photo is possible), record of vaccinations, doctor's name and address, any dietary requirements.

The parent/guardian must read/and or understand, the nursery's Policies and Procedures document and sign that they have done this. A copy of this document can be emailed or the family can borrow the document and return it to the nursery.

The parent/guardian is asked to agree to some requests made by the nursery as set out on the 'Consent Form'.

If the family request a second taster visit, this is booked. Staff may also request that a child has another taster visit.

### **First sessions at nursery:**

Every child is individual and has experienced a unique family background. Therefore, Lodge Cottage Nursery School has no rigid policy for settling in new children; we work with each family to ensure that their child feels secure and happy at nursery.

The information a parent/guardian has about their child will be used as the starting point for their child's learning and development at nursery. It will be kept in the child's Learning Story.

The child's Key person is responsible for building up a special record of the child's achievements and development while the child attends Lodge Cottage Nursery School. This record is called a 'Learning Story'. The aims and concepts of the Learning Story will be explained by the Key during the first few weeks a child attends nursery.

Lodge Cottage insists that dummies are not used during a child's session at nursery. We feel that the children who are ready to join our nursery should be encouraged to use speech to communicate with staff and friends. Dummies inhibit speech development and are therefore detrimental to a child's communication and language development.

### **The transition from Lodge Cottage Nursery School to another carer during the working week**

With parental/guardian consent, the child's key person at Lodge Cottage Nursery School will liaise with any other carers on a regular basis. Information about a child's developmental progress will be exchanged using the on line Learning Journal 'Tapestry' (with parental consent). Failing this, in writing or with a telephone call at least once every term. Any information exchanged will be shown to the parent/guardian.

The key person is responsible for contacting the other carers. The key person must ensure that: parents/guardians consent to this information being exchanged.

### **The transition to school or to leaving Lodge Cottage Nursery School and attending another pre school provider**

Lodge Cottage Nursery School requests that every family gives us the name of the setting to which their child is moving well in advance ie one whole term.

Lodge Cottage Nursery School will request parental/guardian permission to send information to the next setting and ask for parental consent to chat to the next key person about the

uniqueness of their child. All information to be sent to another setting must first be given to the parents/guardian.

The key person will write a 'Transition Report'. This will be sent to the next setting. We will also transfer the child's Tapestry Learning Journey to his/her next setting electronically if the next setting uses Tapestry (with parental permission).

The key person of the next setting will be invited to come and visit the child at Lodge Cottage. During this visit the child's key person will chat about the needs and uniqueness of the child (with parental permission).

The child will take his/her Learning Journal with leaves Lodge Cottage Nursery School by downloading it onto a PDF.

## **Two Year Old Progress Check**

The Early Years Foundation Stage (EYFS) requires that parents/guardians must be supplied with a short written summary of their child's development in the three prime learning and development areas of the EYFS: Personal, Social and Emotional Development, Physical Development and Communication and Language; when the child is between 24-36 months.

The progress report will be written with the help and consultation of the child's parents/guardians. Any sharing of this report needs permission for the child's parents/guardians.

Lodge Cottage Nursery will write the above developmental assessment for every child who attends nursery before the age of three provided: the child has not already received an assessment from another setting/childminder or the child does not have a third birthday during his/her first term.

When to write the two year old assessment:

Children who start at nursery the term they celebrate third birthday have their two year old assessment within one month of starting nursery. It will be a useful tool for cementing staff understanding of a child's current developmental age and in planning for a child's next learning goals. Children who are two years old for more than one term have their two year assessment between half term and the end of term of their first term at nursery. This gives the key person more time to get to know the child really well and build a relationship with the child his/her parents/guardians, before writing the report.

If a child has a period of ill health or is coping with a significant event in the family such as family breakdown, bereavement or arrival of a sibling, Lodge Cottage Nursery School reserves the right to delay the assessment until staff feel the time is right to begin the assessment process.

If a child is cared for by another setting Lodge Cottage will liaise with the setting when writing the assessment. If the child spends more time at the other setting Lodge Cottage will strongly suggest that the other setting writes the two year old assessment.

All two year old assessments will be written using the format devised by Norfolk Children's services. With parental permission Lodge Cottage Nursery School will share information in the two year old progress check with children's services and the Health Visitor assigned to your child. If there are any concerns about a child's development there will be a co-ordinated response from Lodge Cottage Nursery and the Health visitor team so that the child and the child's family receives the help they need.

Any child who enters nursery after her third birthday will not receive a two yearold progress report. However, if they have already received a two year old progress report, the nursery will request that a copy of the assessment is kept in the child's Learning Journal at nursery so that it can be used to plan for her next developmental steps.

## **How British values are promoted at Lodge Cottage Nursery School**

The fundamental British values of:

- democracy,
- rule of law,
- individual liberty,
- mutual respect and tolerance for those with different faiths and beliefs

are implicitly embedded within the Early Years Foundation Stage (EYFS) curriculum. The EYFS curriculum is the bedrock of nursery practice for Lodge Cottage Nursery School.

