

Policies and Procedures

Honeypot Nursery

updated January 2024

Our mission is for all children to succeed

Knowing how important the early years are, we aim to provide a happy, caring, and secure environment that will encourage your child to learn through play and exploration of a variety of constructive, imaginative, creative, and social activities.

These experiences are intended to enrich the overall development of each individual child, allowing them to develop at their own pace.

We feel the continuity of all staff in the Nursery to be important for the wellbeing of each child, especially the very young. The staff in the Nursery have a variety of qualifications and experience and have a secure knowledge and understanding of all areas of children's learning and development.

We aim to:

- Provide warmth, care, and security.
- Encourage the development of self-esteem.
- Promote positive self-images.
- Enable children to express feelings and to cope with fears, anxieties, and difficult experiences.
- Provide a high-quality caring environment where the educational and care needs of children are met.

This is done through their enjoyment of play, which provides opportunities for all areas of development.

ADMISSION POLICY

All children are welcome in the Nursery; places are allocated on a first come first served basis on availability of places according to age.

Anyone wanting a place for their child in the Nursery must complete an application form and return it to the Nursery Manager. Unfortunately, because nursery places are at a premium, a place cannot be given without an indication of times required. Should your days or times change after a place has been offered, we would be unable to guarantee a place, but would do our best to accommodate your revised times.

We accept Government Funding for children who are entitled to it. This entitles your child to 15/30 hours of free childcare a week for 38 weeks a year, or 570/1,140 hours stretched throughout the year.

CURRICULUM

At Honeypot we have 5 clear aims to support and encourage children to feel safe, secure, and eager to progress to their next stages of development. We want our children to be:

Ready to learn: Children have a positive, confident attitude to learning. They are both physically and emotionally ready to learn.

Resourceful: Children show initiative, ask well thought out questions and are prepared to use a variety of strategies to learn.

Reflective: Children are curious, able and willing to learn from their mistakes and can describe their progress.

Reciprocal: Children are prepared to help each other and work as a team.

Resilient: Children are prepared to persevere and stay involved in their learning, even when the process is challenging.

We plan the learning environment and curriculum to support and extend children’s play, learning and development, using the Early Years Foundation Stage Framework. We assess children’s achievement and plan their next steps, which is published on the on-line learning journal that you may access at any time once you have been sent your individual log-in details.

The Early Years Foundation Stage Framework (EYFS) sets out the learning and development stages for children from birth to five years. It includes:

- The legal welfare requirements that we must follow to keep your child safe.
- The seven areas of learning and development, which we use to guide your child’s play and activities they take part in.
- Assessments that will tell you about your child’s progress through the EYFS.
- Expected levels that your child should reach at age 5, usually the end of the reception year. These are called ‘Early Learning Goals.’

Your child will be learning skills, acquiring new knowledge, and demonstrating their understanding through seven areas. These areas are split into three prime areas and four specific areas.

Children should mostly develop the three prime areas first, as they are the most essential for your child’s healthy development and future learning. As children grow, the prime areas will help them to develop skills in specific areas – but they are all important and interconnected.

Areas of Learning and Development			
Prime Areas			
Personal, Social and Emotional Development	Physical Development	Communication and Language	
<ul style="list-style-type: none"> • Self- Regulation • Managing Self • Building Relationships 	<ul style="list-style-type: none"> • Gross Motor Skills • Fine Motor Skills 	<ul style="list-style-type: none"> • Listening, Attention and Understanding • Speaking 	
Specific Areas			
Literacy	Mathematics	Understanding the World	Expressive Arts and Design
<ul style="list-style-type: none"> • Comprehension • Word Reading • Writing 	<ul style="list-style-type: none"> • Number • Numerical Patterns 	<ul style="list-style-type: none"> • Past and Present • People, Culture and Communities • The Natural World 	<ul style="list-style-type: none"> • Creating with Materials • Being Imaginative and Expressive

Personal, social, and emotional development: helping children to develop a positive sense of themselves and others, form positive relationships and respect others, develop social skills, and learn how to manage their feelings, understand appropriate behaviour in groups and to have confidence in their own abilities.

Physical development: providing opportunities for young children to be active and interactive, develop their co-ordination, control, and movement, understand the importance of physical activity, and make healthy choices about food.

Communication and language: giving children opportunities to experience a rich language environment, develop their confidence and skill in expressing themselves, and speak and listen in a range of situations.

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding, and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology, and the environment.

Expressive arts and design involve enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas, and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

If your child also attends another setting, we will contact the other setting so that we can work together to promote your child's development and learning.

