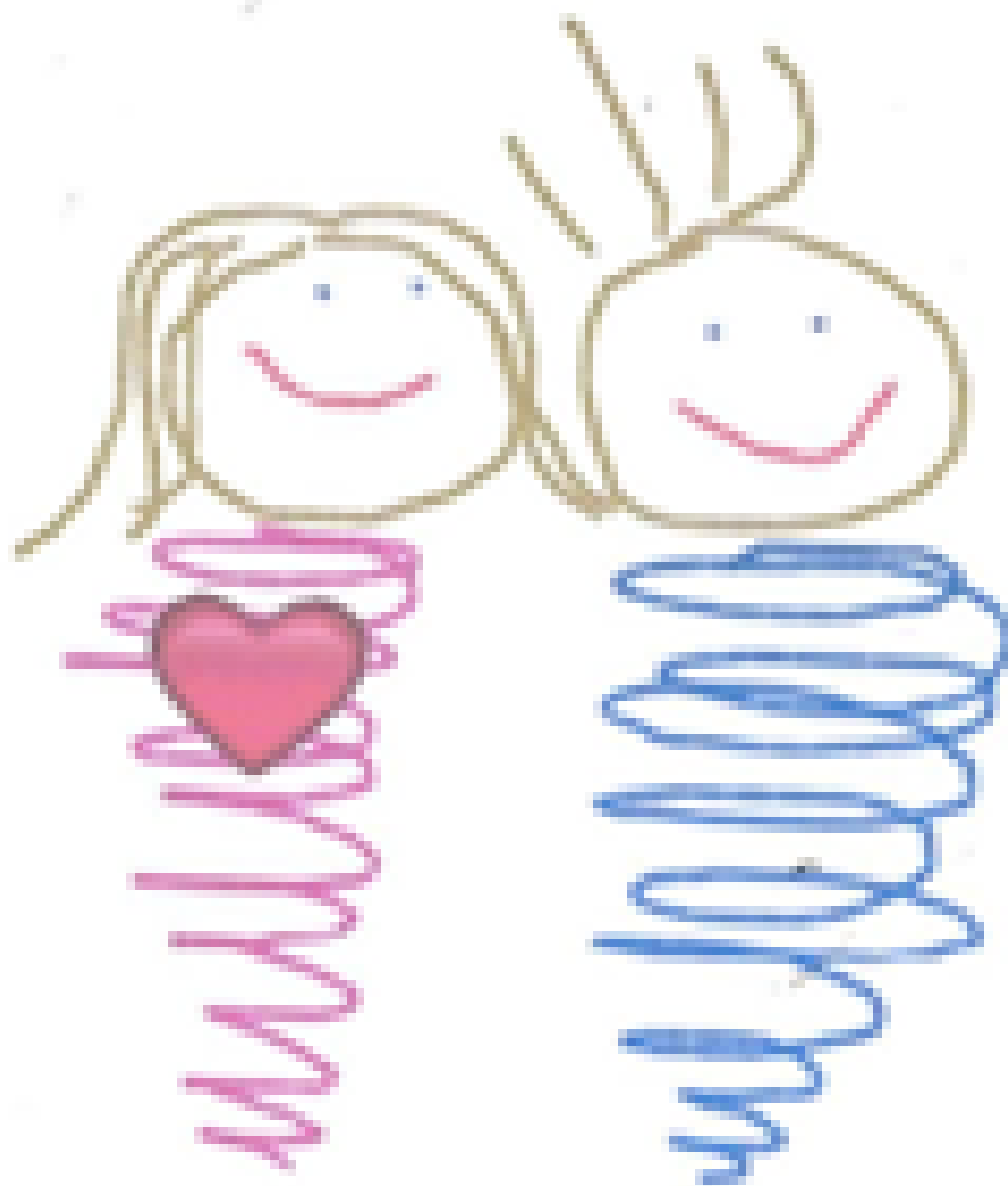


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# BODIAM PRESCHOOL

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## POLICY AND PROCEDURES DOCUMENT



THE PARISH ROOMS  
SANDHURST ROAD  
BODIAM  
TN32 5UJ


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## 1. Admissions Policy

It is our intention to make our Bodiam pre-school genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will;

- Be flexible about attendance patterns so as to accommodate the needs of individual children and families but children will normally be admitted after their second birthday.
- Ensure that the existence of the pre-school is widely known and promoted in the local communities.
- Describe the pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups. We cater for the full ability range and the presence or absence of a special educational need is not a factor in the allocation of places to children.
- Bodiam Preschool is open to all families in the community. We do not discriminate on the grounds of gender, race, religion, colour, natural origin, or disability.
- Make all the policy documents widely available.

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>8<sup>th</sup> May 2013</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	<u></u>

## 2. Behaviour Management Policy

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else.

We also believe that children should always be encouraged and praised for anything that is positive; e.g. anything that is good and likely to instill positive feelings in a child.

We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:

- Rules governing the conduct of the group and the behavior of the children will be discussed and agreed within the group and explained to all newcomers, both children and adults.
- All adults will provide a positive model for the children with regard to friendliness, care and courtesy.
- Adults in the pre-school will praise and endorse desirable behavior such as kindness and willingness to share.
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behavior.

### **When children behave in unacceptable ways:**

- Physical punishment, such as smacking or shaking will be neither used nor threatened.
- Children will never be sent out of the room by themselves.
- Techniques intended to single out and humiliate individual children such as the “naughty chair” will not be used.
- Where appropriate this might be achieved by a period of “time out” with an adult.
- “Time out” will consist of the child sitting quietly for five or ten minutes - this will be supervised by an adult.
- In cases of serious misbehavior, such as racial or other abuse, the unacceptability of the behavior and attitudes will be made clear immediately, but by means of explanation rather than personal blame.

- Children who misbehave will be given one-to-one adult support in seeing what was wrong and working towards a better pattern.
- In any case of misbehavior, it will always be made clear to the child or children in question that it is the behavior and not the child that is unwelcome.
- Adults will not shout or raise their voices in a threatening way.
- Adults in the pre-school will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- Any behavior problems will be handled in a developmentally appropriate way, respecting individual children's level of understanding and maturity.
- Recurring problems will be tackled by the whole pre-school, in partnership with the child's parents, using objective observation records to establish an understanding of the cause.
- Persistent behavior that could be construed as 'bullying' will not be tolerated, and will be dealt with in accordance with this policy.
- A child's behavior should not be discussed in their hearing by staff, parents or other adults.
- A child should never be labelled 'bad' or 'naughty' within their hearing, this can lead to a negative effect on them.
- Adults will be aware that some kinds of behavior may arise from a child's special needs.
- Children must be stopped from causing harm to themselves and others. The children will be encouraged to respect and care for the play equipment, furniture and property. Willful damage to property is unacceptable and will be actively discouraged.

### **Last resort/exclusion**

When behavior consistently does not match up to the rules of the pre-school:

- It must be remembered that exclusion is a last resort and all other strategies, as detailed above, must be tried first.
- In exceptional circumstances it may be best for all concerned that the parent or guardian is contacted and asked to collect the child from pre-school for the remainder of the session.

- A written record will be made of the unacceptable behavior, a copy given to the parent, and a meeting arranged in order to find the best method of resolving the problem.