### **Democracy – making decisions together**

#### **EYFS – The Unique Child + Positive Relationships + Enabling Environments**

#### **Personal, social and emotional development: self-confidence, self awareness**

The ethos at Lodge Cottage Nursery School is to see every child as 'unique' and to listen to, and understand, every child's views, concerns and values.

Every child has a key person who uses their special relationship with the child to have a comprehensive understanding of the child's needs, views and concerns and to articulate them for the child if necessary.

Staff use a range of techniques to 'listen to' the child: observation, talking and listening to the child, playing with the child, talking and listening to the child's main carers, and analysing all the above with colleagues.

The nursery uses the EYFS curriculum in conjunction with 'continuous provision'. This encourages the children to be independent and make their own decisions, but to do this with regard to the wishes of the other children.

Staff support children to take turns and collaborate as children choose what to play with and where to play.

Staff use adult led activities, such as group games, to develop children's ideas of turn taking, sharing and collaboration.

Whole group activities take place at the end of every session. Children choose favourite songs and we sing together. It is also a time when the children's views can be shared with all the nursery community.

### **Rule of Law – understanding that rules matter**

#### **EYFS - Positive Relationships**

#### **managing feelings and behavior**

Staff support children as they learn to stay within the behavioural boundaries of the nursery. Staff and volunteers are very familiar with Lodge Cottage Nursery Schools' 'Behaviour policy'. Staff know that every member of staff needs to keep to the same strategy when they are supporting a child to keep to the nursery boundaries. This means staff have to talk to other members of staff and keep them informed throughout a session.

Parents/carers are asked to take careful note of our behaviour policy and to keep it at home to refer to. This ensures that everyone knows how behavioural issues are to be managed.

Children are praised when they have kept to the nursery boundaries.

### **Individual liberty – freedom for all**

#### **EYFS - Positive Relationships + Enabling Environments**

#### **Personal, social and emotional development – self confidence and self awareness,**

#### **Understanding the world – people and communities**

Lodge Cottage Nursery School uses the EYFS curriculum in conjunction with 'continuous provision'. This encourages the children to be independent and make their own decisions.

Staff listen to the children and encourage them to talk about their ideas, views and feelings. For example, if children ask for a special activity and it cannot happen that day staff record the children's wishes in the diary and ensure that it is available when the child next comes to nursery.



There are small, adult led, group times for the children to discuss and reflect upon their views and ideas. For example, reading a story together and talking about it. Talking about our food likes and dislikes at snack time and lunch time. Having the choice not to eat a foodstuff at snack time. Talking about how we feel about moving to 'big school'

### **Mutual respect and tolerance – treat others how you want to be treated**

#### **EYFS - Unique Child + Positive Relationships + Enabling Environments**

#### **Personal, social and emotional development – self confidence and self awareness, Understanding the world – people and communities**

Lodge Cottage Nursery School has an ethos of inclusivity and tolerance where all children and their families are valued as part of our caring community.

Our SEN and Equal Opportunities policies reflect our inclusivity.

All children are encouraged to bring in a poster with photos of their family and pets. We display all the posters on a big wall.

We celebrate the special cultural and religious days of the children who attend the nursery. This is to ensure that the children's understanding of different cultures, religions and beliefs have real meaning for the children. We invite family members into nursery to celebrate a festival with us and to help us find out more about the special occasion.

We have fund raising events for people who are less fortunate than ourselves. For example, Red Nose Day and Children in Need.

Staff recognise diversity. For example, sharing stories and books that reflect different types of families and family life.

Staff challenge stereotypes. For example, monitoring the children's imaginative play so that it does not become gender exclusive. Providing small world people that reflect a multi cultural and diverse community.

### **Prevent Duty**

#### **Lead Practitioner – Joanna Hammond**

Lodge Cottage has due regard of the Prevent duty ie that staff 'should have due regard to the need to prevent people from being drawn into terrorism'. Guidance is available on

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to

changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.

Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent duty does not require teachers or childcare providers to carry out unnecessary intrusion into family life but as with any other safeguarding risk, they must take action when they observe behaviour of concern.

Lodge Cottage Nursery School has clear procedures in place for protecting children at risk of radicalisation. These procedures are the same as those set out in our existing safeguarding policies. Government guidelines state that it is not necessary for childcare settings to have distinct policies on implementing the Prevent Duty. General safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance, 'Working together to safeguard children' and 'Keeping children safe in education'.

When staff have concerns over the behaviour of a child and have reason to suspect that it is due to radicalisation may be appropriate to make a referral to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages. Detailed guidance on Channel is available online at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/425189/Channel\\_Duty\\_Guidance\\_April\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf)

**Lodge Cottage Nursery School does not accept:**

- actively promoting intolerance of other faiths, cultures and races
- failure to challenge gender stereotypes and routinely segregating boys and girls.
- isolating children from their wider community
- failure to challenge behaviours (whether of staff, children or parents/carers) that are not in line with fundamental British values of democracy, rule of law, individual liberty, and mutual respect and tolerance for those with different faiths and beliefs.