EQUAL OPPORTUNITIES POLICY

- We treat every child and carer fairly and as an individual.
- We allow children to explore and discover diverse cultures and religions through the framework of the Nursery.
- We plan and provide activities that promote positive role models for children and help to expand children's knowledge and understanding of the world.
- We challenge discriminative behaviour.
- We believe every child should be given the opportunity to integrate easily into the world they live without biased values and opinions.
- We aim to reflect positive role models through the activities and toys we provide and portray everyone as equal.
- We encourage parents to share with the nursery any events of significance that are celebrated at home.

The Nursery recognises and supports the needs of those children whose home language may not be English by:

- Specifically noting the child's language usage/s on the registration form and informing their key person.
- Providing opportunities for children to develop and use their home language in play and learning, supporting their language development at home.
- Liaising closely with the parents and maintaining awareness amongst staff of potential difficulty in understanding and expression and how these may affect the child's behaviour.
- Promoting a multicultural and multilingual nursery environment with bi-lingual educational resources.
- Accessing support from the Ethnic Minority Achievement Service (EMAS) where appropriate.

SETTLING IN POLICY

We have a settling in policy of at least two visits prior to your child starting nursery.

It is important for your child to feel secure in new surroundings and the settling in process helps this. On your first visit we ask you to come with your child and have a look around, meet the staff, in particular the **KEY PERSON** your child will be with, ask any questions you may have and complete a registration form. At the end of this visit we can then arrange for your second visit when you leave your child for a short visit. In the event of your child not settling we will be happy to arrange further visits.

Please be positive when you leave your child. Anxieties you may be feeling are very easily detected and will only increase your child's fears.

Please try to collect your child a few minutes earlier for the first few sessions, do not leave them to be the last one to be collected.

Please take time to find out the names of staff and encourage your child to talk about his/her time at Nursery. Remember you may ring or text us at any time.

TRANSITION POLICY

When your child is ready to move up to the next group, your child's key person will liaise closely with you and the above procedure will be repeated. Your child will have already had plenty opportunity to integrate with the children and staff from other groups, making the transition from group to group an easy one.

If your child moves onto school or to another setting, we will pass on your child's development records. You will be able to download your child's learning journey and share it with your child's new setting. Nursery staff attend transition meetings with local schools and encourage yr R teachers to visit your child at Nursery to help make your child's transition to school a happy one.

THE ROLE OF THE KEY PERSON

- To welcome you and your child and show you around the Nursery and introduce you to other members of staff, parents/carers, and children.
- The Key Person is responsible along with the room deputy for the settling in visits at Nursery with you. The key person works closely with you during this settling in period, discussing your child's routine at home, for example sleep patterns and feed times.
- To discuss and reassure fears, worries, problems, or questions you may have.
- To discuss any changes in behaviour or worries we may have with your child.
- To keep you informed of your child's time at the Nursery, e.g., eaten, slept, played etc.
- To keep and to share with the you up to date records and observations on your child's progress and development at Nursery.
- To continually build a closer relationship with you your and child during their stay at Nursery.
- To liaise with outside agencies as necessary. E.g., Area SENCO, Health Visitor.
- The key person will support any child with an Individual Education Plan, with guidance from the Nursery SENCO.

PARENTAL INVOLVEMENT / SUPPORT POLICY

We believe that:

'Parents are the main educators of their children and should be involved in all aspects of the nursery including supporting management to strengthen and build on parental responsibility and increase both enjoyment of parenting and understanding of child development.'

The Nursery will support and involve you by providing:

- **Opportunities for you to talk individually with staff/key person.** The Nursery operates an 'open door' policy where you are welcome at any time to speak to staff wherever possible. When it is not possible, staff will be happy to arrange with you a more convenient time.
All efforts are made to use translation services or interpreters if your first language is not English.
- **Newsletters** – You will receive a newsletter each half term keeping you up to date with current themes, topics, and special events.
- **Progress updates** – You will receive a progress update of your child's progress twice a year, detailing how your child is progressing. Appointments will be available for you to meet with your child's key worker to discuss your child's progress and their next steps.
- **Feedback form** – We welcome your feedback as it helps us identify what we are doing well and what we need to improve.
- **Learning journey** – Every child has an on-line learning journal while they at nursery. You are encouraged to regularly have a look at their learning journal and actively contribute to it.
- **Stay and play sessions** – Every half term parents will be invited to come and join the children for an activity session.