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Signed on behalf of the committee by Linda Stevens, Chair	<u><i>L Stevens</i></u>

### 3. First Aid Accidents and Injuries - Policy and Procedure

To ensure that the children are treated in an appropriate way when accidents and injuries occur the following guidelines will apply:-

- At least one member of staff at each session will have attended a recognised first aid course, approved for pre-school needs.
- The pre-school manager will be responsible for checking and updating the first aid box at the beginning of Autumn, Spring and Summer terms.
- Accidents will be recorded in the accident book. Any incident that could have further consequence, or need further treatment must be recorded, as must any injury to the head.

Any necessary treatment, other than comforting should be given by a trained person. Parents must be informed of the accident on collecting the child, and must sign the accident book.

- Consent forms to be signed by parent/guardian when completing enrolment forms to allow pre-school staff to administer emergency treatment if required.
- If there is any doubt that an injury can be treated by the pre-school trained staff an Ambulance will be called. Immediately after this the child's parents should be contacted.
- If the child's parent/guardian is not present, one of the pre-school staff must accompany the child in the ambulance, taking with them the child's registration and parental consent forms.


The staff member will remain with the child until their parent arrives. The staff member will not sign any documents or forms on the parent's/child's behalf.

In the case of serious accidents, illness, injury, or death, of any child, this will be reported within 14 days from when the event happened to the relevant authority:

- Local Authority Designated Officer
- Ofsted

In the case of a minor accident/injury where there is no mark or bruise and no obvious distress to the child, the following procedure will be adhered to:

- Details of the incident/accident will be written in the Day Book
- When the Parent/Carer of the child arrives to pick them up their keyworker or designated member of staff will verbally inform the parent/carer of the accident.
- The staff member will then place a tick against the information in the Day Book and initial and date the item to confirm that the verbal message was given.

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## 4. Missing Child


### Lost child

In the unlikely event of a child going missing within the nursery the following procedure will be implemented immediately.

- All staff present will be informed and an immediate thorough search of the nursery will be made followed by a search of the surrounding areas, ensuring that all other children remain supervised throughout.
- A staff member will notify the manager whilst other staff continue to search.
- The Manager will carry out a second search of the area.
- If the Child is still not been accounted for the Manager will contact the police.
- The Manager will also contact the parents of the missing child.
- During this period staff will be continually searching for the missing child whilst other staff maintain normal routine as possible for the rest of the children in nursery.
- The Manager will then await instructions from the police.
- Any incidents must be recorded in writing on an incident report form.
- OFSTED must be contacted and informed of any incidents.

### Site security

The main door remains bolted whilst there are children in preschool. The door is only unlocked in the presence of a member of staff to let children in/out. Any adult visitors e.g., support agencies or for maintenance purposes will be accompanied by one of the preschool staff. Visitors to the preschool will be asked to sign the Visitors Book.

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Held on	<u>8<sup>th</sup> May 2013</u>
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Signed on behalf of the committee by Linda Stevens, Chair	<u></u>




## 4. Emergency Evacuation and Fire Procedures

The person who discovers the fire must activate the alarm.

There are 2 smoke alarms in the playroom.

- Phone the fire brigade (either from the pre-school, mobile phone or primary school opposite).
- A member of staff will collect the register and check the toilets, the kitchen and close all doors.
- All remaining staff will blow a whistle, line up children by the fire exit and lead them out of the building.
- Assemble in Parker and Ashcombe car park.
- Conduct headcount and full registration.

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## 6. Food Policy and Practice

The sharing of refreshments plays an important part in developing children's understanding of the importance of healthy eating and their social skills. We will ensure that it fulfils all the requirements of the registering authority and that:

- All meals and snacks provided are nutritious, avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings
- As part of a child's initial settling-in session practitioners discuss with parents the child's dietary needs, including allergies, religious requirements and parental preferences, ensuring this is shared with the rest of the staff team.
- All dietary requirements for children and adults are detailed on a care plan, which practitioners must check before every meal time.
- Menus are planned in advance and food offered is fresh, wholesome and balanced.
- We aim to provide seasonal food where possible and we plan our snack menus and shop in advance to reduce food waste.
- We offer foods from a range of cultures giving children have the opportunity to try unfamiliar foods.
- A cooking activity will be provided at least once a week and there are opportunities for food play, giving children the opportunity to use a range of senses to explore foods.
- Water is constantly available *All children will have free access to drinking water throughout their session.*
- Children are offered food at least every 3 hours, and staff will sit with the children during snack times.
- Children are given time to eat at their own pace and not rushed.
- Children are not expected to eat everything on their plate, but can have seconds if they are still hungry. Food will never be withheld, for example a child being told they cannot have pudding if they haven't eaten their dinner.
- Menus of snacks are displayed for the information of parents. Children's preferences are taken into consideration when our menus are reviewed and children are encouraged to tell us things they like, or dislike.
- Families are given written information on the food the children have eaten /tried when they collect their child.
- Milk provided for children is whole or semi-skimmed and pasteurised.
- Food areas (including tables) are cleaned with anti-bacterial spray before and after use. *Children's independence is encouraged during food routines. The children are encouraged to help set up for meals and snacks, pour their own drinks and chop fruit and vegetables using safe tools in accordance with their age and stage of development.*
- Any families wanting advice on healthy eating or packed lunch advice can speak to a member of staff who will access this for them.

- Allergen information is available for each food item we serve.
- Children who may be reluctant to eat, or to try new foods will never be pressured; practitioners will model to the children trying new things, eating with the children where possible. Foods will still be offered to all children and praise will be given to children for trying new foods.


Where families choose to provide their child with a packed lunch, they should include:

- An ice-pack.
- A minimum of one portion of fruit or vegetables per day
- A source of protein, such as meat, fish, lentils, kidney beans, chickpeas, hummus, falafel
- A source of dairy, such as milk, cheese, yogurt, fromage frais, custard

Unless there is a special occasion, such as a religious celebration, we do not promote children eating crisps or confectionary such as biscuits, chocolate bars, chocolate coated cereal bars or sweets as these are not a requirement of a healthy diet.

We recognise that children's needs vary, where medical advice has been given about a child's diet we will always seek to meet these needs.

We aim to protect children's health including helping children to maintain a healthy weight as they grow and encouraging good dental practices.


This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>20 February 201</u>
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Signed on behalf of the committee by Linda Stevens, Chair	<u></u>

## 7. Physical Activity Policy

We are committed to promoting the health and wellbeing of all children and practitioners in our setting. We strive to maximise opportunities for physical play in an inclusive manner, adapting activities and resources to enable all children to participate. We operate a free-flow system between the garden and indoors and encourage all children to explore the outdoor space. We explore and play outdoors in all weather conditions; on the rare occasions when there are extreme weather conditions which force us to stay indoors we will incorporate physical activities into our indoor activities. We provide varied developmentally appropriate physical activities for all children to enjoy regularly throughout the course of every day.

We will provide activities across all areas of the EYFS in our garden and change these regularly to maintain children's interest, we encourage the children to help choose activities and to have a balance of both adult-led and child-led activities. Practitioners are encouraged to be good role-models for children and so will engage in physical play alongside the children. We share news of local clubs and events through leaflets in book bags and our notice board, recognising the importance of physical activity for the health of families as a whole.

*We encourage and support families to use active transport to and from your setting.  
(<http://www.sustrans.org.uk/change-your-travel/children-and-families/walking-kids>) just for your info*

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Held on	<u>20 February 2018</u>
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Signed on behalf of the committee by Linda Stevens, Chair	<u></u>

## 8. Illness

Parents are asked to keep their children at home if they have any infection, and to inform the pre-school manager as to the nature of the infection so that the pre-school can alert other parents if necessary. Any absence should be reported to the preschool before 9.30 a.m.