### Recruiting Staff

Lodge Cottage Nursery School will advertise for a vacant position when appropriate.

#### **Advert (in NCC Early Years and childcare website and in job centre)**

Will contain:

- Title of post
- Location
- A note to say that this job involves working with children & needs DBS check
- A brief outline of the position
- Any special skills required
- The qualifications and experience required
- How to apply, including names of 2 referees on headed paper
- The name of the contact person
- The address for applications
- The closing date for applications

#### **Job description**

- Purpose of the post
- Our safeguarding statement
- Location
- A note to say that this job involves working with children
- Probationary period

- Main responsibilities
- Any special skills required
- The qualifications and experience required
- How to apply, including names of 2 referees on headed paper
- The name of the contact person

### **Application form**

#### **This form will state:**

- The job description
- Our safeguarding statement
- Identify the person
- Their education and qualifications
- Their employment history, reasons for leaving former employment and any gaps in employment or education
- Any relationship with employees, owners of the Lodge Cottage Nursery School
- A requirement that the applicant name two referees (who will write specifically for this particular job application). The form will ask for the referees name, address, tel number, in what capacity the referee knows applicant, how long referee has known applicant. No reference headed 'To whom it may concern' will be accepted.
- One reference should be from the applicant's current employer and one from a former employer (all written on headed paper).
- No references from relations/partners are accepted
- A signed statement which declares that the person is not disqualified from work with children or subject to sanctions imposed by a regulatory body or a professional body eg Ofsted and that the information on the form is complete and accurate.

### **Shortlisting**

- The manager will make a shortlist of the applications according to the suitability of the candidates and their suitability to work with children (use sheet in Safeguarding in the Early Years file, appendices p13).
- Only candidates who use the official Lodge Cottage Nursery School Forms will be considered. However, the manager may contact an applicant to ask them to apply again using the correct forms.
- The manager will inform candidates of the interview date and time.
- An information pack will be sent to the interviewees. This will contain information on how to find the nursery web site, the documents to bring to fill in a DBS form at the

interview, the safeguarding policy of Lodge Cottage Nursery School and a request to bring to the interview;

A copy of a current DBS check (Lodge Cottage understands that, unless the applicant has signed up to updating service, these are not valid for using at Lodge Cottage, but they do give an indication that the candidate is DBS trustworthy).

The two references from the persons recorded on the application form

Proof that they are legally allowed to work in Great Britain ie passport or government document stating their legality. Directgov website:

[directgov.uk/en/employment/understandingyourworkstatus/](https://www.direct.gov.uk/en/employment/understandingyourworkstatus/)

- Unsuccessful candidates will be informed.

### **Interview**

- Candidates will be asked to an interview. This includes a 2 hour play with the children. **This is supervised by staff at all times. The candidate is not allowed to be alone with any child at any time or the help with any personal care routines.**
- A formal interview will take place at the end of the session after nursery opening hours , or away from the children.
- The manager will choose one other person involved in Lodge Cottage Nursery School to join the interview panel.
- The interview will be fair to all candidates.
- Candidates will bring in their passport or other documents that confirm that they are legally allowed to work in Great Britain.
- Candidates will be asked that Joanna can access their DBS updating service. If they refuse then they are not suitable candidates to work at Lodge Cottage Nursery School. If candidates do not have an online DBS updating check, they need to bring in their current DBS certificate. **HOWEVER THIS IS NOT A VALID CERTIFICATE FOR Lodge Cottage and a new check will be done if they are the successful candidate. If the candidate fails the DBS check they will not be employed.**
- Candidates must bring in their qualification certificates (not copies).
- Candidates must bring proof of their identity ie passport/driving license.
- Before interview begins the interview panel will check all the candidates documents to ensure they are all satisfactory.
- Candidates will be asked questions. Each member of the panel will score the answers to the questions 1-3. 3 being the best (use form in the NCC Safeguarding in the Early Years file appendices p15).

- Candidates will be asked to account for any gaps in their employment /education.

### **Post interview**

- The panel will compare notes and scores and reach a consensus on 1,2 or 3
- If no candidate meets the requirements of the job the post will be advertised again.
- The manager will email referees of the successful candidates to gain a reference addressed solely to the manager of Lodge Cottage Nursery School. There must be at least two references for every candidate. If possible the manager will speak on the telephone to the referees.
- One candidate will be offered position.
- The panel will must be clear about the decision they have taken and record why they have decided on a particular candidate.
- If the position is refused, another candidate can be offered the position, but if no other candidate is suitable the post will be advertised again.
- Other candidates will be informed of the panel's decision once a successful candidate has accepted the job and has a valid DBS check for Lodge Cottage Nursery school. It is not necessary to inform the unsuccessful candidates of the reason for the panel's decision, but candidates have a right to ask for the reason.