INCLUSION POLICY

Name of SENCO ...Kelly Bryant, supported by Pauline Barker and Emma Stratford, the nursery SEND practitioners.
(Special Educational Needs Co-ordinator)

The objective of our policy within the nursery is to maintain INCLUSION for all children; all children have a key person who makes observations to shape provision. We focus on each child's individual learning, development, and care needs by:

- Removing or helping to overcome barriers for children.
- Being alert to the early signs of needs that could lead to later difficulties, and responding quickly and appropriately, involving other agencies, applying for additional funding.
- Stretching and challenging all children.
- Planning for children's needs daily.
- Providing smooth transition between rooms/settings through the sharing of IEP's and information with parents and key staff.

Close working between key persons and parents is vital for the identification of children's learning needs and to ensure a quick response to any area of difficulty or need.

A child who may need additional support is identified as needing 'SEN support' either from the setting or from external agencies, and their parents.

- The Nursery follows the DfE Code of Practice on the identification and assessment of special educational needs.
- The Nursery has regard to the Children and Families Act 2014 and the Equality Act 2010.
- We understand the term disability to mean 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to perform normal day to day activities.'
- The staff aim to provide activities to suit every child whatever their need.
- Staff will keep observations and records in liaison with parents/carers to enable the monitoring of the child's needs and progression on an individual basis. All records are kept in the strictest of confidence.
- We work in liaison with external professional organisations for support, advice, and training, including the area SENCO, therapists, health visitors, psychologists, social workers, paediatricians, and portage workers, to help meet children's specific needs.
- If a child needs additional help from any outside agencies, the nursery will speak to you first and only with your consent will we contact other professionals and will do our best to support you and your child.
- The nursery manager will give staff the opportunities to attend appropriate training in a wide spectrum of special educational/exceptional needs development. This will enable staff to update and develop their skills and knowledge.

Please inform the SENCO or your child's key person of any needs your child may have to allow for the best possible care to be given.

THE ROLE OF THE SENCO

The SENCO's role is to be available for ALL children and their parents / carers, to help with their special educational/exceptional needs.

The SENCO is responsible for:

- Implementing and updating policy.
- Maintaining an up-to-date knowledge of changes in legislation and codes of practice.
- Working closely with you and your child's key person regarding any concerns about your child's educational development.
- Working alongside key persons in preparing and reviewing educational development plans and record keeping.
- Liaising with other settings that your child may attend.
- Liaising with external agencies.
- Updating knowledge through regular training.
- At school transfer stage, inviting your child's teacher to visit your child in nursery and attending any transition meetings.
- Passing records onto your child's next nursery or school when they move on.

HEALTH POLICY

We are unable to accept sick children into the nursery.

If a child is unwell, he/she should be at home. If you are unsure about bringing your child to nursery, a telephone call to us before the start of your session is advisable. It may prevent an unnecessary journey.

NURSERY GUIDELINES ON ILLNESS

Chicken pox – Infectious for about 24 hours before the appearance of the rash and until all spots are dry and scabbed over, usually 6-7 days, particularly as this can be harmful to expectant mothers.

Conjunctivitis – Extremely contagious, will require a course of treatment from your doctor.

Coronavirus - Please adhere to current government guidelines about testing and isolation period.

Coughs, Colds and Sore Throats – Coughs and colds are common in young children, however any child complaining of a sore throat, or having uncontrollable fits of coughing, or severe thick green runny nose cannot come into nursery.

Gastric upsets – Need 48 hours for recovery after the last bout of diarrhoea and/or vomiting. If a child returns too soon not only do they bring infection to other children, but their own resistance is also still low.

German Measles (rubella) – From the onset of the rash we advise a minimum of 4 days away from nursery, particularly as this can be harmful to expectant mothers.

Hand, Foot, and Mouth Disease – Any child should not return until the spots/blisters have cleared, usually 5 days.

Head Injuries – If a child receives a bump to the head, it is our policy to contact the parent/carer immediately, for the child to go home or to the A and E department if thought necessary. This is so the child can be monitored closely for side effects or concussion. If a child encounters a head injury before nursery it is our policy not to admit the child to nursery.

Head Lice – No need for exclusion but prompt treatment recommended.

Hepatitis – The nursery is unable to accept an infectious child until declared fit by a doctor.

Impetigo – (And other infectious skin disorders e.g., cold sores) are highly infectious, and can be dangerous if passed on to a child suffering from severe eczema, therefore we ask that you do not bring your child to nursery until all scabs have cleared from the infected area.

Measles – From the onset of the rash we recommend at least 7 days away from nursery.

Meningitis – The nursery is unable to accept an infectious child until declared fit by a doctor. The nursery will act upon advice given by the local Health Authority.