- make careful observations of any child who has been vomiting or had diarrhoea until **at least 48 hours has elapsed since the last attack.**
- If the children of pre-school staff are unwell, the children will not accompany their parents/carers to work in the pre-school.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.
- The responsibility for the use of life-saving medication such as insulin/adrenaline injections or the use of nebulisers will only be undertaken by staff appropriately trained and at the discretion of the pre-school manager and the chair of the Committee.
- All medications will be kept in a high cupboard out of the reach of children and a written record kept.
- The responsibility for the expiry dates of medicine remains with the parents.
- The pre-school will ensure that the first aid box is kept equipped as necessary. Sterile items will be kept sealed in their packages until needed.
- Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available to the pre-school.
- The pre-school will maintain links with health visitors and gather health information and advice from the local health authority information services and/or health agencies.

### Hygiene

To prevent the spread of all infection, adults in the group will ensure that good practices are observed:-

#### **Personal hygiene**

Hands washed after using the toilet

- A large box of tissues available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.
- Children encouraged to shield their mouths when coughing.
- Paper towels used and disposed of appropriately.
- Hygiene rules relating to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HTV infection, can be transmitted.

In the event of a flu pandemic or similar occurrence we will follow government recommendations and guidelines as issued. Government guidelines can be assessed at: [http://www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1194947380783](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947380783)


## Nappy changing

Parents are asked to provide nappies/pull-ups as appropriate for their individual child.

- Any child wearing a nappy/pull-ups will be checked regularly and changed as and when needed throughout the day.
- Students on placement will not be allowed to change a child unless supervised by another member of staff.
- Staff members will wear a new pair of disposable gloves for every individual nappy change.
- When the task is completed hands are washed using soap and water.
- Wet wipes will be used at each change, according to parent's wishes.
- A nappy barrier cream will be applied if a child has a sore bottom or a parent specifically requests.
- Soiled nappies will be tied into a disposable nappy sack and put into the child's changing bag for disposal at home.
- The changing mat will be cleaned with anti-bacterial spray after each nappy change.

## Cleaning and clearing


Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet. Rubber gloves will always be used when cleaning up spills of body fluids. Floors and other affected surfaces will be disinfected.

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## 9. Sun Safety Policy and Procedure

Bodiam Pre-school believes in sun safety to keep our children happy and safe.  
As part of the sun safety policy our pre-school will:-

- Educate children about the sun and how to protect their skin.
- Encourage children to wear suitable hats and clothes that provide good sun protection and use sun screens where appropriate.
- On hot sunny days, try to have our outdoor activities at times other than the middle of the day when the sun rays are most harmful.
- Hold outdoor activities in areas of shade wherever possible. Sun bathing is definitely discouraged.
- Work towards the provision of adequate shade for everybody.
- Encourage staff and parents to act as good role models by practicing sun safety.
- Regularly remind children, staff and parents about sun safety through newsletters and posters.
- Remind parents & carers to apply sunscreen before their children arrive at pre-school
- Make sure the sun safety policy is working. We will regularly monitor when we play outside, assess shade provision and review the sun safety behavior of children and staff.

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## 10. Administering Medicines Policy Statement

While it is not our policy to care for sick children who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'; the manager is responsible for ensuring all staff understand and follow these procedures.

The key person is responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the manager is responsible for the overseeing of administering medication.

### Procedures

Children taking prescribed medication must be well enough to attend the pre-school. This should be discussed and agreed between the parents/carers and manager of the pre-school.

- Only prescribed medication is administered. It must be in-date and prescribed for the current condition.
- The name of the child should be clearly written on the medication and clear instructions given and written down before the medicine is administered.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. If some cases the medication information leaflet should be included in case of adverse/sudden reaction to the medication.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information.
- No medication may be given without these details being provided :-
  - (i) full name of child and date of birth;
  - (ii) name of medication and strength;
  - (iii) who prescribed it;
  - (iv) dosage to be given in the setting;
  - (v) how the medication should be stored and expiry date;
  - (vi) any possible side effects that may be expected should be noted; and
  - (vii) signature, printed name of parent and date.

Melanie Porter or Sadie Ledger will receive the child's medication. Completed consent forms will be placed in the child's personal file in the filing cabinet and will be accessible to all staff if necessary.

The administration is recorded accurately each time it is given and is signed by staff. Parents sign



the record book to acknowledge the administration of a medicine. The medication record book records :-

- (i) name of child;
- (ii) name and strength of medication;
- (iii) the date and time of dose;
- (iv) dose given and method; and is
- (v) signed by key person/manager; and is verified by parent signature at the end of the day.
- (vi) We use our own medication form and keep them in the individual child's personal file.

### **Storage of medicines**

- All medication is stored safely in a high cupboard out of the reach of children or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. Key persons check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.
- All medicines will be kept in a high cupboard in the kitchen area out of reach of children or in the refrigerator – whichever is appropriate.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If rectal diazepam is given another member of staff must be present and co-signs the record book.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

### **Long Term Medical Conditions**

Children who have long term medical conditions and who may require on going medication.

- A risk assessment is carried out for each child with long term medical conditions that require on going medication. This is the responsibility of the manager alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training need's for staff members is part of the risk assessment.
- The risk assessment includes vigorous activities and any other nursery activity that may

give cause for concern regarding an individual child's health needs.

- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

### Managing medicines on trips and outings

If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.

On returning to the setting the card is stapled to the medicine record book and the parent signs it.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent.

As a precaution, children should not eat when travelling in vehicles.

This procedure is read alongside the outings procedure.

Legal framework - Medicines Act (1968)


Further guidance

Managing Medicines in Schools and Early Years Settings (DfES 2005)

<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>

General Welfare Requirement: Safeguarding and Promoting Children's Welfare


The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>8<sup>th</sup> May 2013</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	<u></u>

# 11. Parental Involvement Policy

Parents are the first educators of their young children. The aim of the pre-school is to support their essential work, not to supplant them. We will:-

- make all new parents aware of the pre-school's systems and policies.
- encourage parents on an individual basis to play an active part in the management of the group.
- ensure that parents are informed on a regular basis about their child's progress.
- involve the parent in shared record keeping about their own child, either formally or informally.
- welcome the contributions of parents, whatever form these may take.
- make known to the parents the systems for registering queries, complaints or suggestions.
- provide opportunity for parents to learn about the pre-school curriculum and about young children's learning, in pre-school and at home.


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## 12. Selecting Equipment / Toys – Policy and Practices

The toys and equipment in pre-school provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration.

The equipment we provide :-

- Is appropriate for the ages and stages of the children.
- Offers challenges to developing physical, social, personal and intellectual skills.
- Features positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
- Includes a range of raw materials which can be used in a variety of ways and encourages an open-ended approach to creativity and problem solving.
- Will enable children, with adult support, to develop individual potential and move towards required learning outcomes.

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Signed on behalf of the committee by Linda Stevens, Chair	<u></u>

## 13. Special Needs Practice

This policy is in keeping with the general aims of the setting and its policy on equality of opportunity. The Committee and staff of the setting will ensure that all children enjoy a broad and balanced range of experiences which meet individual needs.

### Our objectives

We will give regular opportunity for parents of children with special educational needs to meet with staff and each other for informal discussions of their child's progress and to share common problems.

We will aim to extend the range of strategies staff use to positively encourage good behavior and manage inappropriate behaviours and to ensure a consistent approach by all staff.

The SENCO will hold regular meetings with staff to discuss support for children with SEN and their individual education plans, (IEPs).