### **The successful candidate**

- Offer of the job will be put in writing and include:
- Starting date
- Rate of pay
- Note that the offer is subject to the checking of the candidate's suitability re DBS checks, a clear DBS certificate or other factors which the candidate had not disclosed and which constitute grounds for dismissal according to Lodge Cottage Nursery Schools contract.
- Offer is subject to a trial period [usually 1 year]
- In exceptional circumstances new staff may start work in nursery before their DBS check has been verified. BUT ONLY when a DBS check has been applied for.  
**However, the staff member must at no time be left alone with any children and all children must be within sight or sound of a member of staff with a current DBS certificate.**
- Any successful candidate who does not have a clear DBS certificate, will automatically have their employment terminated with immediate effect.

## DBS checks

- **Every new member of staff, volunteer or student [paid or unpaid] must have a DBS check using the government online checking website. If the new member has not registered for this service Lodge Cottage Nursery School will complete a new DBS check. Staff will not be able to join the team unless they permit Lodge Cottage Nursery School access to check their DBS status at any time.**
- **Ofsted and Lodge Cottage Nursery School cannot accept DBS checks from any other organisations.**
- A new nursery manager ie the registered person must use an Ofsted notification forms EY2 and EY3 to let Ofsted know of the change. They also need to fill in a declaration and consent form DC2. Both these forms are available from our local children's information service or from the Ofsted website.[www.ofsted.gov.uk](http://www.ofsted.gov.uk).
- It is nursery policy that existing staff sign on to the government website that allows the manager to check their DBS status at any time. The manager will do this at a minimum of once every year. This has a £13 a year subscription that will be paid by the nursery. Staff must sign a form annually to confirm that they have disclosed any convictions which may affect their suitability to work with children. This applies to any convictions which occurred before or after starting work at the nursery. Staff must also sign annually that they are not living with anyone who has a criminal record.

DBS checks can be obtained from:

TMG DBS

Telephone number: 0115 969 4609

Fax: 0115 982 1307

Postal address: TMG DBS, 3 Wilford Park, Ruddingham Lane, Nottingham, NG1 17E

E mail: [DBS.enquiries@tmgDBS.co.uk](mailto:DBS.enquiries@tmgDBS.co.uk)

Website: [www.tmgDBS.co.uk](http://www.tmgDBS.co.uk)

Government website for DBS update:

<https://www.gov.uk/dbs-update-service>

Specific help and advice concerning safe recruitment in an early years setting is to be found in the Norfolk County Council file named ' Safeguarding in Early Years and Childcare'. This file will be used as guidance for Lodge Cottage Nursery School when recruiting new members of staff.

The file is kept at Lodge Cottage Nursery School in an easily accessible shelf.

Annual forms for staff to sign

I have read and understood all the policies and procedures of Lodge Cottage Nursery School and have been given an initial training on health and safety matters. I have taken particular note of the Child Protection and the Behavioural policies of the nursery. I agree to the rules of confidentiality regarding the children attending the nursery and to the staff code of practice.

Signed

Date

DBS declaration form

I will allow the manager of Lodge Cottage Nursery School to check my DBS status at any time online. I declare that I have not incurred any criminal offence since my DBS check for Lodge Cottage Nursery School.

I also declare that I do not live with anyone who is barred from working with children.

Signed \_\_\_\_\_

Signed

Date



I wish to declare a/some criminal offences I have incurred since my DBS check for Lodge Cottage Nursery School. Please state offences on a separate sheet noting the date of the offence, the place where it occurred, the name of the court which gave the conviction and the penalty imposed. Please note that exemption under the Rehabilitation of Offenders Act 1974 does not apply.

Signed

Date

### **Health Declaration**

#### Important notice

The health declaration form is used to assess the employment suitability of a person only. It will be treated in the utmost confidence.

I am fit and healthy I mind and body to work with nursery children and to manage the tasks that are required to work in the nursery environment.

Signed

Date

Do you have a medical condition which may affect my ability or suitability to work with children? If so please give details on a separate sheet.

Signed

Date

Do you have a medical condition or disability which your employee should be aware of in order to offer you appropriate support in carrying out your duties? If so please give details on a separate sheet.

Signed

Date

### Staff Professional Development

All staff have an individual training programme and a record keeping sheet of the training they have attended in their personal files. Training over the year is also recorded on staff annual appraisal documents.

Every staff member has the opportunity to choose from a number of professional development sessions throughout the year and is required to take up at least four training opportunities a year. Staff development can include:

Short courses

Workshops

Seminars

Conferences

Cluster/network/peer group meetings

Undertaking a full and relevant qualification course

Focused staff meetings

e-learning approved by Norfolk County Council

A pre-arranged session with a professional from a specialist agency

A pre arranged session with our Early Years Advisor, Development Worker or professional from a partner organization linked to our staff development plan

Training opportunities are discussed at staff meetings, ½ termly one to one meeting with the manager and at the yearly staff appraisals. At the yearly appraisal staff will discuss their strengths and weaknesses with the manager. By using reflective practice the manager and staff will agree on which skills or basic knowledge acquisition staff wish to develop. The manager and staff will then find/develop a training course that fits the need of the staff concerned.

Training sessions are offered by several different organisations including:

Norfolk Children's Services

P.L.A.

Norfolk Early Years Support Network

Norfolk Early Years, Childcare and Extended Schools Services

The local Sure Start Centre

Support teacher

Lodge Cottage Nursery School

Library of childcare books (ask Joanna if you want one)

Magazines including: Early Years Educator, Nursery World, Nursery Education, Nursery Management, Childcare

When staff need cover for training the person covering must be named in the diary.

All training and development sessions undertaken by staff must be recorded by the staff member and put in their staff file. It will be needed for evidence that staff have met the required professional development standards for the year.

### Staff File Contents List

- Name
- Address and telephone number

- Next of Kin and their telephone number and address
- Contract
- DBS check
- Copies of Qualifications
- Copy of CV
- 2 references
- Annual signed list of: declaration of health, DBS clearance, reading Policies and procedures
- List of any medication staff are taking and confirmation that this does not affect their ability to work with children.
- First Aid certificate
- Child protection certificate
- Any other training certificates
- Food hygiene certificate (if applicable)
- Dates for renewal of First Aid and Child Protection training
- Annual staff assessment
- List of training attended (for the past 5 years)
- Ideas for training in the coming year
- Annual record of fire procedures training
- Job description

## Data Protection Policy

Lodge Cottage Nursery School has a named staff member in charge of data protection:  
Joanna Hammond.

### Privacy Notice (how we use pupil information)

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, date of birth, address, tel number)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment of development information
- Relevant medical information
- Special educational needs information
- Behaviour information
- Existing injuries information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to keep children safe(how we use pupil information)
- to apply for early years funding
- 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 pupil information under the General Protection Regulation Act 2018(GDPR 2018). Lodge Cottage Nursery School has several lawful basis for processing personal information

- **Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.
- **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations)
- **Vital interests:** the processing is necessary to protect someone's life.
- **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- **Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

In order to lawfully process 'special category data' Lodge Cottage Nursery School uses both a lawful basis under Article 6 and a separate condition for processing special category data under Article 9. Namely

- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
- processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for

suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

-

## **Collecting pupil information**

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

## **Storing pupil data**

We hold pupil data for the period your child is registered at Lodge Cottage Nursery School. Except for:

Tapestry data which is deleted after 90 days of leaving Lodge Cottage Nursery School. Registration cards are kept for 1 year after leaving Lodge Cottage Nursery School. Existing injuries forms are kept 1 year after child leaves Lodge Cottage Nursery School. Accident forms are kept for 21 years. Daily attendance records for 7 years. Parent claim forms for early years funding for 7 years. Parents email addresses for 1 year.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

## **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school 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 school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

about services for young people, please visit our local authority website.



## **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 pupils 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 pupils 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 pupils 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 Joanna Hammond at Lodge Cottage Nursery School

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:  
Joanna Hammond – Lodge Cottage Nursery School

### Privacy Notice (how we use nursery staff information)

The categories of nursery staff information that we collect, process, hold and share include:

- personal information (such as name, national insurance number, address, tel number, name and tel number of next of kin )

- special categories of data including characteristics information such as gender, age
- contract information (such as start dates, hours worked, post, roles and salary information, DBS checks)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information to keep you and the children safe

Why we collect and use this information:

We use nursery staff data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- keep staff and children safe

The lawful basis on which we process this information

We collect and use staff information under the General Protection Regulation Act 2018(GDPR 2018). Lodge Cottage Nursery School has several lawful basis for processing personal information

- **(a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.
- **(c) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations)
- **d) Vital interests:** the processing is necessary to protect someone's life.
- **(e) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

In order to lawfully process 'special category data' Lodge Cottage Nursery School uses both a lawful basis under Article 6 and a separate condition for processing special category data under Article 9. Namely

- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
- processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the

essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

### Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain nursery staff information to us or if you have a choice in this.

### Storing this information

We hold school workforce data for the time you are employed by Lodge Cottage Nursery School. Except for:

Record card which we keep for 1 year

Accident record which we keep for 40 years

### Who we share this information with

We routinely share this information with:

- our local authority

### Why we share nursery staff information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

### Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

### Data collection requirements

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

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

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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 securely store and handle the data

To be granted access to school workforce information, organisations must comply with its 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>

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

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Joanna Hammond

## **Lodge Cottage Nursery School**

### **Employment Contract**

THIS STATEMENT DATED \_\_\_\_\_ SETS OUT THE PARTICULARS OF THE TERMS AND CONDITIONS ON WHICH

Lodge Cottage Nursery School

EMPLOYS:

You are employed as a:

Your normal place of work is: Lodge Cottage Nursery School, Manor Road, North Wootton, King's Lynn, Norfolk

You are employed term time only.