Mumps – A child must not return to nursery until swelling has gone and temperature is back to normal. Please allow 7 days away from nursery.

Polio – A child may not come back to nursery until fully recovered. Please liaise with local Health Authority.

Scabies – Red itchy rash between the fingers which requires immediate treatment. The child may return after the treatment.

Scarlet Fever – A child can return 24 hours after commencing appropriate antibiotic treatment.

Slapped Cheek Disease – Because this is harmful to expectant mothers, please do not bring your child to nursery until fully recovered.

Threadworms – No need for exclusion but prompt treatment necessary for the whole family. The nursery should be informed.

Tuberculosis – A child may not return to nursery until fully recovered. Please liaise with local Health Authority.

Whooping Cough – A child may not return to nursery until fully recovered and course of treatment completed.

Should any other member of your immediate family have any of the above illnesses please remember that your child while not necessarily showing any symptoms may be incubating the illness and therefore infecting other nursery users/staff.

Advice may vary between health professionals; in that instance an informed decision will be made considering the best interest of all involved.

Administration of prescribed medication

Any medicine that can be administered outside the nursery day should be given by you, the child's parent/carer.

Any **prescribed** medication that needs to be given to your child during the nursery day will be stored securely and **MUST BE CLEARLY LABELLED WITH:**

- The child's full name
- Name of the medication
- Time and dosage of medication

You will be asked to complete and sign a medication authorisation form. There will always be two staff present when medication is administered in nursery, by a senior member of staff. Both staff members will then sign the medication form and detail the time and dose given.

If your child has been prescribed antibiotics, we ask that you keep them at home for the first 48 hours to allow the antibiotics time to work.

The nursery will not administer non-prescription medication.

INTIMATE CARE

We aim to support children's care and welfare daily in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times children need to be cuddled, encouraged, held, and offered physical reassurance.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

To maintain the child's privacy, most of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's person.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we aim to support all parties:

Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works.

Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks.

Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e., first aid training, specialist medical support.

Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines.

Working closely with parents on all aspects of the child's care and education. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.

NOTIFIABLE DISEASES

Below is a list of infectious diseases that we as a Nursery must notify the CCDC at the local Health Authority if we have any cases. If your child is absent from Nursery through illness it is important that you let us know as soon as possible.

Anthrax
Cholera
Diphtheria

Ophthalmia neonatorum
Paratyphoid fever
Plague

Encephalitis (Acute)
Food poisoning (or suspected food poisoning)
Relapsing fever
Rubella
Scarlet fever
Smallpox
Tetanus
Tuberculosis
Typhoid fever
Meningitis (viral, bacterial, and fungal)
Whooping cough
Yellow fever

Poliomyelitis (Acute)
Rabies
Haemorrhagic fever (viral)
Hepatitis (viral A B C D E)
Leprosy
Leptospirosis
Malaria
Measles
Typhus
Meningococcal septicemia (without meningitis)
Mumps

Should we have an outbreak of any of the above diseases the following action plan will be followed:

- All parents and visitors to the nursery will be notified.
- A deep clean can be done.
- The College Health and Safety Manager and the Nursery Manager will complete a report.
- The report will be sent to OfSTED and RIDOR and made available to parents upon request.

MANAGING BEHAVIOUR

The lead practitioner for behaviour management is Sam King.

Staff have attended behaviour management training, and all training needs are updated regularly.

At nursery we work towards managing behaviour rather than the discipline of the child.

We:

- Encourage and acknowledge good behaviour and have a consistent approach to unwanted behaviour.
- Promote self-esteem by encouraging children to value and respect themselves and others.
- Provide safe and consistently applied boundaries through our nursery values.
- Provide good role models with staff promoting positive behaviour.
- Discuss issues with older children.
- Give children the language to express themselves.
- Provide stimulating and interesting activities.
- Provide equipment and materials through which a child can play out their feelings.
- Provide a caring and safe environment where a child is accepted for itself.
- Give attention on a one-to-one basis.
- Handle any incidents of unwanted behaviour in a calm and controlled manner.

Reflection time may be used for older children so that they may consider what they have done, and they will be encouraged to apologise if appropriate. Persistent problems with unwanted behaviour are promptly and accurately recorded and reported to parents. Observations will be carried out to establish any patterns or triggers that may cause the behaviour and if necessary, an individual behaviour plan, IBP, will be put into place and agreed with parents. Advice and support may be sought from appropriate professionals.

SUPERHERO AND GUN PLAY

We believe that children should be able to communicate their feelings, expressions and opinions and have the freedom to play imaginatively to support and extend their play opportunities in accordance with the UN Convention on the Rights of the child 'Article 13 – Freedom of expression', and 'Article 31 – Play, Leisure and Cultural Activities'.