### Special facilities

There is possible wheelchair access through the front door and access to a toilet available.

Provisions are being sought to make easier access into the pre-school.

### Identification

Children with special needs are identified through consultation with parents, observation by members of staff, and liaison with external professionals.

Our system of observation and record-keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.

Our keyworker system ensures that each adult is specially responsible for a small group of children, so that each child receives plenty of adult time and attention.

One member of the staff team will be appointed as the Special Educational Needs Coordinator. At the present time this is Mrs Melanie Porter.

If it is felt that a child's needs cannot be met in the pre-school without the support of a one to one worker, funding will be sought to employ one.

We work in liaison with staff outside the group, including therapists, health visitors, psychologists, social workers and paediatricians, to meet children's specific needs.

### Provision

All children, including those with special educational needs, have access to the whole curriculum. The entire staff is responsible for meeting the needs of the children with special educational needs within the setting.

Children with special educational needs are fully included into the life and activities of the setting.

The keyworker and SENCO will plan small step targets and review progress weekly.

The SENCO in conjunction with the rest of the team will ensure suitable equipment is available and inform the Committee of any necessary additions.

## Staff development

The whole team is committed to extend their knowledge and understanding of special educational needs.


Whenever possible opportunities will be given to undertake more specific training on special educational needs.

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>8<sup>th</sup> May 2013</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	<u><i>L Stevens</i></u>

## 14. Staffing and Employment Policy

A high adult-child ratio is essential in providing good quality pre-school care, in Bodiam Pre-school:-

- We will follow recommendations regarding the appropriate staff ratios at all times.
- Our keyworker system ensures each child and family has one particular staff member who takes a special interest in them.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all social, ethnic and cultural groups.
- All staff are trained in NVQ level 2 or 3 in Early years and childcare and all students are working towards their NVQ.
- Regular in-service training is available to all staff, both paid and volunteer members, through Surestart, Early Years Improvement Team and the Pre-school Learning Alliance and other recognized organisations.
- Our pre-school's budget includes an allocation towards training costs.
- We support the work of our staff by means of appropriate training, regular monitoring/ appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all current legislation.


This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>8<sup>th</sup> May 2013</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	<u></u>

## 15. Student Placement Policy

We recognise that the quality and variety of work which goes on in a pre-school makes it an ideal place for students on placement from school and college childcare courses as well as other relevant childcare courses.

Students are welcomed into the pre-school on the following conditions:-

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the pre-school.
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides necessary background understanding of children's development and activities.
- Students required to conduct child studies will obtain written permission from the parents of the child studied, with the co-operation and consent of the pre-school manager.
- Any information gained by the students about the children, families or other adults in the pre-school must remain confidential.
- Unless registered as fit persons, students will not have unrestricted access to children.

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>8<sup>th</sup> May 2013</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	<u></u>




## 16. Settling in Pre-school - Policy and Practice

We want children to feel safe and happy in the absence of their parents, to recognize other adults as a source of authority, help and friendship, and to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school.

In order to accomplish this, we will: -

- encourage parents to visit the pre-school with their children during the weeks before an admission is planned.
- introduce flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- make clear to families from the outset that they will be supported in the pre-school for as long as it takes to settle their child there.
- reassure parents whose children seem to be taking a long time settling into the pre-school.
- introduce new families into the group on a staggered basis, for example, two new children a day for a week rather than 10 new children all at once.
- encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in the pre-school, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session.

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>8<sup>th</sup> May 2013</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	<u></u>

## 17. Alcohol, Drugs and Smoking Policy

Bodiam Pre-school, strongly prohibits the use or possession of alcohol, illegal drugs or illegal substances on our premises at anytime.

If staff, students, volunteers or children are found to have broken the rules in respect of this policy, it will be treated as a very serious disciplinary matter.

All staff will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children.

All children and their parents and carers will be made aware of the rules during their settling in period.

For staff, any contravention of the provisions of this policy will be dealt with under Bodiam pre-school Staff Handbook Standards of Behaviour and Disciplinary Policies and Procedures.

### Alcohol, Drugs & Illegal Substances

Staff, students or volunteers who arrive on the premises clearly under the influence of alcohol, illegal drugs or illegal substances will be asked to leave immediately and the appropriate disciplinary procedures implemented.

If staff are found in possession of illegal drugs, serious disciplinary action will follow.

If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol or illegal drugs when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform both the Manager and the designated Child Protection Officer according to the provisions of the Safeguarding Children/Child Protection policy.

In such circumstances, the Manager and the Child Protection Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.


Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly over the legal alcohol limit or who is clearly under the influence of illegal drugs.

Where an illegal act is suspected to have taken place, the police will be informed.

### Smoking

Smoking is not permitted anywhere on the premises. This rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors.

If a child is found in possession of cigarettes on the premises, they will be confiscated and their parent/carer informed at the end of the session.

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>8<sup>th</sup> May 2013</u>
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Signed on behalf of the committee by Linda Stevens, Chair	<u></u>

# 18. Outings and Visits

## Staffing Levels

Bodiam Pre-School adheres to the standard criteria of one adult to two children for outings and visits. Qualified staff will be responsible on outings if parents or volunteers make up part of the adult contingent.

## Plan of Activities

We are committed to plan and show how the outing fits into the overall curriculum plan, how activities are to be done during the outing and the follow up activities on return to the group. This will ensure maximum opportunities are available to promote and develop children's learning.

## Risk Assessment

Before taking the children on any outing, a member of staff or committee will visit the venue and carry out a risk assessment for the journey and location.

## Parental Permission

A consent form will be completed by parents, giving the responsible person authority for their child whilst on the outing.


## Emergency Procedures

Contact telephone numbers for parents will be taken. A mobile phone, fully charged, will be carried at all times. If an accident requiring medical assistance occurs to a child, the parent will be asked to meet their child and a member of staff at the nearest hospital.

## Information

- List of children, parents, phone numbers, special needs
- First Aid kit and any necessary medication, accident book
- Spare clothes, plastic bags
- Activity plan
- Timetable, including time expected home

This information will also be kept at the setting, along with the mobile phone number.

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>8<sup>th</sup> May 2013</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	<u></u>

## 19. Payment of Fees and Changes to Sessions Policy

To confirm a child's place, it is necessary for 4 weeks fees to be paid in advance. When the completed registration form has been accepted, your first payment should be sent via bank transfer with the child's name as a reference at least 2 weeks before the child's first session. **If 4 weeks fees are not received the reserved place will be cancelled.**

Bodiam pre-school offers places, if they are available, at any time throughout the year and 4 weeks fees are still required prior to the child's first day irrespective of the day they are booked.

All invoices are to be sent by email and must be paid by the set instalment dates. Private and confidential discussions can take place between the treasurer or manager and parents/carers if there are difficulties with paying fees. Places can be cancelled if fees are unpaid and no communication has taken place to resolve the situation.

Fees are to be paid by bank transfer or cheque. Cheques are to be made payable to Bodiam Pre School and must be handed to the manager/deputy manager or person in charge of the session. If cash is handed to a member of staff it must be counted in front of the parent/carer and checked by another member of staff. It is the parent/carers responsibility to ensure that a cash receipt is given and that the receipt and duplicate is signed for by the payee for reference.

### Permanent Session Changes and Adding Sessions.


Once sessions are booked and confirmed they cannot be changed for 4 weeks. This is to ensure that the correct staffing ratios are adhered to at all times. Changes must be notified to the manager and confirmed in writing by letter or email at any time.