You will be paid a week in arrears.

Your rate of pay is: £     per session and £     per lunch. Your salary will be reviewed annually and any increase will be paid from the beginning week of the January Term. A salary review does not, however, guarantee that any increase to salary will be implemented as any increase in salary is entirely at the employer's discretion

You are paid a full wage, for holiday entitlement, at every half term and for the 2 week Easter break ie 5 weeks. You are to take holiday entitlement when Lodge Cottage Nursery School has holiday breaks ie half terms and Christmas, Easter and Summer holidays.

You are paid a 'retainer' wage of £     a session (maximum £     a week) during the Christmas and summer holidays.

Any extra sessions worked during a week will be paid at the end of that particular week.

Staff will be employed on a probation period for the first year at Lodge Cottage. During the probation period, including any extended periods, employment may be terminated by Lodge Cottage Nursery School who will give one week's notice. If in the event your probationary period is extended and you fail to make sufficient progress either during or by the end of your extended probationary period, this is likely to result in your dismissal.

#### Terms and conditions related to sickness pay.

Notification due to sickness from work or any other cause should be made on the first day that the employee is absent from work to Joanna Hammond or the appropriate member of staff in charge if Joanna is absent. If an employee is absent for more than three days, a doctor's certificate should be obtained. If an employee has had to seek medical advice from a doctor for an accident sustained a work, they must inform Joanna Hammond.

You are entitled to Statutory Sick Pay ~(SSP) only. SSP will come into operation according to the present law. There is no other payment during sickness.

A member of staff can request a day absent from work due to important events not related to illness. The request must be given in reasonable time for a replacement to be found. Joanna Hammond is solely responsible for agreeing or disagreeing to the request. It is the policy of the nursery to recognise the importance of the mother's role in the home environment and this policy is followed through into our employees rights and expectations. Any employee who has a child who is sick or in need of immediate help or support can usually expect to be allowed to be absent from work.

#### Maternity pay and leave

An employee who becomes pregnant will be allowed reasonable time off work for anti-natal appointments. Other maternity rights of pay will follow the code of practice set by the current British law.

#### Paternity leave

Fathers employed by Lodge Cottage Nursery School are entitled to paternity leave. Fathers will need to satisfy certain conditions in order to qualify for paternity leave. Statutory entitlements will apply.

#### Adoption and parental leave

Parents and individuals who have acquired formal responsibility for a child eg guardians, may be entitled to parental and adoption leave subject to fulfilling certain criteria. Statutory entitlements will apply.

#### Pensions and pension schemes

There is no company pension scheme. Staff will be able to join a stakeholder pension when it is legally obligatory for the employee to provide a stakeholder.

#### Trade Unions

You may join a trade union of your choice.

#### Time away from work for public duties

The employer will permit time to be taken off from work for public duties under the Employment Protection Act 1978.

Payment for time off work for public duties will be made at the discretion of the employer.

#### Health and Safety at Work act 2015

All employees are expected to be proactive on health and safety issues as part of the continued development of health and safety culture of Lodge Cottage Nursery School. All staff have the responsibility for implementing the specific arrangements, including any policies and safety codes of practice and to accept and carry out their responsibilities in this area.

#### Staff must agree to the following employment conditions and codes of conduct

Staff are paid monthly during term time.

Staff are to have no holidays during the school term time unless this has been discussed and agreed with Joanna Hammond and a replacement found for these periods.

It is hoped that both Employer and employee can be flexible in working extra hours at nursery or leaving early.



The employer will be considerate of family commitments concerning the staff's children. Staff will be able to have time away from work to care for sick children and to attend school plays etc. Payment for these periods away from work will be at the discretion of the employer.

In the event of a death of staff members spouse/parent/child staff will be allowed 1 week away from work. Other days way from work will be at the employers discretion.

In the event of a death of a loved person staff will be allowed to attend the funeral.

Staff may have day(s) away for the nursery for training provided this has been agreed by the nursery manager.

Staff are to sign a health form every year and to have to appropriate police and social services checks before becoming employed on anything other than a trial basis at Lodge Cottage.

Staff must come to work on the sessions that they have been employed.

Morning sessions are from 8.15am – 12.30pm.

Lunch sessions are from 12noon - 1.00pm.

Afternoon sessions are from 12.30pm- 4.30pm.

Staff are required to give a full term's notice of termination of employment at Lodge Cottage Nursery School.

Staff are on no occasion to leave a child unsupervised at Nursery. If a child is late to be collected at nursery a member of staff must remain with the child until satisfactory arrangements have been made and the child has been collected by an adult responsible for their welfare.

Staff may be asked to work extra sessions in an emergency or to cover for other staff during sickness. Staff will be paid for the extra sessions.

Staff are to attend any staff meetings, parent evenings or other parental events.

Staff are to attend Sports Day, Christmas parties or other special nursery celebrations.

Staff must read, understand and adhere to, all the nursery's policies and procedures.

The nursery school and its grounds are a non-smoking area. No staff are permitted to smoke while at work or in the nursery grounds.

Staff that are under the influence of illegal drugs or alcohol at work will immediately have their employment terminated.

Staff must wear clothes appropriate for the job.

- No bare midrifts.
- No torn clothing.

Staff must agree to keep any records and discussions concerning the every child confidential.

Staff must not discriminate against any child, staff member, parent/carer or visitor to the nursery on grounds of race, culture age, gender, religion or beliefs, sexuality, class, family status, ethnic origin, colour or disability.

Staff must role model good behaviour at nursery.

Staff must use polite language when talking to at stakeholders of the nursery.

Staff must keep their hair from covering their eyes when at work.

Staff must always have their whole face visible to the children.

Staff to consult with the manager before posting notices that advertise other business/ events on the notice board.

Staff are to write reports twice a year concerning each child of whom they have particular responsibility. These reports will be ready for the week before the end of the Autumn Term and the week before the end of the Summer Term.

Staff will have an annual appraisal with the manager. This is a time when the manager and the staff member can freely discuss the work of the staff member in private. Achievements/strengths will be recognised as well as a frank discussion on how to further the staff member's professional development or any weaknesses in their working practice. The meeting will remain confidential. Both parties can discuss their ideas for further development and it is a time for individual staff member's to air their thoughts in the knowledge that their views will be taken seriously.

### Mobile Phones

Staff to keep their mobile phones in their bags in the cupboard. Staff are not to use the mobile phone while at work unless it is an emergency. If staff want to use their phones they have to ask the person in charge. No mobile phones to be used in the toilet/changing area.

### Cameras

Staff must not bring personal cameras to nursery. Any staff using their own cameras will be suspended.

### Internet Friendship and Chat Sites

Staff are discouraged from having personal sites on any web sites. If staff use personal sites on the internet they must be aware of, and adhere to, the following conditions. Any breach of these conditions will result in termination of employment at Lodge Cottage Nursery School.

- Staff must not break the code of confidentiality they have signed as employees at Lodge Cottage Nursery School.

- Staff must not use internet sites to communicate any personal thoughts about their work at Lodge Cottage.
- Staff are discouraged from having parents/carers of children at Lodge Cottage as 'friends' on their website.
- Staff with internet 'friends' who are also parents/carers of children at Lodge Cottage must immediately stop any communication about Lodge Cottage initiated by a 'friend'. In such circumstances staff should ask the person concerned to speak to them during working hours at Lodge Cottage Nursery School.
- Staff are discouraged from adding photographs of themselves on any web site.
- Staff are not allowed to post photographs on the internet that compromise their dignity or in any way diminish their status as a respected member of Lodge Cottage Nursery School Staff.

#### Learning Journals using Tapestry

- Staff can use the Tapestry site at nursery and at home to update their key children's Learning Journals.
- Staff must never disclose their personal pin to anyone.
- Staff must never leave the Tapestry site 'open' unattended when using outside nursery.
- Staff must never show any information on the tapestry site with anyone who is not working in Lodge Cottage Nursery School
- Staff must never share child information, photos or video in tapestry on any social media or personal media.
- Staff must never take a photo of a photo on Tapestry.
- Failure to adhere to any of these statements will result in dismissal from work at Lodge Cottage Nursery School.

Failure to conform to the staff obligations/code of conduct may arise in the termination of employment.

The employee has the right to add more obligations to the contract at a later date provided they are reasonable according to the employment laws and sensible for the welfare and health and safety of the children and employees.

#### Conditions relating to this offer of employment

The offer of employment is subject to:

- the acceptance in writing of the terms and conditions referred to in this document by signing and putting the document in your staff file
- the receipt of two references, which are considered satisfactory in the opinion of Lodge Cottage Nursery School. Lodge Cottage Nursery School reserves the right to seek further references if necessary
- the satisfactory completion of the probation period
- in accordance with the Asylum and Immigration Act (1996), your providing evidence that you have the right to work in the UK
- a criminal records disclosure which is satisfactory to Lodge Cottage Nursery School
- you providing evidence of the qualifications essential for this role

THE EMPLOYMENT PROTECTION ACT REQUIRES THAT YOU ARE GIVEN THE FOLLOWING INFORMATION.

The disciplinary rules which apply to you in your employment can be found in the detailed rules which are set out in this document.

If you are dissatisfied with any disciplinary decision which affects you, you should raise the matter with Joanna Hammond, in writing.

The way in which grievances should be stated is explained in the detailed rules attached to this contract.

A contracting out certificate under the Social Services Pensions Act 1995 is not in force for the employment in respect of which this written statement is being issued.

Under the Health and Safety at Work Act 1974. It is the duty of all employees to confirm the policy and safety codes of practice and to accept and carry out their responsibilities.

Full and part time staff are to enjoy the requirements of employment relevant to the law applicable in Great Britain.

#### Acceptance of Job Offer

I have read and agree to the terms and Conditions referred to in this statement of Terms and Conditions of Employment.

I agree to my personal data, including records relating to sickness absence and equal opportunities, being held by my employer on a computerised and/or manual record for use relating to my employment.

I will report any incident which leads to a police caution or charge which is related to my employment ( eg a child related offence). (if you are uncertain as to whether to report a caution or charge you must speak to the manager).

If you have any questions about the meaning of any clause, please do not hesitate to ask Joanna Hammond.

Signed by the employer

Date

Signed by the Employee

Date

#### **Disciplinary and Grievance procedures for**

## **Lodge Cottage Employees**

### ***Minor disagreements.***

It is recognised that disagreements may arise between Nursery staff. These can usually be resolved informally by discussion, if necessary, with the help of an outside mediator or local authority advisor, and are outside the limit of Disciplinary and grievance procedure.

### **Oral warnings.**

1. If an oral warning is to be given:

The employee will be interviewed by Joanna Hammond who will explain the complaint.

The employee will be given full opportunity to state his/her case.

If the warning is still deemed to be appropriate, the employee will be told;

A] What action should be taken to correct the conduct

B] That she/he will be given reasonable time to rectify matters.

C] That if she/he fails to improve then further action will be taken

D] that a record of the warning will be kept

E] That she/he may appeal against the decision

2. IF the employee fails to correct his/her conduct and further action is necessary:

The employee will be interviewed and given the opportunity to state his/her case as before.

If the need for disciplinary action is established, the employer will follow the Dismissal and Disciplinary procedures.

If the progress is satisfactory within the time given to rectify matters, the record of verbal warning on the individual's file will be destroyed.

### **Dismissal and Disciplinary procedures**

Any dismissal and disciplinary procedures will be dealt with in three stages.

### **Put it in writing**

1. You must put the reasons for your grievance in writing to Joanna Hammond, stating the basis for your complaint. Similarly Joanna Hammond must put the reasons why disciplinary action or dismissal is being considered, in writing to you.

## **Meet and Discuss**

2. A face to face meeting between employer and employee. Both parties must be given time to consider the others complaint prior to the meeting. Both employer and employee must take reasonable steps to attend. After the meeting, your employer must inform you of their decision and your right to appeal.

## **Appeal**

3. An appeal meeting, if required. An employee must tell Joanna Hammond that they are going to appeal.

Employee is then invited to a second meeting to discuss the appeal.

After the meeting Joanna Hammond must give the employee her final decision.

For more info go to [www.dti.gov.uk/resolvingdisputes](http://www.dti.gov.uk/resolvingdisputes).

## **Serious Disciplinary Procedure.**

Instant dismissal is possible only in extreme circumstances of gross misconduct.

Examples of such misconduct would be:

Theft or fraud

Ill treatment of the children

Assault

Malicious damage

Gross carelessness which threatens the health and safety of others

Being unfit through drugs or excessive alcohol

## **Suspension**

If the circumstances appear to warrant instant dismissal, an employee may be suspended while investigations are made.

In the above circumstances a modified dismissal procedure is followed.

## **Put in writing**

1. The employee will be sent a written explanation of the alleged misconduct that led to their dismissal, including the evidence for this decision and the employee's right to appeal. Otherwise an employee will not be dismissed without the appropriate warnings.

2. If the employee wishes to appeal, they must inform Joanna Hammond. Joanna Hammond will invite the employee to a meeting to discuss the appeal. Joanna Hammond will give her final decision after the meeting.

### **Grievance Procedure**

If an employee is dissatisfied she/he must have the opportunity for prompt discussion with he/his immediate supervisor. This will usually be Joanna Hammond. Any grievances will hopefully be sorted out in an amicable way and no further action need be taken. However if this is not the case a 'standard grievance procedure' can be followed.

#### *Put it in writing*

THE employee must sent in a written explanation of their grievance to the employer, stating the basis for the complaint.

#### *Meet and Discuss*

THE employee is invited to a meeting to discuss the issue. [Both parties must take reasonable steps to attend]

After the meeting, the employee is informed of the decision and offered the right to appeal.

#### *Appeal*

IF the employee wishes to appeal against the employer's decision or failure to make a decision, they must inform the employer.

The employer is invited to a second meeting to discuss the appeal.

The final decision is given after the meeting.

### **Other requirements to follow during dismissal, disciplinary and grievance procedures.**

Each step and action of the procedures must be taken without delay, within reason.

The timing and location of meetings must be reasonable.

Meeting must allow both employee and employer to explain their case.

In the case of an appeal meeting and employer should, wherever possible, be represented by a more senior manager than attended the first meeting.

The employee has the right to choose to be accompanied to both meetings by either a colleague or a trade union official.

If the employee or person accompanying them is disabled, this must be taken into account and reasonable provision made to ensure that they can participate fully.