We recognise that children may be influenced by Superhero and Gun play through their contact with television and computer games, as well as older siblings or parents who may be part of the armed forces.

We acknowledge the positive aspects of Superhero and Gun play as it enables children to:

- Explore their emotions.
- Act out what they have seen safely.
- Be kind to each other.
- Understand the concept of good and bad to develop good moral and social relationships with each other.

We set boundaries on Superhero and Gun Play, both physical and verbal, to ensure a safe environment for all children attending. Staff support the children in recognising the boundaries and reminding them of the nursery values, as children are encouraged to play independently and safely to increase their enjoyment. Staff will enable the children time and space to problem solve and negotiate during the play and will only intervene if invited to do so or the boundaries are not being adhered to. Staff will support children's play and learning through appropriate discussion.

HEALTH AND SAFETY

We believe that safety is paramount, and all children have the right to a safe, hygienic, and healthy environment. We regularly check and assess our setting and ensure that we adhere to the welfare requirements for the Early Years Foundation Stage.

Risk assessments are carried out throughout the nursery and outside areas. This process helps us identify any potential hazards and enables us to minimise the risks.

Entrance

This is always kept secure. On no account should anyone other than a member of staff open the door to allow parents, children, or visitors access to the nursery. All visitors must sign the visitor's book.

Fire escapes

All fire escapes are kept free from obstruction. All staff are aware of the location of the exits and the procedure to follow in an emergency.

Fire safety equipment

The Fire Safety Officer annually checks all fire safety equipment.

Fire alarms

The fire alarms are checked weekly by a member of the Estates team.

Equipment

Inventories of equipment are kept, and risk assessments made, as necessary. All equipment conforms to British safety standards. All equipment is safe, hygienic, clean and age appropriate. Any broken or hazardous equipment is reported immediately to a deputy.

Electrical appliances

All electrical equipment is PAT tested on an annual basis.

Stacked furniture

No more than four chairs should be stacked together.

Cleaning equipment

All substances have a COSHH assessment which are strictly adhered to. All hazardous substances are kept locked away in an appropriate area.

Hot substances

There will be no hot substances in the rooms with the children.

Floors

All floors are clean and non-slip. If there is a spill or a flood, e.g., water tray or bathroom, the children are to be moved to a different area while the area is mopped.

Nappy changing

To prevent cross infection, it is important to maintain high standards of hygiene when changing nappies. We always follow the correct procedure:

1. Prepare the changing area, using couch roll if necessary.
2. Put on apron and gloves.
3. No child is left unattended while having their nappy changed.
4. When finished, the nappy, soiled wipes and couch roll are placed into the nappy bin.
5. Before gloves are removed, the changing area is thoroughly cleaned with cleaning solution.
6. Staff avoid touching handles, tables etc. until hands have been washed.
7. Wash hands thoroughly with soap.

Older children and larger babies are changed on the floor on a changing mat to reduce the risk of back injuries using the same procedure.

Garden

When first going out to the garden the staff ensure that the gate is locked, and that all equipment is in good working order. Children are always supervised when using outdoor equipment. Bikes and other small equipment are stored safely when not in use. The climbing frame is always checked prior to use each time and the children supervised while using this equipment. No more than eight children can use the large climbing frame at any one time.

Outings

Please refer to Outings policy.

Accidents

All accidents are recorded on an electronic accident form, signed, and dated by a member of staff and witnessed by another member of staff. You are asked to sign upon receipt of an email advising you that your child has had an accident. All accidents are investigated to assess if any changes are necessary.

Bodily fluids

All staff take suitable precautions to ensure that risk of infection from blood spillages are eliminated or minimized. Protection against the minimal risk of contamination can be achieved by dealing with all spilt bodily fluids in the correct manner:

- Wearing protective gloves and aprons.
- The area is isolated whilst cleaning takes place.
- The area is washed with an anti-bacterial solution.
- Safe disposal of all equipment used in yellow sacks.

Smoking

The nursery is strictly a no smoking or vaping area.

SUN PROTECTION POLICY

Every child's health and well-being are important to us and so during the summer months we carry out the following measures with your help to ensure we protect the children from the harmful effects of the sun:

- We ask that children come into nursery with once-a-day sun cream already applied, and with a sun hat. We ask that you leave a spray-on sun cream at nursery so that we can re-apply during the afternoon session. You will be asked to agree to staff applying sun cream to your child on the Nursery registration form.
- We ask that your child is suitably dressed i.e., Knee length shorts/skirts, tops that cover stomach, back and shoulders (vests and strappy tops are discouraged) and flat sensible shoes (no flip flops).
- The Nursery has hats available in case children forget their own.
- Children will spend more time outside before 11am and after 3pm, and less time outside over lunchtime.

FIRE/EMERGENCY PROCEDURE

The nursery holds a fire drill every term to familiarise staff and children with the correct procedure to follow in case of an emergency.

In the event of the fire alarm sounding, the staff will lead the children in a quick and orderly fashion out of the building to the nearest safe assembly point. On leaving the building the doors will be shut, and the deputies will have the nursery registers to check that all staff and children are out of the building.

Only when the Fire Warden has declared the building safe will staff and children be allowed to re-enter the building.

In the event of a long-term evacuation, parents will be contacted.

PROCEDURE TO FOLLOW IN THE EVENT OF LOSING A CHILD

Although this situation has never arisen, it is OFSTED policy to inform all parents of the procedures taken should a child go missing.

Find out quickly

The chance of finding a missing child safe is greater if the child's absence is soon discovered.

Search systematically

- The group is responsible for the missing child and for the other children in the group.
- Without alarming the children, ask the children themselves whether they have seen the child who is missing.
- Check that all the staff are present and that they know the problem. Establish who last saw the child, when and doing what.
- Check every room in the nursery and the outside areas.
- Designate staff different areas and exits of the College to look for the child.
- Alert reception and the caretakers who can look at the security cameras to establish if the child can be seen leaving the nursery grounds or seen in any part of the College.

Parents

Alarming parents as little as possible, we will call to warn you that your child may be attempting to get home, give any advice, and support we can. You will be frightened, distressed and probably angry. These feelings are natural. If you live within walking distance of the nursery, one member of staff will make the journey on foot to catch up with or intercept your child if possible.

- A full investigation will be undertaken.
- OFSTED will be informed and will also be investigating.

The police

The police will be informed as soon as there is no doubt that the child is missing. They have the resources to conduct a search and speed is important.

Incident sheet

Staff will start to build up a record of the event as soon as a member of staff has time to do so. This is important, even if, as is likely, the child is found safe within a few minutes. Included in the record will be the last definite sighting of the child and anything unusual that day about the behaviour of the child or of any other children.

Informing other parents

Other parents need to be given brief, accurate information as rapidly as possible. This is the best way to prevent the spread of gossip.

When the child is found During the time the child is missing, however briefly, all the adults involved, parents and others, suffer great fear, guilt, and distress. It is not always easy to control all these emotions when the child is found. It is important to remember:

- The child also might have been afraid and distressed and in need of comfort.
- The child may be completely unaware of having done anything wrong.
- The incident provides a good opportunity to talk to the children to ensure that they must not leave the premises and why.

OUTINGS

- A risk assessment is completed before the trip.
- If the outing is to a park, the play equipment will be safe and age appropriate.
- The correct staff: child ratio will be adhered to.

Before leaving staff will:

- Check all registration forms for consent from parents/carers.
- Inform the manager where they will be going and what time they are returning. They will also leave a list of the children and staff that are going and a contact mobile telephone number.
- Ensure all children wear the correct clothing according to the weather.

Staff will take with them:

- First aid kit
- Accident book
- Nursery mobile phone
- Prescribed medicine and medicine consent form if applicable
- Children's contact details
- Register

The green cross code will be emphasised and used as a learning opportunity for the children.

Upon arrival:

- Staff will assess the area for safety before entering.
- Staff will always wear gloves when clearing any rubbish or obstructions, but if there are objects that are dangerous and may cause harm, e.g., broken glass or needles, do not enter. Return to nursery and report it to the City Council.
- Staff will have key children who they are responsible for at all times.
- Staff will be positioned in different areas.

- Staff will regularly check that all children are present and okay. If the public area is busy staff must be extra vigilant.
- If at any time it becomes too busy or there may be cause for concern over the children's safety, staff will phone the manager and return to nursery.
- If a child has an accident while out the same procedures will be followed as would be at Nursery, dealing with the accident accordingly and recording what happened and what treatment was given on an accident form on return to Nursery.

CHILD PROTECTION STATEMENT

(A full copy of the College's Child Protection Policy is available upon request)

The child's welfare is paramount, and we are fully committed to the welfare of each child in our care.

The senior Child Protection Officers are Cathy Roberts, Kelly Bryant, and Emma Morley.

All nursery staff have been trained in safeguarding to at least a level 2. The designated officers and other senior staff have undertaken advanced training with the Portsmouth Safeguarding Children Partnership.

As an Early Years provider, we are subject to a duty under section 26 of the Counter Terrorism and Security Act 2015, to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. All staff have undertaken Prevent awareness training on protecting children from the risk of radicalisation. Where there are concerns that a child could be at risk of radicalisation the setting will follow normal safeguarding procedures and contact the Multi Agency Safeguarding Hub.

To be registered providers of Day Care we are required to adhere to the welfare requirements for the Early Years Foundation Stage, and follow the standards for learning, development, and care for children from 0 – 5, thereby assisting their personal, social, and emotional development and understanding of the world, building children's resilience to radicalisation by providing a safe environment and by promoting British values through the curriculum offered.

We implement the following procedures:

- All staff, students and volunteers working in the nursery must complete **Disclosure and Barring Service** checks. Anyone failing to complete the **DBS** checks, or with an unsatisfactory return, will not be employed. Health and suitability checks are done, and references are checked.
- All injuries from home will be recorded on an existing injuries form on which the parent will be asked to explain the nature of the injury and requested to sign the record.
- Parents are asked if their child is involved with Social Care, e.g. If there is an EHA in place, a child protection plan, or a child in need plan. Children that are known to have social care intervention will have additional documentation made available to the nursery and additional documentation to be completed by the nursery, including monitoring attendance times and absences, and noting any existing injuries which will be reported to Social Care. All documents will be attached to the children's records and monitored regularly.
- Staff mobile phones are not allowed in the nursery rooms, they are kept in a secure drawer in the staff room and must be signed in and out each day. Visitors are expected to follow the same procedures.
- The only other electronic devices with imaging and sharing capabilities allowed in the rooms or on group outings are the nursery tablets and mobile phones which are used solely to record children's achievements and to record and upload observations/evidence for the children's learning journeys. Parents/carers are requested to sign relevant documentation when their child starts at nursery, giving authorisation for us to photograph their child/ren for assessment and observation purposes. Parents are also asked if they agree to photos of their child being used to promote the nursery on a variety of marketing platforms. If parents prefer not to give us their permission, we will respect their wishes. Once photographs have been uploaded onto the learning journal they are permanently deleted from the device.

All staff have received training in Child Protection and the four main categories of abuse, which are:

Physical, Sexual, Neglect & Emotional.

The training enables staff to ensure the welfare, safety, and protection of the children in our settings.

Should any staff have any serious concerns regarding the wellbeing of any child, it is their duty to inform the Nursery Manager. This may result in discussions with the Multi Agency Safeguarding Hub (MASH) who have a duty to investigate any report made regarding the possibility of child abuse. MASH will also be contacted if a parent or carer fails to collect their child from Nursery within 15 minutes of the Nursery closing and every effort has been made to contact the child's parents or guardians.

The policy and procedural requirements of Hampshire, Isle of Wight, Portsmouth, and Southampton (HIPS) safeguarding will be adhered to.

If an allegation is made against a member of staff, the member of staff will be suspended pending a full investigation. During this time support will be given to the member of staff by the College, the Nursery Manager, and by the local area designated officer (LADO).

Useful telephone numbers:

Social Care	023 9283 9111
Out of Hours	0845 6004 555
PCC Head of Early Years	023 9265 1395
Ofsted	0300 123 4666
LADO (Rebecca Paradise)	023 9243 7648
Multi Agency Safeguarding Team (MASH)	0845 671 0271 / (out of hours) 0300 5551373

DATA PROTECTION POLICY

To provide a quality early years and childcare service and comply with legislation, we will need to request information from parents about their child and family. Some of this will be personal data.

We take families' privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), we will process any personal data according to the seven principles below:

- 1.** We must have a lawful reason for collecting personal data and must do it in a fair and transparent way. We will be clear about what data we are collecting, and why.
- 2.** We must only use the data for the reason it is initially obtained. This means that we may not use a person's data to market a product or service to them that is unconnected to the reasons for which they shared the data with me in the first place.
- 3.** We must not collect any more data than is necessary. We will only collect the data we need to hold to do the job for which we have collected the data.
- 4.** We will ensure that the data is accurate and ask parents to check annually and confirm that the data held is still accurate.
- 5.** We will not keep data any longer than needed. We must only keep the data for as long as is needed to complete the tasks it was collected for.
- 6.** We must protect the personal data. We are responsible for ensuring that we, and anyone else charged with using the data, processes and stores it securely.
- 7.** We will be accountable for the data. This means that we will be able to show how we are complying with the law.

The College is registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. We expect parents to keep private and confidential any sensitive information they may accidentally learn about the setting or the other children and families attending the setting unless it is a child protection issue. We will be asking parents for personal data about themselves and their child/ren to deliver a childcare service (see privacy notice). We are required to hold and use this personal data to comply with the statutory framework for the early years' foundation stage, Ofsted, Department for Education, and the local authority.

Subject access

You have the right to inspect records about your child at any time. This will be provided without delay and no later than one month after the request, which should be made in writing. We will ask you to regularly check that the data is correct and update it where necessary.

Storage

We will keep all paper-based records about children and families securely locked away in the office filing cabinet. We will obtain your written permission to store records electronically, including digital photos or videos. The information will be stored securely, in password-protected files, to prevent viewing of the information by others with access to the computers.

Firewall and virus protection software are in place.

Information sharing

We are expected to share information with other childcare providers if your child also attends another setting. We are also required to share information with Portsmouth City Council regarding the childcare and early years' entitlements.

We will not share any information with anyone without your consent unless there is a child protection concern. Ofsted may require access to the nursery records at any time.

Record keeping

We record all accidents on an accident form.

We will notify the College's Health and Safety officer of any accidents which may result in an insurance claim, e.g., an accident resulting in a doctor or hospital visit. They will log and acknowledge receipt of the correspondence and forward the information to the company providing public liability insurance policy to enable a claim number to be allocated. We will inform Ofsted, the local child protection agency and the Health and Safety Executive of any significant injuries, accidents, or deaths as soon as possible.

We record all significant incidents on an incident form and will share these with parents so that together we can work to resolve any issues.

We will only share information if it is in a child's best interest to do so. For example, in a medical emergency we will share medical information with a healthcare professional. If we are worried about a child's welfare, we have a duty of care to follow the Local Safeguarding Children Board procedures and make a referral. Where possible we will discuss concerns with you before making a referral.

Safe disposal of data

We are required by law to keep some data for some time after a child has left the setting. We have a review plan in place and ensure that any data is disposed of appropriately and securely.

Suspected breach

If we suspect that data has been accessed unlawfully, we will inform the relevant parties immediately and report to the Information Commissioner's Office within 72 hours. We will keep a record of any data breach.

If you have any concerns about how your data is being processed, please contact the College Data Protection Officer dpo@copc.ac.uk

LATE COLLECTION PROCEDURE

If a parent has failed to collect their child and the Nursery has been unable to contact the parent, the Nursery staff will follow the next steps:

- If the parent has an answer phone, we will leave a detailed message with name, time, and why we are calling. We will ask you to contact us immediately.
- If we have not heard from the parent within 10 minutes, we will work through the emergency contacts on your child's registration form. If one of the emergency contacts is available to collect the child, we will leave a message informing the parent who will be collecting the child. We will keep a detailed record of events.
- If we fail to reach anyone who can collect the child, we will keep trying every five minutes.
- We will keep the parent's answer phone updated regularly.
- 15 minutes after the official Nursery closing time, after all other options have failed, the Manager will take the decision to contact MASH.
- We will keep trying to contact the parent and keep their answer phone updated.
- Staff will then wait with the child until we receive further instructions from MASH.
- We will write a full report of the incident which will be sent to Ofsted.

CONFIDENTIALITY POLICY

Under no circumstances will any information regarding staff, students, children, or parents be given out.

Staff keep records and observations in liaison with you to enable the monitoring of your child's needs and progression on an individual basis. All records and observations are kept in the strictest of confidence and accordance to the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

This also applies to any conversations between staff and parents, formal or informal.

Staff take photographs of the children at play for displays and observations. All photographs are taken with nursery tablets or mobile phones. Staff are not permitted to take photographs of the children on their own cameras or mobile phones. Personal mobile phones are not allowed in the rooms.

WHAT TO DO IF YOU HAVE A CONCERN

Should you have any complaints regarding the care of your child or the nursery provision, please speak with the room deputy or alternatively you may contact the nursery manager. Formal complaints should be put in writing.

All issues will be dealt with promptly and in the strictest of confidence. Complaints will be logged, investigated fully, and then responded to in writing within 28 days.

Useful telephone numbers:

Nursery Manager	02392 328963
Honeypot Nursery	02392 328964

Should you have any concerns or worries that you would rather not talk to the nursery staff about please feel free to contact the OFSTED Early Years Team. Their address is:

Ofsted Early Years
Piccadilly Gate
Store Street
Manchester
M1 2WD

Telephone 0300 123 1231

By email enquiries@ofsted.gov.uk