Adding sessions can take place at any time during the term but, as above, consideration is given to staff ratios before the sessions can be confirmed. Additional sessions will be invoice separately and are to be paid immediately upon receipt of an invoice.

Two weeks notice is required for absence due to holidays and, when possible, as much notice as is reasonable should be given for hospital appointments. Fees will not be charged for holidays or hospital appointments if the required notice is given in writing as this will give the manager the opportunity to fill the temporary place if required by another parent.

Unexpected closure of the pre-school (see unexpected closure policy) does not automatically entitle parents/carers to a free session or refund but the circumstances of the closure will be considered with regard to offering a free session or a refund.

Any changes to sessions must always be discussed with the manager, or in their absence, with the deputy.

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>8<sup>th</sup> May 2013</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	<u></u>

## 20. Unexpected Closure Policy Parents/Carers.

Bodiam Pre School will normally remain open in all weather conditions. Unexpected closure may occur for other reasons.

The Pre School may close for one or more of the following reasons:

- Lack of safe access to the pre-school.
- Danger of the pre-school being cut off by snow.
- Heating, electricity, gas or water failure.
- Lack of staff to ensure adequate supervision.
- Exceptionally high or low air temperatures/ severe weather conditions.


The manager will be in contact with the chairperson of the committee as early as possible before the start of a session to discuss the closure of the pre-school and a decision will be made by them. If possible a closure notice will be placed at the premises and a notice will be placed on the preschool facebook page. Parents/carers will be advised not to send their children if they feel they cannot safely complete the journey.

If severe weather sets in during the day the pre-school will attempt to make arrangements for children to travel home early. Children will only be sent home if there is someone to look after them. Staff ratios will be maintained until all children have left the pre-school.

Parents/carers will be asked to make sure we have up to date contact telephone numbers at all times in case of unexpected closure.

Replacement sessions will be offered to cover funded places if available.

Pre-school employees should follow the procedures set out in the policy for employees during adverse weather conditions.

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>8<sup>th</sup> May 2013</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	<u></u>

## 21. Visits to Bodiam Primary School Policy.

It is the aim of Bodiam Pre School to develop strong links with Bodiam Primary School. In order to carry this aim the following will take place and this policy will be followed.

Throughout the year the Pre School will visit the Primary School for various different activities. These will include visits to reception class in order to introduce the pre-school children into a primary school environment, sports day, the harvest festival assembly and the nativity play. There will be other occasions when the pre-school children visit the school and these visits will be included in this policy.

### Procedure to follow

Parents will be informed when a visit to the primary school is taking place. This will be done by letter or a notice displayed inside and outside the pre-school. When a visit is arranged and before the visit takes place the register will be checked including staff ratios. If a higher level of staff to child ratio is required more staff will be requested to cover this visit. If no other members of staff are available a member of the pre-school committee will be requested to help or parents of children attending the session. If there are not enough adults to assist, the visit will be cancelled or postponed.


A risk assessment will be carried out for every visit. Risk assessments will be carried out even if the visit is for the same purpose.

The register will be taken over to the primary school by the manager/deputy manager to check at the beginning and end of each visit.

The pre-school staff and children will enter and leave the primary school through the back entrance to the school which is located next to the Chapel House opposite the pre-school. When leaving the primary school the pre-school staff and children **must** be allowed to leave the building after the primary school children and staff have returned to their classrooms and **before** parents leave the main building and school premises.

The register will be taken before leaving the main building, again at the gate by the back entrance of the school before leaving and finally upon returning to the pre-school building.

During the period of time the pre-school children are in the primary school all security doors and gates will be closed and monitored by primary school staff for parents/visitors leaving the school premises.

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>8<sup>th</sup> May 2013</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	

## 22. Late Collection of Child Policy.

Bodiam Pre-School believe that to ensure a good routine and security for the children, parents/carers should collect their child at the designated time. After a session has ended the pre-school becomes an unsafe place for children to be, due to staff cleaning the premises, using chemicals and moving equipment and furniture, therefore children should be under supervision at this time.

Late collection prevents pre-school staff being able to start their end of day duties, resulting in them having to work later.

Whilst we understand that parents/carers may face unforeseen problems, the following policy will be put in place if regular late collection occurs.

We would expect the parent/carer to inform the pre-school without delay of the situation and to provide a time at which the child will be collected.

If a time cannot be given or it exceeds an acceptable limit, then we would ask the parent/carer to arrange for a designated person to collect the child where possible.


The parent/carer must inform the pre-school of the designated persons identity, so we can talk to the child if appropriate, this will help reduce and eliminate any stress that may be caused by the situation.

If the designated person is not known to pre-school staff, the parent/carer must provide a detailed description of this person, including date of birth. The designated person must know a safety password in order for the pre-school to release the child in to that persons care. This is the responsibility of the parent.

- A late collection fee of £1. 00 per minute will be charged after the session has ended, until the child is collected.

The parent/carer will be informed of the late collection fee, verbally by the pre-school manager/deputy and in writing from the pre-schools committee.

If after 10 minutes, no one has arrived to collect a child we will firstly try to contact the parent and then the emergency contact number. If no contact can be made with the parent(s) or the emergency contact, then after a further 20minutes SPOA will be contacted on 01323 464 222

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>8<sup>th</sup> May 2013</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	

## 23. Complaints Policy and Procedure

We aim to resolve any issues or concerns that are raised by parents quickly, efficiently and without intending to cause any distress or upset.

We are open to suggestions about how to improve the running of the setting and improve the experience for both children and their parents.

We aim to manage concerns informally and encourage parents to approach a member of staff or a pre-school manager with any concerns they have.

### PROCEDURES

#### RECORDS:

- The pre-school will keep a record of complaints including the date, the circumstances of the complaint, how the complaint was managed, discussion records, and the outcome. Records of complaints will be kept for three years in the Complaints file.
- In accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS), all written complaints relating to the pre-school's fulfilment of the EYFS requirements will be investigated and complainants notified of the outcome of the investigation within 28 days of receiving the complaint.
- A summary of the outcome of complaints will be kept in the Complaints file and made available to Ofsted and parents on request, ensuring that confidentiality is respected as appropriate.

#### HOW TO MAKE AN INFORMAL COMPLAINT:

- If a parent has a concern either relating to their child or the pre-school's provision, they should talk it over first of all with a preschool manager in the hope that it can be resolved amicably at this point.
- If a parent feels uncomfortable about doing this, they can approach the chair of the management committee (details are on the notice board in the entrance)

#### HOW TO MAKE A WRITTEN COMPLAINT:

- If a parent is unhappy with the outcome of an informal discussion, the parent should put the complaint in writing to a pre-school manager or chair of the management committee.
- The complaint will be acknowledged in writing and then fully investigated. A pre-school manager and/or chair will meet with the parent to discuss the outcome within 28 days of receiving the complaint.
- If the parent is not satisfied with the outcome of the investigation, they should request a meeting with a pre-school manager and the chair of the management committee. It is recommended that the parent has a friend or relative present.
- An agreed record should be made of the discussion, together with any decisions or actions to be taken. Everyone present should sign the record and be given a copy.
- If an agreed outcome is not found a mediator will be sourced. The mediator will hold discussions with the various parties involved, either together or separately, and will keep a record of these discussions and any suggestions for resolving the matter.



- After the mediator has investigated the concern and made suggestions, a final meeting will be held with the parent, pre-school manager and chair of the management committee to decide what action should be taken to deal with the complaint. If requested, the mediator may attend this meeting. An agreed record is made of the meeting, together with any decisions or actions. Everyone present will sign the record and be given a copy.

INVOLVING OFSTED:

- Every effort will be made to resolve concerns informally within the pre-school setting but parents may, at any stage, approach Ofsted with their concern by:


Contacting the Applications, Regulatory & Contact (ARC) Team, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD.  
Tel – 0300 123 4666

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>2 October 2017</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	<u><i>L Stevens</i></u>

## 24. Handling Animals and Stroking Farm Animals

At Bodiam preschool care will be taken to ensure personal hygiene and safety at all times. All children and staff should wash their hands or use the hand gel after handling animals. Children will be supervised by a member of staff throughout the hand cleaning procedure.

Sensitivity will be shown to children who may appear scared of animals. Close supervision will be adhered to at all times when children are stroking animals.

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>March 2018</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	<u></u>

## 25. Facebook and Social Media Policy

**There are too many sites to mention them all by name. This policy covers them all.**

It is important when using social networking sites such as Facebook or Twitter that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents & families of the setting along with the staff. It is also to guard the nursery reputation and the staff's own personal reputation.

Staff must act in the best interests of the children & the setting. Staff guidelines when using their personal and Bodiam Preschool social media sites include but are not limited to;

- Staff must not mention any of the children from Bodiam Preschool on their profiles
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of the Bodiam Preschool children on their personal online profiles
- Staff must not publish photos which reveal the identity of any children attending Bodiam Preschool on the settings online profile. Children's identity must be concealed.
- Staff must not publish photos of other staff while in the nursery on their online profiles
- Staff must not write anything about other staff members on their online profiles
- Staff must not use mobile phones to take photos in the nursery or to access social networking sites during their working hours
- Staff must not mention any of the companies that Bodiam Preschool works with on their online profile
- In order to maintain professional boundaries, staff should not have any parents as friends, or accept personal invitations to be friends from parents of the preschool for at least the duration of the child's/children's placement. Instead parents should be signposted to 'like' the official Bodiam Preschool Facebook page.
- Be cautious & mindful when accepting friend requests from colleagues.
- Staff members are advised to set their online profiles to private so that only friends are able to see their information.
- Staff are responsible for adhering to the terms of service of each site they use
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional
- The nursery logo must not be used in social media apart from the official Facebook page.
- Staff must not put the settings contact details on social media. Parents should be signposted to the nursery web page.
- Staff will not have the nursery name anywhere in their personal profile.
- Any breaches of the Facebook & social networking policy could result in disciplinary action.

- Staff must use social media in a professional, safe, responsible & respectful way. You must comply with the law.
- Staff must not use social media to attack, insult, abuse, defame or make negative or discriminatory comments about anyone.

Staff must be mindful that everything you post online is public, even with the strictest privacy settings. You must assume that everything is permanent & may be shared.

Bodiam Preschool will treat 'electronic behaviour' as it would 'non-electronic behaviour'

Bodiam Preschool has a Facebook page available. This is a communication tool for the setting. We will use it to;

- Promote certain events such as parent consultations, trips, social events & visitors
- Update parents on staff training & development
- Give hints and tips for activities the children have enjoyed and home learning ideas
- To give news
- To show photos of activities, trips or special events


We also want to invite your thoughts & comments. The preschool managers are the page administrators and will update the page on a regular basis. The page administrators reserve the right to remove any comments at any time. The intent of the policy is to protect the privacy and rights of the nursery, staff & families. We will remove any postings that

- Name specific individuals in a negative way
- Are abusive or contain inappropriate language or statements
- Use defamatory, abusive or generally negative terms about any individual
- Do not show proper consideration for others privacy
- Breach copyright or fair use laws
- Contain any photos of children without concealing their identity or without necessary parental consent.

If you would like to report an inappropriate comment then please send an email to [bodiampreschool@gmail.com](mailto:bodiampreschool@gmail.com)

Other policies that relate to this are

- Safeguarding policy
- Acceptable use Agreement
- The use of digital images / Image consent
- Privacy policy

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>September 2022</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	<u></u>

## 26. Privacy Policy

We need your consent to hold details you provide us with. All the data we gather and hold is managed in strict accordance with the Data Protection Act (1998) and any amending legislation.

Bodiam Preschool uses information from you in order for our work to be performed more efficiently and in keeping with the law. We take your privacy very seriously. This privacy policy sets out details of the personal information we collect about you and the ways in which we may use that information. We understand the special position that Bodiam Preschool holds in relation to the information that we gather and we have included separate provisions to explain how we handle information about children.

### **POLICY IN RELATION TO PEOPLE OTHER THAN CHILDREN**

#### **When do we collect personal information?**

We collect personal information from you when you make contact with us.

#### **What may your personal information be used for?**

If you are a parent, we may use the personal information for instance to:

- Improve the services we perform as part of the contract we have with you
- Enable us to contact you as quickly as the need requires.

If you are a member of our staff, we may use your personal data for instance to:

- Ensure that you are paid properly
- Keep records for training and development whilst you are a staff member
- Keep records of health and safety issues and accidents

If you are inquiring about Bodiam Preschool and about the services it offers and needs, we may use your personal information to:

- Send you information about us
- Give you information about needs for work and services that we may have.

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

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school *meal eligibility*)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information
- Accident/Incident records
- Reports, preschool or from outside agencies
- Special educational need information

- Photographs

### **Why we collect and use this information**

We use the children's data:

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

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

We collect and use children's information under Article 6 (1) and under Article 9 (2) (special categories of personal data) of the General Data Protection Regulation, on the basis of your *consent having been given to us and the fact that processing the information is necessary for us to be able to perform the contract we have with you.*

### **Collecting children's information**

Whilst the majority of child level information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain child level information to us or if you have a choice in this.

### **Storing children's data**

We hold children's data for a maximum of three years after your child has left our provision, except that accident and safeguarding records will be retained until your child reaches the age of 25.

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

We routinely share children's information with:

- Settings/schools that the children attend after leaving us
- our local authority
- the Department for Education (DfE)
- other professional **agencies** such as health visitor, GP, Early Years Support specialists

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

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

We share children's' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins the settings funding and educational attainment policy and monitoring.

### **Data collection requirements:**

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

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

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our children to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

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

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

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

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

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

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

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

## **General Provisions**

### **Updating and amending your personal information**

You have control over the accuracy of your personal information. If at any time, you wish to verify, update or amend the personal information you have provided, please email: [bodiampreschool@gmail.com](mailto:bodiampreschool@gmail.com) or write to us at: Bodiam Preschool, The Parish Rooms, Sandhurst

Road, Bodiam, East Sussex TN32 5UJ

### Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Manager.

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/>

This policy was adopted by	<u>Bodiam Pre School</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	<u></u>



## 27. Epidemic and Pandemic Policy

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### Statement of Intent

Bodiam Pre-school intend to use this policy to provide precautionary measures to minimise transmission risks of disease in the setting during an epidemic or pandemic, in line with current local government advice. It also states ideas for continuity of business if allowed.

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Legislation and leading authorities which have guided and influenced this policy are:

*Coronavirus Act 2020, Health and Safety at Work Act (1974), Health and Safety Executive (HSE), Government Briefings, Public Health England (PHE) and World Health Organisation (WHO). Advice from but not limited to, The Secretary of State, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE).*

The policy also has regard to Ofsted and Early Years Foundation Stage (EYFS) guidance where appropriate.

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### Aim of Policy

This Policy defines and assists the operating arrangements in place within the pre-school that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. This information builds upon our current procedures for areas such as Safeguarding, Child Protection and Equality and Diversity, however new practices may emerge as the situation continues. The policy and considerations may evolve and be built upon as the situation deepens and new precautionary measures have been introduced and practices have been reflected upon.

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### Method

As early years providers we ensure to offer a continuum of very high standards of practice of childcare and education. The fundamental principles to be outlined in this policy are set out to ensure physical distancing is enabled and implement good hygiene practices as well as avoiding coming into contact with infected children and adults or anyone displaying symptoms. It states the protective measures put in place for children, parents and staff as best as possible to ensure the risk of transmission is reduced. We will continue to follow our other policies as long as they do not conflict with this policy and be guided by the EYFS as best as we can. The main areas we will be considering are:

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- Minimising contact with individuals who are unwell

- Maintaining personal and respiratory hygiene (handwashing, catch it, kill it, bin it)
- Ensuring cleanliness of the environment (especially frequently touched surfaces)
- Minimising general contact and mixing (creating bubbles and limiting numbers)
- The use of Protective and Personal Equipment (PPE)
- Testing

### Focus/ Areas of Consideration / Recommendations

## Children

### *Attendance*

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- Only children who are symptom free or have completed the required isolation period should attend the setting.
- Providers may consider taking temperatures of children on arrival and risk assessing with regular health questionnaires for returning children Physical distancing/ grouping.
- Extremely vulnerable children should continue under government advice.
- During either a full or local lockdown, families who usually attend at least two settings should choose only one until further notice

### *Physical Distancing/grouping*

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**We will run our sessions in line with current government advice. This may include following guidelines;**

- Only small groups of children will be allocated sessions to keep our group or 'bubble' small within the setting.
- Children in small groups should have the same staff team caring for them wherever possible to limit the amount of people coming into contact with each other.
- As we usually run to capacity most days this could be achieved by, but not limited to:
  - *A temporary cap on the amount of children in the setting at anyone time.*
  - *Temporarily limiting funded hours to only 15 hours per child, ensuring all children have access to some preschool time.*
  - *Changing children's hours to all mornings or all afternoons or 2 and a half days.*
  - *Only allowing the older children or those moving to Primary school to attend.*
  - *Grouping children to certain days, such as in groups of children moving to next school, this would help with transitions.*
  - *Holding back new children who have not yet had settling in sessions*
  - *Prioritising children such as those who are vulnerable, those with special educational needs, those from households where both parents work (or work full time)*
  - *The take up on places may be small so there may be no need to change children's hours*

- Sunscreen should be applied by the parents / carers before the child arrives at the preschool. T-shirts covering shoulders and leggings would be preferable to minimise how much top up of sunscreen the preschool staff will do.

### ***Wellbeing and education***

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- Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, coughing into an elbow, using a tissue and adopting a catch it, kill it, bin it regime.
- Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.
- EYFS framework will continue to be delivered through play and adult led activities.
- Snack times will be limited to smaller numbers of children at one time, children can ask for drinks and will be offered drinks throughout the day if they are thirsty, staff will monitor this.
- Lunches (including drink) to be provided by parents.

### **Workforce**

#### ***Attendance***

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- Staff should only attend preschool if they are symptom free, have completed the required isolation period or achieved a negative test result. All staff and their household are eligible for testing if they display symptoms.
- Providers may consider taking temperature of staff on arrival and risk assessing with regular health questionnaires for returning staff.
- Consideration should be given to limiting the number of staff in the preschool at any one time to only those required to care for the expected occupancy levels on any given day
- Staff hours, days they work and length of day may change in order to meet childcare demands and considerations within this policy.
- It is recommended that staff complete at least two LFT taken at equal periods during the week and only attend preschool with negative results.

#### ***Physical distancing/ grouping /safety***

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- Staff will complete a risk assessment before opening to address any risks from the virus, ensure sensible measures are in place to control risks.
- Staff to be informed of measures in place and sign a disclaimer to state they have read and understood the preschool policies and procedures.

- Emergency revisions to the EYFS may have been implemented which provides some flexibility on ratios and qualifications to make this feasible.
- Staff have been advised by the government not to wear PPE such as facemasks during their day, but should continue to wear PPE at the usual times such as intimate care and wear disposable gloves and apron if completing one to one care and if supporting an ill child a face mask and visor should also be worn if a 2 meter distance cannot be maintained.
- After dealing with an ill child who displayed symptoms the staff member should continue to wear PPE and clean the affected area with disinfectant.
- All PPE should be removed and disposed of following current government guidelines, the staff member should wash their hands for at least 20 seconds.
- The staff member who supported the unwell child does not need to go home unless they are developing symptoms themselves.
- Staff are responsible to clean surfaces frequently after children have used them. Staff will be responsible to ensure appropriate cleaning takes place and enough ventilation is in the room such as opening windows. If doors are open ensure the safety of the children is maintained.
- Staff members should avoid physical contact with each other including handshakes, hugs etc.
- Staff to wear fresh, clean clothes for each session.
- Advise staff to remove their work clothes before they enter their home and take a shower immediately to remove any germs they may have picked up.
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### *Training*

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- Where possible, meetings and training sessions should be conducted through virtual conferencing.
- All staff members must receive appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which they will be operating.
- Online training may be available to allow their training levels to be maintained if appropriate.

### **Parents**

#### *Physical distancing*

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- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
- Aim to minimise the 'pinch points' during the day and limit drop off and pick up to one parent per family.
- Arrange drop off and pick up at the preschool entrance to avoid parents entering the preschool unnecessarily.
- When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area sticking to current government social distancing policies.
- If the child is too distressed perhaps a delayed start to their preschool entry may be preferred or half hour settling in sessions without their parent.

## *Communications*

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- Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
- Parents should inform preschool of their circumstances and if they plan to keep their child away, this helps preschool to conform to our safeguarding policy.

## **Visitors**

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- Attendance to the setting should be restricted to only children and staff as far as practically possible and visitors should not be permitted to the preschool unless essential (e.g. essential building maintenance).
- Where essential visits are required these should be made outside of the usual preschool operational hours where possible.
- As far as possible parents and carers should not enter the premises.

## **Travel**

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- Wherever possible staff and parents should travel to preschool alone, using their own transport or if possible, walk.
- If public transport is necessary, current guidance on the use of public transport must be followed.
- Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises.
- Outings from the preschool into the local community should follow government guidelines in relation to Covid-19 and be restricted to ensure mixing with members of the general public does not happen.

## **Hygiene and Health & Safety**

### *Hand Washing*

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- All children and staff must wash their hands upon arrival at the nursery for at least 20 seconds.
- Children and staff members should be encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet or playing outdoors, after sneezing, blowing their nose or coughing into their hand and dealing with unwell people
- Bodily fluid spills should follow the correct procedures as normal.

### *Cleaning*

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- An enhanced cleaning schedule must be implemented that includes furniture, surfaces and children's toys and equipment and all staff are responsible in their area of work.
- Communal area, touch points and hand washing facilities must be cleaned and sanitised regularly and cleaned thoroughly every night.
- A deep clean may be needed after a child has become ill in the area they were waiting.

### *Waste disposal*

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- All waste must be disposed of in a hygienic and safe manner following government guidelines.
- Tissues must be immediately disposed of and placed in a bin with a bag and a lid.
- Bodily fluids must be double bagged and disposed of in a bin with a bag and a lid.

### *Laundry*

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- All items within the setting requiring laundering must be washed in line with NHS laundry guidelines.
- Items such as towels must not be shared by children.

### *Risk assessment*

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- The setting and all activity should be risk assessed before opening or going ahead to address the risks from the virus and due consideration given to any adaptations to usual practice. Sensible measures should be put in place and policies and procedures followed.
- It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable and the suspension of the sharing of food and utensils.
- Cut down on the available resources out in the preschool. Remove anything which cannot be easily wiped down or washed at the end of the day.
- Play food, play cutlery and crockery etc. should be removed or anything else which may be 'mouthed' by many children.
- Baking, and food play should be avoided.

### *PPE*

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- Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission.
- PPE should continue to be worn and disposed of as normal for nappy changing, one to one care and the administration of first aid.

- If a child shows symptoms, staff should wear a face mask, visor, disposable gloves and apron if a 2-meter distance cannot be maintained at all times. PPE should be disposed of following government guidelines.

### *Premises Building*

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- Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening.
- At least one backdoor will be open to ensure good levels of ventilation to keep inline the government CO2 ppm recommendations. If doors are opened ensure the children safety is maintained with locked gates and the inside temperature monitored.

### *Resources*

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- Children should not be permitted to bring toys from home into the setting. Toys from home must remain at home and not to be kept in bags.
- All resources required for play and learning experiences of children should be regularly washed and/or sterilized. Any resources which are difficult to clean should be removed.
- Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.

### *Supplies Procurement & monitoring*

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- The preschool should ensure an adequate supply of essential supplies and contingency plans such as additional suppliers are in place to minimise the impact of any shortages of supplies.
- The preschool will not be able to operate without essential supplies required for ensuring infection control.
- A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. When stocks are low, other options may be considered, such as the use of washable tabards and facemasks. These items will be washed at a high temperature in accordance with relevant guidelines and separate to any other preschool washing.

### *Responding to a suspected case*

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- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and parents should follow the current government guidance.
- Whilst waiting for the child to be collected they should be isolated from others. If inside and possible, a window should be opened for ventilation.

- The provider may consider suitable PPE for the staff member comforting this child such as the addition of face mask, visor disposable gloves and apron.
- The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.
- The person responsible for cleaning ideally should be the person dealing with the unwell child and should continue to wear their PPE. This should then be disposed of according to current government guidelines.
- In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately isolate at home and follow current government guidance. They should also follow current testing advice for themselves and their household.
- We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. Further guidance is available about [getting tested](#).
- Staff members, parents/carers and children must understand that they will need to be ready and willing to book a test, provide details of anyone they have been in close contact with if they were to test positive for coronavirus (Covid-19) if requested by NHS Test and Trace. If anyone they have been in close contact with tests positive with coronavirus (Covid-19) they must follow the current government guidelines with regard to self-isolation.
- Staff members, parents/carers must inform Bodiam Preschool immediately of the results of the test.
- If someone tests negative, and they no longer have symptoms similar to coronavirus (Covid-19), they can stop isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.
- If someone tests positive they should follow **Covid-19; guidance for households with possible coronavirus infection** and should continue to self-isolate following current government advice from the onset of their symptoms and then return to the setting only if they do not have symptoms other than a cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The isolation period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full government recommended time.

This policy was adopted at a meeting of	<u>Bodiam Pre School</u>
Held on	<u>25 May 2020</u>
Last date reviewed	<u>October 2024</u>
Date to be reviewed	<u>October 2025</u>
Signed on behalf of the committee by Linda Stevens, Chair	



## Registration Pack Agreements

### Acceptable Use Photography

We recognise that parents and carers are likely to want to record early years setting productions or special events, and families will value the memories evoked from such images for years to come.

We request that parents and carers sign an Acceptable Use Agreement to cover the taking and use of such images, to ensure that the requirements of the Data Protection Act 1998 are adhered to and the wishes of other parents / carers are respected.

I agree to:

- Use recording / photography only in the designated areas agreed
- Use recording / photography equipment on the agreed date and time only
- Respect the rights of other parents, and will not attempt to make any recordings if full parental consent cannot be obtained
- Stand to the rear of the designated area to avoid obstructing the view of others
- Avoid taking unnecessary close-ups of individual children (other than my own child)
- Stop recording / taking photos on the request of any staff member
- Ensure any photographs or videos taken are for my personal use only
- Not sell, publish or display such images in any form, including uploading of photos on to the internet, in line with Data Protection guidelines

## Image Consent Letter and Form

Date:

Dear:

Reference:

This letter explains why we will need to ask for consent before we are able to take photographs of your child during their time at Bodiam Preschool.

Generally, photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.

We may take photographs for a number of reasons whilst your child is with us, including to:

- document what they enjoy doing
- record their learning and development progress
- display in learning journeys and / or document panels
- record special events and achievements

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other.

We do however recognise that with the increased use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will therefore endeavour to put effective safeguards in place to protect children and young people by minimising risk. We will seek to protect children's identity and to limit opportunities for the taking, making and distribution of inappropriate images.

We occasionally stage events for children to which parents are invited. Photographs of setting productions are ones which parents / carers tend to treasure. We will always try our best to allow parents / carers to use cameras at such events (on condition that they have signed the Acceptable Use Agreement).

We may invite the media into our early years setting to take photographs or film footage for publicity purposes and to record any special events. We will notify you of such occasions, and will seek specific permission for photographs to be taken, and potentially published at such times.

Should we wish to use any images in our publicity, in our prospectus or on the website, we will again ask for specific permission. This will be obtained alongside a copy of the image, and permission to use such image will be for a defined period of time only.

We are mindful of the fact that for some families, there may be reasons why protecting a child's identity is a matter of particular anxiety, and if you have special circumstances either now, or at any time in the future which would affect or change your position regarding consent, please let us know immediately in writing.

To comply with the Data Protection Act 1998, we need your permission before photographs and recording of your child are made.

Please complete as appropriate.

- I consent / do not consent to photographs of my child being taken by authorised personnel representing Bodiam Preschool
  
- I consent / do not consent with any resulting images being displayed on walls or in digital photo frames where they may be visible at times to the general public or anywhere which could be defined as a 'public place'.
  
- I consent / do not consent to my child's image being used in publicity materials or in the media.
  
- I understand that I can withdraw my consent, or can request to see images taken at any time.

Name of parent / carer:

Name of child:

Date:

## Learning Journey Trust Statement

Dear Parent or Carer,

This learning journey is used to reflect your child's time at our setting. It includes observations of your child at play, photographs and other information. The aim is to provide you with a continuous picture of your child's time at our setting. The learning journey, therefore, captures your child's own personal journey, based on their own individual starting point, interests and experiences.

We hope that you will be able to contribute information to this learning journey, perhaps by including some information and photographs which show what your child enjoys doing at home. This information will help us to ensure that the care, learning and development opportunities we offer your child compliment those you already offer.

Please remember however, that this learning journey contains personal data that relates not only to your child, but to other children who attend our setting. It is likely, for example, that some of the photographs enclosed will capture other children at play. Permission has therefore been obtained to include such information in your child's learning journey, however it must be remembered that such data is shared for your own personal use only. This means that information cannot be shared with others, or 'publicised' in any way, without the explicit consent of the parents or carers of those children who may be included. For example, such photographs cannot be displayed on a social networking site or displayed in a public place.

Child's name:

- I understand and agree with the Learning Journey Trust Statement.
- I understand that any data included within my child's learning journey which relates to another child, is for my information and personal use only.
- I will not seek to publicise, display or share such data with others, and will ensure the privacy of other families in doing so.

Parent or Carer's name:

Signed (Parent / Carer):

Date: