

<b>Every Child Matters</b>	Our policies have been created in line with the Government’s aim for every child, whatever their background or their circumstances, to have the support they need to reach their full potential. The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children’s ‘school readiness’ and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.
<b>Health and Safety Policy</b>	<p>Fledglings Pre-school Nursery Limited are committed to safe working practice to ensure the welfare and safety of all those who come into contact with the nursery.</p> <p>A cleaner is employed to clean the nursery: in between times staff are required to wipe round and mop up spills as follows</p> <p>There are two colours of cloths used for wiping up;</p> <ul style="list-style-type: none"> <li>• Red – clean jobs (milk, dinner tables);</li> <li>• Blue – dirty jobs (paints, art and craft table).</li> </ul> <p>The sink in room 1 is not suitable for drinking water. There are two mops labelled ‘classroom’ or ‘bathroom’ kept in the Laundry Area for mopping up in the nursery. Use baby wipes when changing soiled children. Soiled clothes are placed into a sealed bag with the child’s name on it and a change of clothes slip attached. Please ensure that the bag is given to the child’s parent/carer on departure. Soiled nappies in a sealed bag are deposited into the outdoor waste bin or the nappy disposal unit. Always wipe down the changing mat with an anti bacterial wipe after each change. Please see nappy changing procedure.</p> <p>Paper towels are used for drying hands after using the toilet. Children are discouraged from taking toys into the toilet area.</p> <p>The First Aid box is stored in the bathroom area of each room checked monthly by Angela and Karina items replenished as required Vinyl gloves are to be worn when dealing with open wounds, which should be covered with a plaster. The named people for Health and Safety are Katie Beard, Julie Longbottom</p>
<b>Hazardous Substances</b>	All cleaning products, some of which are hazardous substances, are purchased from a variety of reputable companies (Yorkshire Purchasing Organisation, Four Seasons Cleaning & Hygiene Supplies, Tesco). We hold in the office the COSHH Safety Data Sheets for all hazardous substances stored and used on site. Substances are stored in a locked metal cupboard. Hazardous substances are subject to risk assessment.
<b>Personal Protective Equipment</b>	Vinyl gloves and an apron are to be worn when changing soiled children. Hands are to be thoroughly washed (including nails) and aprons and hats are to be used when preparing food. Aprons to be worn when serving food.
<b>First Aid and Accident Policy</b>	<p>It is our policy to administer first aid in emergency situations. Staff are trained in paediatric first aid. All accidents are recorded in the accident book, reported back to Parent/Carer then the accident report is filed with the child’s information. Permission for first aid is sought in the first instance from the Parent/Carer via the child’s information sheet. In case of accident, staff wear personal protective equipment (gloves, aprons). All accidents are entered into the Accident Book. Ensure the witness signature is obtained and the Parent/Carer informed and asked to sign the book on the child’s departure. The child’s name should be highlighted in the register to indicate that the accident book needs to be signed, the top copy of the form needs to be given to the parent. The Nursery Manager/Deputy should be informed of any accidents logged in the book.</p> <p>Incidents are to be recorded in the incident book and given to one of Nursery Managers to initial.</p> <p>Should a child have to go to A&amp;E, an ambulance will be called and a member of staff (usually the manager or senior person on site) will accompany the child and stay with them until their parent/carer has arrived and has been updated on the child’s wellbeing. The child’s parents will be informed immediately and advised to meet the ambulance at the appropriate hospital. If not on site - Julie Longbottom should be informed as soon as possible. The nominated person to call the emergency services is Julie Longbottom. In Julie’s absence, the Deputy Manager or Admin Manager should take on this responsibility</p>

<b>Medicines and sickness Policy</b>	<p>In accordance with the EYFS if a child requires prescribed medication, parents/carers are to discuss this with a senior staff member. Arrangements will be made for safe storage and administration. Written permission will need to be obtained before we can administer medicine, which should be in a fully labelled container containing the appropriate dose already measured by the Parent/Carer. Inhalers must be labelled and stored safely in the child's room in the high cupboard over the sink It is the policy of Fledglings Preschool &amp; Day Nursery that should children require antibiotics, they should have received the first 24 hours dosage at home. Sickness, diarrhoea and high temperature - children are to remain at home until there have been no symptoms for at least 24 hours. Children should be well enough to participate in all activities at Fledglings. Managers are entitled to refuse admittance to children they consider to be unfit for nursery.</p> <p>Children who are teething may by prior arrangement with the nursery be given a dose of Calpol to relieve teething pains. Parents will need to complete a medication form</p>
<b>Toys and Equipment</b>	<p>It is our policy to purchase toys and equipment from recognised early years suppliers to ensure that they comply with current health and safety legislation and carry a kitemark. Equipment and resources require wiping over regularly with a solution of Sanitiser. All equipment is washed on a rota basis. This is monitored by the Room Leaders and Managers.</p> <p>Should toys and equipment be donated to the nursery – they will need to be checked over by a manager before going into either of the playrooms</p>
<b>Emergency Procedures</b>	<p>Should an incident occur that interrupts the daily routine for example;</p> <ul style="list-style-type: none"> <li>• A child is sick or has diarrhoea over a large area of the floor;</li> <li>• A child has a fit or is seriously injured requiring an ambulance;</li> <li>• A member of staff is taken ill;</li> <li>• A child is missing.</li> </ul> <p>Children should be taken away from the situation. This could be into the book corner, the adjoining room, or outside as appropriate. All available staff on the premises must be called to assist. Staff must be deployed with the safety of the children paramount, e.g. one reading a story in the book corner whilst the rest of the staff are deployed to deal with the incident.</p> <p>In the case of a missing child, staff should alert the main school, the senior member of staff should co-ordinate a search. If the child is not found quickly the police should be called. The nursery owner should be contacted if she is not on the premises.</p> <p>Children not collected at the end of the day will be cared for in the Nursery whilst efforts are made to contact all emergency contact numbers. Should we not be successful, we will contact the Stockport Area Social Services duty officer for advice.</p>
<b>Emergency Closure</b>	<p>In an emergency which would mean the nursery cannot stay open, for example if we cannot get enough staff to maintain our ratios, i.e. in the event of flood, fire, extreme cases of sickness. We will in the first instance close the nest room, we will accept older children if we are able. If we have had to find alternative premises, we will inform you at the earliest opportunity. We will endeavour to always do our utmost to keep the nursery open. If the event is covered by business interruption insurance, we may close the nursery without liability to you and we will not charge you for the fees for the time the nursery is closed. We will keep you informed, in such an event.</p> <p>If it is, in our reasonable opinion, necessary or in the interests of the child to do so, we may close the nursery even though our business interruption insurance will not cover us for the closure. In these circumstances, we will charge for the time the nursery is closed. For example, we may close because of severe weather conditions, outbreak of flu, swine flu or any other illness. Also, we would close should the owner of the premises, (the Local Authority) close the premises and deny us access.</p>
<b>Minimum</b>	The Workplace (Health, Safety and Welfare) Regulations 1992

<b>Temperatures</b>	( <a href="http://www.hse.gov.uk/contact/faqs/temperature.htm">http://www.hse.gov.uk/contact/faqs/temperature.htm</a> ), which applies to all workplaces, sets out requirements on minimum temperatures in workplaces. Regulation 7 requires that temperatures shall be “reasonable” and the accompanying HSC Approved Code of Practice defines this as “normally at least 16°C” (60°F) (para 43) during “the length of time people are likely to be there” (para 49).
<b>Maximum Temperatures</b>	There are no legally-prescribed maximum temperatures for school premises or other workplaces. The Workplace Regulations and accompanying HSC Approved Code of Practice require, however, that all reasonable steps are taken to achieve a reasonably comfortable temperature by, where necessary, special ventilation measures including provision for fans. DfES Guidance 0029/2000, <i>Standards for School Premises</i> , includes specific standards for ventilation in school buildings.
<b>Thermometers</b>	The Workplace Regulations also require that a sufficient number of thermometers should be available, at a convenient distance from any part of the workplace, to enable temperatures to be measured in any part of the workplace. They do not, however, require a thermometer to be provided in every room.
<b>Procedure to be taken if temperature drops</b>	In the event that the temperature within the children's play areas becomes cool. The Manager or Deputy will take a record of the temperatures of the playrooms. If these fall below the legal requirement of 16c then the Manager or Deputy will ensure they take all reasonable steps to rectify the problem. The steps are as follows; <ul style="list-style-type: none"> <li>• If the heating is broken, contact the heating engineers or school office for contractors details as soon as the problem becomes evident</li> <li>• Source portable heating appliances that are out of reach of the children and are safe for use</li> <li>• Ensure that staff and children are moved to the warmest area of the nursery and add layers of warm clothing.</li> <li>• With non mobile children ensure temperature is maintained through blankets and extra clothing</li> <li>• Take regular checks of room temperatures and record these</li> <li>• Manager to be contacted if she is not on the premises explaining that we are unable to maintain temperature and are having to close the Nursery.</li> </ul> After contact with Senior Management and where the temperature cannot be raised to 16c (60F) then the Nursery Manager or Deputy Manager will contact parents to pick their children up from Nursery.
<b>Procedure to be taken in extreme temperature conditions</b>	Where the temperature within the setting becomes too warm, the Manager or Deputy should keep records of the room temperatures. In cases of severe heat in playrooms, the following steps should be taken; <ul style="list-style-type: none"> <li>• Ensure that children are wearing cool clothing</li> <li>• Ensure there is adequate ventilation within the rooms, open window and doors (when opening doors ensure they are secured safely and are not fire doors)</li> <li>• Ensure that cool liquid drinks are readily available for staff and children</li> <li>• Where applicable source fans or air conditioning units to use within the rooms ensuring that these are safely positioned and risk assessments are conducted on them.</li> </ul> The person responsible for monitoring and updating the Health and Safety policy is Julie Longbottom. All policies are reviewed and updated every 6 months, or according to new legislation, whichever is sooner
<b>Registers</b>	We keep daily attendance registers in accordance with Ofsted regulations. The children attending each day are listed and staff must complete the time they arrived and must obtain a signature from the adult collecting the child at the end of their session, together with the time of the child’s collection. Any reminders can be written in the register (such as ‘sign accident book / extra until 4 etc) but confidentiality must be maintained within the registers.
<b>Safeguarding Policy</b>	The Early Years Foundation Stage (EYFS) places clear duties on providers to keep children safe and promote their welfare. It makes clear that to protect children in their care, providers must be alert to any safeguarding and child protection issues, including protecting children and young people from being drawn into terrorism, at home or

	<p>elsewhere (paragraph 3.4 EYFS).Fledglings Pre-school will take action to protect children from harm and will be alert to harmful behaviour by other adults in the child's life.Fledglings Pre-school will record details of any child arriving with an obvious injury/bruise in the staff note book. This entry will be witnessed by a member of staff. In cases of unusual, unexplained or repeated injuries, we will consult with Parents. In the case of obvious non-accidental injury or allegations of abuse made against a carer SMBC protocol and procedures will be followed. Stockport Contact Centre will be contacted for advice /referral 0161 217 6028 or the Safeguarding Children's Unit Duty Officer 0161 474 5657</p> <p>Fledglings Pre-school is required to report any suspicion of child abuse.</p>
<p><b>Allegations made against a member of staff</b></p>	<p>The layout of the nursery is arranged to ensure that staff and children are visible at all times.</p> <p>Staff should be alert to the possibility that a child may be harmed by a professional colleague or volunteer. Should an allegation be made or it is suspected that an employee or volunteer has harmed or ill-treated a child, Julie Longbottom, Angela Woodward or Karina Brooks (designated persons) should be informed. The incident will be recorded as follows:-</p> <ul style="list-style-type: none"> <li>• The time, place and details of the allegation or suspicion.</li> <li>• The child concerned should be reassured that they were right to report the matter and that they are not to blame for the incident.</li> <li>• The child will be cared for by a trusted adult. Medical aid will be sought if necessary without delay.</li> <li>• Parents will be informed of the allegation at the earliest opportunity.</li> <li>• The senior nominated officer will then initiate an investigation, consider the details of the incident, including the time and location, information concerning what the child has said, the statements and names of any witnesses and any evidence to refute or support the allegation.</li> <li>• The alleged perpetrator may be suspended until such time the child protection enquires are complete.</li> </ul> <p>The senior nominated officer will then determine which of the following categories the allegation may represent:</p> <ul style="list-style-type: none"> <li>• Acceptable professional behaviour – this may include exercising appropriate discipline.</li> <li>• Unacceptable professional behaviour, which constitutes misconduct or gross misconduct, but falls short of abuse. This may require action in accordance with the nursery's disciplinary procedures.</li> <li>• Abusive behaviour.</li> <li>• The Senior officer will contact the Safeguarding Children Unit Duty Officer for support and guidance 0161 474 5657</li> </ul> <p>The nominated officers for Safeguarding are Julie Longbottom, Angela Woodward and Karina Brooks</p> <p style="text-align: center;">Please see the cards in the staff room for further information and advice</p>
<p><b>Mobile phones and Social networking</b></p>	<p>We believe our staff should be completely attentive during their hours of working, to ensure all children in the nursery receive good quality care and education. This is why mobile phones are not to be used during working hours.</p> <p>We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the nursery view the staff.</p> <ul style="list-style-type: none"> <li>• Personal electronic devices eg: mobile phones, camera/phones, i.pods, etc are not allowed to be taken into the nursery classrooms.</li> <li>• Mobile phones must not be used unless on a designated break and then this must be in the staff area</li> <li>• Mobile phones should be stored safely in staff lockers at all times during the hours of your working day</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff must not post any reference to the company on any internet site. This includes the use of the company name.</li> <li>• Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation</li> <li>• Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery</li> <li>• If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times</li> </ul> <p>If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.</p>
<b>Disciplinary Policy &amp; Procedures Objectives and guiding principles</b>	<p>The objective of this procedure is to ensure the fair and consistent treatment of all employees and in particular of employees who become liable to disciplinary action.</p> <ol style="list-style-type: none"> <li>1. It is the responsibility of management to ensure that the reasons for which disciplinary action may be taken are explained to employees.</li> <li>2. An employee has the right to have a fellow employee or trade union representative present at any disciplinary hearing.</li> <li>3. No disciplinary action will be taken until the matter has been fully investigated. The employee may, however, be suspended with pay pending investigation if it is considered necessary.</li> </ol>
<b>Whistleblowing Policy</b>	<p>Fledglings are committed to delivering a high quality service. In line with that commitment we encourage employees and volunteers with serious concerns about any aspect of the nursery's practice to come forward and voice those concerns. This policy provides individuals with protection from victimisation or punishment should they raise a genuine concern about misconduct or malpractice within the setting. This policy is not a substitution or alternative to the nursery's Grievance Procedure or Complaints Policy. It is intended to encourage individuals to be open and honest within the nursery and feel that it is safe and acceptable to raise any concerns. These concerns may be about something that is:</p> <ul style="list-style-type: none"> <li>• A criminal offence e.g. theft, fraud, false claims etc.</li> <li>• A failure to comply with legal standards and regulations</li> <li>• Concerns regarding staff practice or behaviour during and outside working hours</li> <li>• A miscarriage of justice</li> <li>• A health and safety risk</li> <li>• A deliberate concealment of information about any of the above</li> </ul> <p>An employee or volunteer who, acting in good faith, wishes to raise a concern should report the matter to Julie Longbottom who will advise the employee or volunteer of the action she will take. Concerns should be investigated and resolved as quickly as possible. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the Nursery.</p>
<b>The procedure</b>	<p>Certain issues may initially be tackled by holding an informal counselling interview and may not necessitate formal disciplinary action within the procedure. In such cases a note will be placed on the individual's file noting that such an interview has taken place. More serious cases of misconduct or issues concerning capability to perform within job roles will be dealt with in the following manner.</p> <p>Stage 1: In the first instance the employee concerned will be given a verbal warning. This warning will be recorded and a copy maintained in the employee's personnel file.</p> <p>Stage 2: If further action becomes necessary, a written warning will be given. This warning will be recorded and a copy maintained in the employee's personnel file.</p> <p>Stage 3: If the employee continues to fail to meet the required standards, a final written warning will be issued indicating that further behaviour of a similar nature within a specified time period could result in dismissal.</p>

	<p>Stage 4: In the event of continued failure to meet the required standards, the employee will be dismissed and notice of termination of employment will be given as provided in the employee's terms of employment.</p> <p>The procedure may be implemented at any stage dependant on the offence committed by the employee in each particular case.</p>
<b>Levels of authority</b>	Nursery managers have the authority to suspend an employee pending investigation. The Senior Management only has the authority to dismiss an employee.
<b>Gross misconduct</b>	In the case of gross misconduct, the nursery reserves the right to dismiss an employee without notice (or payment in lieu of notice) if, after investigation and consideration of any mitigating circumstances, the management are satisfied that there is sufficient justification for so doing. Appendix B sets out some actions and activities that would constitute gross misconduct.
<b>Duration of warnings</b>	<p>Under normal circumstances, warnings will be valid for the following periods of time, although these may vary according to the nature of the occurrence and may therefore be determined by mutual agreement at the time of issue.</p> <p style="padding-left: 40px;">Verbal Warning: 6 months</p> <p style="padding-left: 40px;">First Written Warning: 6 months</p> <p style="padding-left: 40px;">Final Written Warning: 12 months</p> <p>On expiry, warnings will be disregarded for future disciplinary purposes but not destroyed. They will remain in the main personnel file of the employee concerned.</p>
<b>Appeals</b>	<p>An employee has the right to appeal against disciplinary action. Such an appeal should be made in writing to the next level of management not previously involved (where possible); detailed reasons for the appeal must be given.</p> <p>If no appeal is made within 3 working days of disciplinary action being taken, then it will be assumed that the employee accepts the decision.</p>
<b>Staff Grievance and Discipline Policy – Abridged.</b>	<p>Should a member of staff have a grievance initially it is discussed with the Nursery Manager who will try to resolve it. Should further action be needed a third party agreed by both parties will be involved.</p> <p>If a staff member does not follow the procedures and policies recommended by Fledglings Pre-School &amp; Nursery, initially they will be interviewed by the Nursery Management who will offer guidance, support sessions and further training. After a mutually agreed period of time, if no improvement transpires, a written warning will be given followed by a second written warning four week's later. If the situation is not improved after this period, six weeks written notice terminating the employees contract will be given. The full Grievance and Disciplinary Policy is attached to this document - Appendix 2</p>
<b>Safety</b>	<p>Children are to be encouraged to pick up pieces of equipment dropped on the floor. Sand is a particular hazard and should be swept up as soon as it is spilt on to the floor. It is the responsibility of everyone to do this and everyone should be aware of his or her immediate surroundings and be prepared to take action to maintain a safe environment.</p> <ul style="list-style-type: none"> <li>• The use of scissors is always supervised by an adult.</li> <li>• Children are encouraged to carry chairs with the legs pointing down.</li> <li>• Ensure that the classroom doors and safety gates are closed at all times. They should only be opened and closed by members of staff.</li> <li>• Children leaving at the end of a session are to be given to their parent/carer before the new children arriving are admitted unless they are arriving for lunch.</li> <li>• Children are to be handed to the adult collecting them. For reasons of security we will not allow children to leave with anyone who is not known to us unless prior arrangements and a satisfactory way of identifying the person has been arranged with the parent/carer. Children are not to be picked up by anyone under the age of 16 unless written parental permission has been given. Always check with the Nursery Manager or Deputy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Hot drinks are not allowed in the rooms when the children are there.</li> <li>• Dressing up clothes and shoes are only to be worn outside at the discretion of the Senior staff.</li> <li>• Packed lunches are stored in the fridge in the classroom, fridge temperatures are to be taken every day. If the nominated person for taking the fridge temperature is absent, the Nursery Manager must herself complete / make arrangements for this task to be completed. The fridge temperature record sheets are kept in the filing cabinet in the office once completed.</li> </ul>
<b>Fire Safety and Emergency Evacuation</b>	<p>It is the policy of Moss Hey Primary School and Fledglings to hold regular fire drills (at least once per term). The vacating procedure is as follows:</p> <ul style="list-style-type: none"> <li>• All children become silent and stop what they are doing</li> <li>• Staff should lead children through external classroom doors, walking to the left hand gate then lead the children around to the large school playground (if a fire alarm sounds during a school hall session, the fire exit from the hall is through the blue side door onto the main playground from Fledglings' corridor – do not re-enter the nursery classroom)</li> <li>• One member of staff needs to check the toilet area, and then stand at the top of the concrete ramp to ensure that no one approaching the building is allowed to enter.</li> <li>• Admin/housekeeping staff to go and assist in room 2 to help with evacuation of sleeping children if required there is an evacuation cot for movement of very young or sleeping children.</li> <li>• The person in charge in each room should take the register and the nursery mobile phone with them</li> <li>• All persons must leave the premises. For those with a disability, the route outdoors is down the ramp from Room 2.</li> <li>• Assembly point – furthest point of playground adjoining school field</li> <li>• On arrival at assembly point – registers should be checked</li> <li>• Missing persons immediately reported to Manager or Fire Officer</li> <li>• Children remain SILENT</li> <li>• No person is permitted to re-enter the building until Manager or Fire Officer gives approval</li> <li>• When approval has been given, staff and children re-enter the building, children are instructed to sit on the carpet and the register is re-taken. Staff can explain to children what happened and the importance of the fire drill.</li> </ul> <p>• Person in charge should log the incident in the fire log book, which is kept in the office. Registers MUST be marked and held by staff AT ALL TIMES. If the fire alarm is sounding, visitors and parents/carers must not enter the nursery building. If parents/carers/visitors are in the building, they should follow the staff and children's evacuation procedure.</p>
<b>Lifting and Bending</b>	<p>Always follow the following principles when working with children;  If you have to lift a child, remember to bend at your knees and keep your back straight. When working at low level, sit or squat to reach the child's level, do not stoop or bend from the waist for prolonged periods.  When lifting heavy/awkward articles, eg. water trays, ALWAYS ask for assistance. These are two-person jobs.  Reduce the risk in lifting and handling tasks. Where it is not possible to put design controls in place, the correct manual handling practices should be used. We have a regular maintenance programme for equipment to ensure it is always safe and serviceable. All staff should always be aware of risks around them and report and/or, if appropriate, remove to maintain a safe environment.</p>
<b>Security Policy</b>	<p>The main entrances of the Nursery building are locked; staff and parents are given the door codes to enable them to enter, other visitors are required to telephone the nursery</p>

	<p>or ring the door bell to gain admittance. Both entrances to the nursery are monitored by CCTV cameras to ensure the children's safety. Visitors to the nursery are required to enter their name and time of arrival in the book situated in the corridor area. The internal doors leading to each nursery are kept locked on the inside. The classrooms may be entered by waiting for admittance by a staff member.</p> <p>Doors to be kept closed at all times. Safety gates are used on the nursery door that lead onto the play area from Room 2. The play area is monitored by CCTV to deter Vandals. Staff are required to wear name badges at all times – it is a good idea to keep these in lockers.</p>
<b>Risk Assessments</b>	<p>Separate risk assessments are undertaken daily indoors and outdoors with regard to safe equipment, checking of resources. Specific risk assessments are carried out when required for example, outings, staff and child welfare.</p>
<b>Outings</b>	<p>It is our policy that before we take children on outings, the outing is planned for and risk assessed. We will consult with the parent/carer and obtain full written permission. A staff ratio of 1 adult to 3 children will be used. A register of all children will be taken. During the course of the visit, regular headcounts will be taken. Emergency contact numbers are included within the register. A mobile phone will be taken by the Manager/person in charge. Where appropriate, parents will be invited to join us.</p>
<b>Students and Volunteers</b>	<p>As Fledglings is used for training purposes by local colleges, we often have student nursery practitioners working here on practical placement.</p> <p>Their placement days and names will be posted on the staff photograph board. All students /volunteers will wear identification badges.</p> <p>Students are not permitted to be given sole responsibility of a group of children indoors or outdoors.</p> <p>Students / Volunteers are not permitted to change wet or soiled children, unless under supervision.</p> <p>Confidential records are not available to students or volunteers.</p> <p>Students / Volunteers are given an information leaflet that highlights the nursery routine. They are made aware of and given a copy of our policies. Parents/Carers are also welcome to help in the nursery. Staff members who are undertaking vocational training are not classified as students.</p>
<b>Confidentiality</b>	<p>Fledglings staff have access to confidential records, assessment and reports regarding children. Parents may view their children's records at any time by prior arrangement. Children's records / behaviour are not a matter for discussion at any time by our staff, unless the Nursery Manager has been informed and the discussion takes place on Nursery premises.</p> <p>Children are photographed by ourselves as part of our assessment and recording procedure. Also students may take photographs (not of children) to provide evidence for their portfolios. Permission is sought from parents for use of these photographs.</p>
<b>Sun Protection Policy (Sun Smart)</b>	<p>Children will have a SunSmart storytime at the start of the summer term. We add a Sun Smart song to those we usually sing at this time of year. Parents /Carers will be sent a letter containing information about what we are doing about sun protection and how they can help at the beginning of the summer term. Staff will receive training regarding sun protection. We will actively encourage all children to wear hats when playing outside in sunny conditions. Nursery will provide hats. Children will also be encouraged to bring one in from home. When a child starts at Fledglings we will request parental permission to enable staff to apply sunscreen to their child as required. Fledglings has a stock of factor 30 children's sunscreen, children are able to bring in their own sunscreen if preferred.</p>
<b>Staff Recruitment and Selection</b>	<p>Any vacancy is advertised in the local press and online, inviting applications. Candidates are short-listed using a person specification. Short-listed candidates are invited for an interview. The successful candidate will be offered an initial contract of three months, during which they will be inducted, supervised and supported by the rest of the staff team</p>



	<p>and the Nursery Manager.</p> <p>All Fledglings employees who are caring for children unsupervised, undergo a statutory DBS check. These checks are repeated every five years to ensure their validity. Staff are to sign a declaration annually to confirm that their suitability to work with children has not changed.</p>
<b>Maternity Policy</b>	<p>If a member of staff is pregnant, we will ensure that the kind of work they do and the working conditions will not put the staff member's health or baby's health at risk. We will carry out a risk assessment and do all that is reasonable to remove or reduce the risks found, we will alter the working conditions or hours of work to remove the risk. If this is not possible or would not avoid the risk, we will offer the staff member a suitable alternative job. Employees have a right to take reasonable time off for antenatal appointments, including travelling time without loss of pay. Employees should inform the Nursery Manager in plenty of time for cover to be arranged.</p> <p>We will pay Statutory Maternity Pay (SMP) for 26 weeks if the staff member has been in the same job for at least 26 weeks by the 15<sup>th</sup> week before the baby is due and earns at least £82 per week on average. Staff will need to read the full factsheet which is kept in the office for the rules and regulations connected with Statutory Maternity Pay and Maternity Leave, notice periods etc.</p>
<b>Healthy Eating Policy</b>	<p>At Fledglings Preschool we recognise the key role we have in influencing the food choices of children. We meet the EYFS guidance with regard to food and drink. At Fledglings, we care about the children's health and provide opportunities for children to try a wide range of healthy snacks and nutritionally balanced meals. As children's teeth are growing, we provide milk or water to drink as needed. We request that parents/carers do not bring in any additional food, sweets or drinks, except from special/cultural dietary needs. We want the children to enjoy the pleasures of food, eating together and sharing. We are happy to discuss and provide for any special dietary requirements the children may have.</p>
<b>Personal and Intimate Care Policy Statement of intent</b>	<p>Fledglings Pre-school believes that the intimate care of children cannot be separated from other aspects of their learning and development. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in the nursery, and provide appropriate support for each on an individual basis.</p>
<b>Aim</b>	<p>To safeguard the rights and promote the welfare of children and young people.</p> <p>To provide guidance and reassurance to staff whose contracts include intimate care.</p> <p>To assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken into account. To remove barriers to learning and participation, protect from discrimination, and ensure inclusion for all children and young people as pupils and students.</p> <p>'Intimate Care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body. Help may also be required with changing colostomy or ileostomy bags, managing catheters, stomas or other appliances. In some cases, it may be necessary to administer rectal medication on an emergency basis.</p> <p>'Personal Care' generally carries more positive perceptions than intimate care. Although it may often involve touching another person, the nature of this touching is more socially acceptable, as it is less intimate and usually has the function of helping with personal presentation and hence is regarded as social functioning. These tasks do not invade conventional personal, private or social space to the same extent as intimate care and are certainly more valued as they can lead to positive social outcomes for people.</p> <p>Children and young people may require help with eating, drinking, washing, dressing and toileting.</p>
<b>Method</b>	<p>We work with parents and children to establish a preferred procedure for supporting the children in our care with their personal and intimate care. Where these procedures may</p>

	<p>require specialist training we seek out training for the staff who will be involved in a child's care, ensuring that the child's key-person and at least one other member of staff accesses this training. Where possible the child's key-person is responsible for undertaking the care of an individual child. When this is not possible a staff member who is known to the child will take on that responsibility.</p> <p>Children are always asked by the member of staff caring for them, for permission to assist them, and children who want to perform their own care are encouraged to do so with adult support when appropriate. Children will be cared for with dignity and respect for their privacy. Either of the toilet areas can be used, including the nappy changing area that can be screened off as appropriate depending on the level of privacy and space required in the individual case.</p>
<b>Meals</b>	<p>All children who attend for day-care are offered breakfast, a hot lunch and a snack tea. Sessional care children bring a packed lunch. Packed lunches should arrive in a labelled bag which is stored in the nursery fridge until lunchtime. Drinks are supplied by the nursery as are mid morning and afternoon snacks that typically consist of fruit, toast, crackers, naan bread . Children access their water bottles freely all day.</p> <p>Our menus are displayed on the parent's information board and comply with Allergy Labelling legislation.</p>
<b>Allergies and Special Requirements</b>	<ul style="list-style-type: none"> <li>• Children who suffer from specific allergies will have this recorded on their application form.</li> <li>• This information will be passed onto the child's key worker.</li> <li>• These records will have the relevant details of the allergy, its causes, and any treatment needed if required.</li> <li>• If medication is required, this will be administered under the medication policy.</li> <li>• All medication will be safely stored in an appropriate place.</li> <li>• The Nursery Manager or Deputy will administer medication and take any emergency action should the situation require it.</li> <li>• Named staff will be trained in administering specific medication, i.e. Epi pens.</li> <li>• All information on children with any allergies will be passed onto ALL staff members. This will include supply staff and students.</li> <li>• Information will also be passed onto staff at change over periods, for example: duty morning staff to afternoon duty staff.</li> <li>• Notices informing staff will be placed in appropriate places i.e. children's record sheets, diaries, registers, food preparation areas, kitchens etc.</li> <li>• No foodstuffs are to be used in malleable play that may cause allergic reactions.</li> </ul>
<b>Smoking Policy</b>	<p>Fledglings operates a no smoking policy. This extends to the whole of the school premises, including outside. Staff are encouraged and supported to give up smoking.</p>
<b>Inclusion</b>	<p>We recognise that every child is a competent learner who can be resilient, capable, confident and self assured. We recognise that children develop in individual ways, at varying rates. Children's attitudes and dispositions to learning are influenced by feedback from others; we use praise and encouragement, as well as celebration/ sharing assemblies and rewards, to encourage children to develop a positive attitude to learning.</p>

	<p>We value the diversity of individuals and do not discriminate against children because of 'differences'. All children are treated fairly regardless of race, religion or abilities. All children and their families are valued within our school. We believe that all our children matter. We give our children every opportunity to achieve their best. We do this by taking account of our children's range of life experiences when planning for their learning. In the EYFS we set realistic and challenging expectations that meet the needs of our children. We achieve this by planning to meet the needs of boys and girls, children with special educational needs, children who are more able, children with disabilities, children from all social and cultural backgrounds, children of different ethnic groups and those from diverse linguistic backgrounds.</p> <p>We meet the needs of all our children through:</p> <ul style="list-style-type: none"> <li>• planning opportunities that build upon and extend children's knowledge, experience and interests, and develop their self-esteem and confidence;</li> <li>• using a wide range of teaching strategies based on children's learning needs;</li> <li>• providing a wide range of opportunities to motivate and support children and to help them to learn effectively;</li> <li>• providing a safe and supportive learning environment in which the contribution of all children is valued;</li> <li>• using resources which reflect diversity and are free from discrimination and stereotyping;</li> <li>• planning challenging activities for children whose ability and understanding are in advance of their language and communication skills;</li> <li>• monitoring children's progress and taking action to provide support as necessary.</li> </ul> <p>It is important to us that all children in the school are 'safe'. We aim to educate children on boundaries, rules and limits and to help them understand why they exist. We provide children with choices to help them develop this important life skills. Children should be allowed to take risks, but need to be taught how to recognise and avoid hazards. We aim to protect the physical and psychological wellbeing of all children. (See Safeguarding Children Policy)</p>
<p><b>Equality and Diversity</b></p>	<p>Fledglings is committed to providing equality of opportunity and anti-discriminatory practice for all children and families.</p> <p>We aim to:</p> <ul style="list-style-type: none"> <li>• Provide an environment in which children feel secure, can flourish and where all contributions are valued;</li> <li>• Include and value the contribution of all families to our understanding of equality and diversity;</li> <li>• Provide positive non-stereotyping resources and information about different ethnic groups and people with disabilities and gender roles;</li> <li>• Improve our knowledge and understanding of issues of equality and diversity; and</li> <li>• Make inclusion a thread which runs through all of the activities of the nursery.</li> </ul> <p><i>Admissions</i></p> <p>Our nursery is open to all members of the community.</p> <ul style="list-style-type: none"> <li>• We advertise our services widely.</li> <li>• We reflect the diversity of members of our society in our publicity and promotional materials.</li> <li>• We provide information in clear, concise language, whether in spoken or written form.</li> <li>• We base our admissions policy on a fair system.</li> <li>• We do not discriminate against a child or family with a disability or refuse a child entry to the nursery because of any disability, ethnicity, religion, gender, social</li> </ul>

	<p>background.</p> <ul style="list-style-type: none"> <li>• We ensure that all parents are made aware of our equal opportunities policy.</li> <li>• We develop an action plan to ensure that people with disabilities can participate successfully in the services offered by the nursery and in the curriculum offered.</li> <li>• We take action against any discriminatory behaviour by staff, parents or children including but not limited to name calling, threatening behaviour or offensive remarks.</li> </ul> <p><i>Employment</i></p> <ul style="list-style-type: none"> <li>• Posts are advertised and all applicants are judged against explicit and fair criteria</li> <li>• The applicant who best meets the criteria is offered the post, subject to references and checks by the Disclosure and Barring Service. This ensures fairness in the selection process. All job descriptions include a commitment to equality and diversity as part of their specifications.</li> <li>• We monitor our application process to ensure that it is fair and accessible</li> <li>• Applicants from all backgrounds are welcomed. Applications are open to all who meet the criteria for each post.</li> </ul> <p><i>Training</i></p> <ul style="list-style-type: none"> <li>• We seek our training opportunities for staff and volunteers to enable them to develop inclusive and anti-discriminatory practices which help all children to flourish</li> <li>• We review our practices to ensure that we are fully implementing our policy for equality and diversity</li> </ul> <p><i>Curriculum</i></p> <ul style="list-style-type: none"> <li>• The curriculum offered in the nursery encourages children to develop positive attitudes about themselves as well as to people who are different from themselves. It encourages children to empathise with others and to begin to develop the skills of critical thinking.</li> </ul> <p><i>Valuing diversity in families</i></p> <ul style="list-style-type: none"> <li>• We welcome the diversity of family life and work with all families</li> <li>• We encourage children to contribute stories of their everyday lives</li> <li>• We encourage parents/carers to take part in the life of the nursery and to contribute fully</li> <li>• For families who have a first language other than English, we value the contribution their culture and language offer.</li> </ul> <p><i>Food</i></p> <ul style="list-style-type: none"> <li>• We work in partnership with parents to ensure that the medical, cultural and dietary needs of children are met</li> <li>• We help children to learn about a range of food, cultural approaches to mealtimes and eating and to respect the differences among them</li> </ul>
<b>Welfare</b>	<p>“Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them.” We understand that we are legally required to comply with certain welfare requirements as stated in the Statutory Framework for Early Years Foundation Stage . We understand that</p>

	<p>we are required to:</p> <ul style="list-style-type: none"> <li>• promote the welfare of children.</li> <li>• promote good health, preventing the spread of infection and taking appropriate action when children are ill.</li> <li>• manage behaviour effectively in a manner appropriate for the children’s stage of development and individual needs.</li> <li>• ensure all adults who look after the children or who have unsupervised access to them are suitable to do so.</li> <li>• Ensure that the premises, furniture and equipment is safe and suitable for purpose</li> <li>• Ensure that every child receives enjoyable and challenging learning and development experiences tailored to meet their needs.</li> <li>• Maintain records, policies and procedures required for safe efficient management of the setting and to meet the needs of the children.</li> </ul> <p>We endeavour to meet all these requirements.</p>
<b>Parents as Partners</b>	<p>We recognise that children learn to be strong independent from secure relationships. We aim to develop caring, respectful, professional relationships with the children and their families.</p> <p>We recognise that parents are children’s first and most enduring educators and we value the contribution they make. We recognise the role that parents have played, and their future role, in educating the children. We do this through:</p> <ul style="list-style-type: none"> <li>• talking to parents about their child before their child starts at Nursery;</li> <li>• inviting all parents to an induction meeting during the term their child starts nursery;</li> <li>• offering parents regular opportunities to talk about their child’s progress and development. Encouraging parents to talk to the child’s Key-worker if there are any concerns. There is a formal meeting for parents each term at which the key-worker and the parent discuss the child’s progress in private.</li> <li>• arranging a range of activities throughout the year that encourage collaboration between child, school and parents: Discos, parties trips etc.</li> <li>• Hold a Parent’s Forum meeting each term to discuss parental views, concerns and ideas.</li> </ul>
<b>Observation, Assessment and Planning</b>	<p>We recognise that the environment plays a key role in supporting and extending the children’s development. This begins by observing the children and assessing their interests, development and learning, before planning challenging but achievable activities and experiences to extend the children’s learning.</p> <p>The Planning within the EYFS follows Long and Medium Term Plans, which are based around termly themes. These plans are used by the EYFS team as a guide for weekly planning led by the EYT, planning is altered in response to the needs (achievements and interests) of the children. Planning also reflects the areas for development for individual children and groups identified by termly monitoring of learning Journeys and Children’s tracking sheets</p> <p>We make regular assessments of children’s learning and we use this information to ensure that future planning reflects identified needs. Assessment in the EYFS takes the form of observation, and this involves the key-worker and other adults as appropriate. These observations are recorded in children’s individual ‘Learning Journey’ booklets. They also contain information provided by parents and other settings.</p> <p>Within the final term of the EYFS, we share a written summary to parents. Parents are encouraged to comment in the Learning Journeys</p>
<b>Progress check at age two</b>	<p>We will review children’s progress between age two and three and provide parents/carers with a short written summary of their child’s development in the prime areas. This will identify the child’s strengths and identify any areas where the child’s progress is less than expected. If there are significant emerging concerns, or an identified special educational need or disability, practitioners should develop a targeted plan to support the child’s future learning and development involving other professionals (for example, the provider’s Special Educational Needs Co-ordinator) as appropriate. (Please see P10</p>

	Statutory framework for the EYFS for further information.
<b>Learning Journeys</b>	<p>All keyworkers are to keep up to date and correct recordings on the children in their group. Keyworkers are allocated up to two hours per week to complete assessment documentation (subject to the amount of children in each group).</p> <p>All keyworkers will have a book to keep notes on individual children, including their stage of development and planning next steps for each child.</p> <p>There is a tracker book and the termly tracker sheet in each LJ You will be able to see from filling in your tracker which area your planning needs to be focussed on next for each child, this can be added to the orange part of the room planning sheet.</p> <p>Keyworker books and Learning Journeys are to be kept on the premises at Fledglings.</p> <p>The quick observation sheets are for spontaneous observations and can be inserted into Learning Journeys . There are seven sides of paper for each term for each child per term, the colour of the card reflects the highlighter colour for your tracking system and relates to each term, a parents sheet can also be added.</p>
<b>The Learning Environment</b>	<p>The Nursery is organised to allow children to explore and learn securely and safely through areas of continuous provision, which encourage children to become independent learners. There are areas where the children can be active, be quiet and rest. The rooms are arranged in provision areas, where children are able to find and locate equipment and resources independently. The nursery has a high quality outdoor area and a nature garden for Forest School activities. Being outdoors offers opportunities for doing things in different ways and on different scales than when indoors. It offers the children opportunities to explore, use their senses and be physically active and exuberant. We plan activities and supply resources for the children to access outdoors that help the children to develop in all 7 areas of learning.</p>
<b>Teaching and Learning Style</b>	<p>We recognise that children learn and develop in different ways and at different rates. We value all areas of learning and development equally and understand that they are inter-connected.</p> <p>We believe that the following features are important when delivering the EYFS</p> <ul style="list-style-type: none"> <li>• the partnership between staff and parents, so that our children feel secure at nursery and develop a sense of well-being and achievement;</li> <li>• the understanding that adults have of how children develop and learn, and how this affects their teaching;</li> <li>• the range of approaches used that provide first-hand experiences, give clear explanations, make appropriate interventions and extend and develop play and talk or other means of communication;</li> <li>• the carefully planned curriculum that helps children work towards the Early Learning Goals throughout EYFS;</li> <li>• the provision for children to take part in activities that build on and extend their interests and develop their intellectual, physical, social and emotional abilities;</li> <li>• the encouragement for children to communicate and talk about their learning, and to develop independence and self-management;</li> <li>• the support for learning with appropriate and accessible indoor and outdoor space, facilities and equipment;</li> <li>• the identification of the progress and future learning needs of children through observations, which are shared with parents;</li> <li>• the good relationships between our nursery and the settings that our children will move on to.</li> </ul>
<b>Play</b>	<p>“Children’s play reflects their wide ranging and varied interests and preoccupations. In their play children learn at their highest level. Play with peers is important for children’s development.”</p> <p>Through play, children explore and develop learning experiences, which help them make sense of the world. They practise and build up ideas, and learn how to control themselves and understand the need for rules. They have the opportunity to think creatively alongside other children as well as on their own. They communicate with others as they investigate and solve problems. They express fears or re-live anxious experiences in</p>

	controlled and safe situations.
<b>Active Learning</b>	<p>“Children learn best through physical and mental challenges. Active learning involves other people, objects, ideas and events that engage and involve children for sustained periods.”</p> <p>Active learning occurs when children are motivated and interested. Children need to have some independence and control over their learning. As children develop their confidence they learn to make decisions. It provides children with a sense of satisfaction as they take ownership of their learning.</p>
<b>Creativity and Critical Thinking</b>	<p>“When children have opportunities to play with ideas in different situations and with a variety of resources, they discover connections and come to new and better understandings and ways of doing things. Adult support in this process enhances their ability to think critically and ask questions.”</p> <p>Children should be given opportunity to be creative through all areas of learning, not just through the arts. Adults can support children’s thinking and help them to make connections by showing genuine interest, offering encouragement, clarifying ideas and asking open questions. Children can access resources freely and are allowed to move them around the room to extend their learning.</p>
<b>Areas of Learning</b>	<p>The EYFS is made up of three prime areas of learning:</p> <ul style="list-style-type: none"> <li>• Communication and language</li> <li>• Physical development</li> <li>• Personal, social and emotional development</li> </ul> <p>Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:</p> <ul style="list-style-type: none"> <li>• Literacy</li> <li>• Mathematics</li> <li>• Understanding the world</li> <li>• Expressive arts and design</li> </ul>
<b>Monitoring and review</b>	The Manager and Deputy will carry out monitoring on the EYFS in conjunction with the key-workers.
<b>Special Needs Policy – Abridged.</b>	<p>A child has Special Educational Needs if he or she has a learning difficulty that calls for special educational provision to be made for him or her.</p> <p>A child has a learning difficulty if he or she has a significantly greater difficulty in learning than the majority of children of the same age, or has a disability which either prevents or hinders the child from making use of the educational facilities provided for children of the same age.</p> <p>Parents are notified and consulted in confidence, regarding any concerns the nursery may have about a child as soon as it becomes apparent that the child needs something extra, over and above the normal learning activities offered within our setting.</p> <p>Parental permission will be sought before outside agencies are involved. Fledglings welcomes the involvement of parents as partners in the education of their children.</p> <p>Objectives for children who have special educational needs will be set by the appropriate professionals and planned individual programmes will be implemented.</p> <p>The person responsible for the implementation of the Special Educational Needs Policy is Julie Longbottom. The nursery SENCO is Jane Edmondson. The full special needs policy is attached to this document. Appendix 1.</p>
<b>Behaviour Policy</b>	<p>We aim to encourage socially acceptable behaviour and to teach children the difference between right and wrong. We reward good behaviour with praise and attention. If a child upsets, hurts or causes injury to another child, we attend to the injured child first, then explain that this behaviour is unacceptable. Should a child harass or bully another child, observations and notes will be taken by the Nursery staff who will intervene as necessary. At this stage, parents of the child(ren) concerned would be invited into Nursery to discuss strategies for dealing with this type of behaviour. Staff undergo regular behaviour management training.</p> <p>The child’s keyworker will record continuous challenging behaviour. If punishment is necessary, we may withhold an activity which the child enjoys. Should a child’s behaviour</p>

	<p>become a cause for concern, we will consult with parents. We will request that any child whose behaviour is consistently violent towards a member of staff be removed from nursery temporarily. In the event of a child being persistently disruptive, parents will be contacted to collect the child from nursery. In extreme cases we reserve the right to ask for the child to be removed from nursery permanently. The named person for behaviour issues is Julie Longbottom.</p>
<b>Outdoor Play Policy</b>	<p>Fledglings preschool believes that young children thrive and develop best when they enjoy access to stimulating outdoor environments for learning through play. With this in mind our planning is structured to involve children in valuable learning opportunities both inside and outdoors, where they will experience a range of activities taking into account the principles of the Early Years Foundation Stage Practice Guidance</p> <p>Children encouraged to play outdoors</p> <ul style="list-style-type: none"> <li>• Children taken to the toilet then encouraged to put on their outdoor clothing.</li> <li>• Children are counted and then taken outdoors there are always two members of staff supervising outdoor play where appropriate</li> <li>• Children are to be encouraged to tidy up outside before lining up to return to the nursery.</li> <li>• There should always be a head count when returning to nursery.</li> <li>• When large groups of children are playing out – staff ratios must always be observed.</li> <li>• Nature Garden activities follow these guidelines and are supervised by Karina Brooks</li> </ul>
<b>Rest and Sleep</b>	<p>All children are encouraged to rest after their lunch. A member of staff cares for children at this time and will provide books and audio tapes to encourage relaxation. Children who require a sleep are placed on sleep-mats, cots or dream coracles in the quiet area. They are cared for and observed throughout the rest period. A sleeping child is never to be left unattended.</p>
<b>Equal Opportunities Statement</b>	<p>The Company takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual of a similar age, whether they be adult or child. Discrimination under age, sex, race, religion, colour, creed, marital status, ethnic or natural origin, or political belief has no place within the Company. Should any person believe that this policy is not being totally complied with it is their duty to bring the matter to the attention of the manager at the earliest opportunity.</p> <p>Fledglings Preschool provides a caring, stimulating environment for the under fives. All children are valued as individuals and are offered experiences and opportunities regardless of differences in ability, culture or gender. No child will be discriminated against on the grounds of sex, race, religion, colour or creed. Wherever possible those designated as disabled or disadvantaged will be considered for a place, taking into account their individual circumstances and the ability of the Company to provide the necessary standard of care. Resources and displays will reflect and promote our policy and represent race, gender and disability in a positive way.</p> <p>All staff are expected to co-operate with the implementation, monitoring and improvement of this and other policies, racist and sexist attitudes will be challenged. Staff will be encouraged to undertake Equal Opportunities training. Any complaints to be reported to the Nursery Manager.</p> <p>Help and advice will be given to people requiring translation of our policies from Stockport English Language and Interpreting Unit, Edgeley, Stockport. Tel : 0161 477 9000.</p>
<b>Creative Development</b>	<p>It is our policy to encourage children to be as independently creative as possible. We also like to discuss what we are doing and introduce new vocabulary, not every creative activity produces an 'end product' enjoying and achieving is the main focus of creative activities.</p>
<b>Teaching and Learning Policy</b>	<p>Children are supervised and cared for in small groups. Children are grouped socially and with regard to their attendance pattern. All our activities are planned using EYFS document. Our plans are displayed on the notice board. Overall planning is the responsibility of the Early Years Teacher and Nursery Managers assisted by the Nursery Keyworkers who offer child led ideas from their observations. then implement plans</p>



	tailoring them to the individual needs of the children in their groups.
<b>Transition Policy</b>	<p>At Fledglings we realise that transition from room to room or to new settings is a major event in the lives of young children and can be an anxious time for both the children and their parents/ carers. To make movement from room to room enjoyable at Fledglings, we have a policy of using both rooms for all children. Children move from their base room to spend short periods in the adjoining room(s), therefore becoming familiar with the room layout, routine and staff. Parents are given information regarding the move and asked to fill in a sheet about their child and the things they enjoy or dislike at home, wherever possible a member of staff from room 2 will exchange roles with a staff member from the pre-school each year so there is a familiar person in the room when children move through. We also need to ensure that the move from nursery to school is made as smooth as possible with as little disruption to the child as is feasible. In order to make this happen we will;</p> <ul style="list-style-type: none"> <li>• Try not to put too much emphasis on the move to school.</li> <li>• Read books about going to school.</li> <li>• Encourage children who will attend the same school to play together.</li> <li>• Find out as early as possible which school each child will attend.</li> <li>• Encourage the receiving reception class teachers to visit.</li> <li>• Arrange to meet with receiving teachers on an informal basis to share information</li> <li>• Ensure that information is passed onto the receiving school in good time before the start of the new term.</li> </ul> <p>We will work with and reassure parents/carers at all times that anxiety about going to school is quite common for children and can affect their normal behaviour. We will support the children and their parent/carers in this important stage of their lives.</p>
<b>Staff Development</b>	<p>The nursery practitioners at Fledglings hold a recognised Early Years Qualification. New members of staff may be employed as trainees on the understanding that appropriate training is undertaken.</p> <p>Support staff are encouraged to develop their skills and expertise by attending further training courses offered by local colleges, professional associations and Stockport MBC Staff are encouraged to keep a Personal Development Portfolio. In service training and discussion takes place within the Nursery. A staff appraisal scheme is in operation, the nursery managers observe practice through Peer observation and give feedback to practitioners.</p>
<b>Admissions Policy</b>	<p>Children are eligible to start at Fledglings from around age of 18 months. A waiting list system is in operation and places are offered as they become available. Children who already attend the setting take priority over the children on the waiting list.</p>
<b>Complaints Policy</b>	<p>Complaints should be discussed with the Nursery Manager. We will follow up and act upon any complaints at the earliest opportunity. There is a receptacle on the parent's notice board for comments and suggestions.</p> <p>If parents/carers are not satisfied with our complaints procedure, they should contact the OFSTED complaints line tel : 0845 601 4772.</p> <p>The Statutory Framework for the Early Years Foundation Stage states that there are occasions when OFSTED <u>must</u> be informed.</p> <ul style="list-style-type: none"> <li>• All providers must inform OFSTED, without delay, of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. An early years provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.</li> <li>• Providers must notify OFSTED of any change in the facilities to be used for care that may affect the space and level of care available to children. An early years provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.</li> <li>• Providers must notify OFSTED and local child protection agencies of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care,</li> </ul>

	<p>and act on any advice given.</p> <ul style="list-style-type: none"> <li>• Providers must notify OFSTED of any food poisoning affecting two or more children looked after on the premises. An early years provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.</li> <li>• Providers must inform OFSTED of any significant changes or events relating to the premises on which childcare is provided.</li> <li>• Significant changes or events which must be reported to OFSTED include: <ol style="list-style-type: none"> <li>1. significant changes to the premises, for example structural alterations or an extension;</li> <li>2. something which adversely affects the smooth running of the provision over a sustained period of time;</li> <li>3. changes to the outside of the premises such as adding a pond or taking down fencing.</li> </ol> </li> </ul> <p>It will be the responsibility of the owner to ensure OFSTED is informed as soon as possible by telephoning 07002637833</p>
<b>Appendix 1 Special Needs Policy Introduction</b>	Fledglings provide a caring stimulating learning environment for under fives. All children are valued as individuals and are offered experiences and opportunities regardless of differences in ability, culture or gender, which allows all children to achieve at their own level and help them to reach their full potential. Our SEND Local Offer is available on the SMBC early years information website.
<b>Purpose of the policy</b>	<p>The purpose of a Special Needs policy is to provide information for staff and parents, setting out guidelines on admitting children with special needs, and the identification of areas of concern. Many children experience learning difficulties, early assessment together with learning strategies can soon overcome any difficulties. Jane Edmondson is The Special Educational Needs Co-ordinator known as the SENCO this role involves.</p> <ul style="list-style-type: none"> <li>• Liaising with staff to identify children with special educational needs.</li> <li>• Supporting staff with individual learning plans</li> <li>• Maintaining a file on each child containing relevant information.</li> <li>• Liaison with parents carers and external agencies.</li> <li>• Ensure that all legal requirements are met.</li> <li>• Ensure that progression is maintained and documented.</li> <li>• Liaising with Julie Longbottom</li> </ul>
<b>Admission for Children with Special Educational Needs</b>	At Fledglings we welcome children with special educational needs, but need to be realistic when accepting children. We like to work closely with parents/carers and other professionals to gather as much information as possible.
<b>Information to Gather</b>	<p>We need to get a clear background about the child.</p> <p>We need to consider the needs and safety of the child for admission.</p> <p>We need to identify who is involved with the child.</p> <p>We need to know what support is available.</p>
<b>Things to consider</b>	<ul style="list-style-type: none"> <li>• Can the setting provide the right resources?</li> <li>• Will the setting be appropriate for the child?</li> <li>• We need to consider the needs and safety of the children attending the setting.</li> <li>• Does the setting have appropriate staffing?</li> <li>• Is their training available for staff?</li> <li>• Can the needs of the child be met?</li> </ul>
<b>Staffing</b>	At Fledglings each child has a key worker who is responsible for monitoring and assessing children's progress, recording concerns and successes.
<b>Setting</b>	At Fledglings we have a bathroom area where there are facilities for changing children, and we have a small ramp for wheel chair access.
<b>Arrangements for monitoring reviewing and</b>	Our system of observation and record keeping, enables us to monitor children's needs and progress on an individual basis. The progress of all children is routinely monitored throughout the foundation stage.

<b>evaluation</b>	<p>The key worker may notice a child is experiencing difficulty affected by a number of factors:</p> <ul style="list-style-type: none"> <li>• A child may not be achieving at their age and stage of development.</li> <li>• A child may have made little or no progress, even though they have had many different experiences.</li> <li>• A child may be gifted.</li> <li>• A child may be experiencing physical difficulties.</li> <li>• A child may have social emotional or behavioural problem effecting their performance and achievements.</li> </ul> <p>If a key worker has concerns about a Child's development they would need discuss their concerns with the nursery Senco who will give support in monitoring and recording the areas of concern for half a term, if there were no improvements the key worker would discuss the concerns with the parents of the child.</p>	
<b>What to do next</b>	<p>The key worker who works on a day to day basis with the child would discuss their concerns with parents informally, then the nursery Senco would become involved. Parents will be involved and kept informed throughout the process of identifying a child's additional needs..</p>	
<b>Early Years Support</b>	<p>Is the identification that a child has special needs and would benefit from additional help. The SENCO will collect and share information and co-ordinate the action to be taken. The SENCO will support the Key worker to develop an Individual Educational Plan (IEP). The IEP will be discussed with key worker, parents, and other members of staff. Progress will be monitored continually and reviewed every half term informally with parents and key worker.</p> <p>Should expected progress not take place we will involve outside agencies as appropriate. The key worker who works day to day with the child and the SENCO are provided with advice or support from outside specialists.</p> <p>Alternative interventions additional or different strategies to those already provided for the child through are put into place.</p> <p>A new IEP is usually devised.</p> <p>This will be monitored and reviewed every six months, to see if progress is being made.</p>	
<b>Transfer to next Establishment</b>	<p>We will work with the receiving school in conjunction with the Child's parents.</p>	
<b>Complaints Procedures</b>	<p>Any complaints Discuss with SENCO's Jane Edmondson / Julie Longbottom Parents and partnerships Staff will attend training provided by LEA and other professional bodies as appropriate.</p>	
<b>Worry list</b>	<p>Behaviour / Emotional / Social Does not form relationships with peers/ adults Solitary play Aggressive behaviour towards peers and adults. Lack of self esteem Hyperactive</p>	<p>Inappropriate behaviour Constant temper tantrums Constant need for reassurance and attention Limited eye contact. Lack of concentration Unable to sustain tasks</p>
<b>Physical development</b>	<p>Clumsy Frequent accidents Hearing loss Failure to thrive</p>	<p>General delay Poor manipulative skills Lack of special awareness</p>
<b>Language and literacy</b>	<p>Poor listening skills Uses language inappropriately Lack of imaginative play Reluctant to draw and mark make</p>	<p>Unable to follow simple instructions Recall memory poor Speech and language delay Poor communication verbal and non verbal</p>
<b>Numeracy</b>	<p>Cannot sort and match Unable to complete a jigsaw</p>	<p>Unable to differentiate Inability to sequence</p>
<b>Appendix 2</b>	<p>Stage 1 If any employee has a grievance it should be raised orally with your</p>	

<b>Grievance Procedure</b>	<p>immediate line manager who will endeavour to resolve the matter within 5 working days.</p> <p>Stage 2 If the grievance cannot be cleared satisfactorily at this level it should be referred immediately in writing to the Manager who will endeavour to resolve the matter within 5 working days and whose decision is final.</p> <p>An employee has the right to be accompanied by either a trade union official or work colleague to any grievance hearing.</p>
<b>Company rules and policies: Gross Misconduct</b>	<p>Certain types of behaviour are regarded as constituting gross misconduct which following investigation could lead to summary (instant) dismissal from employment. During any investigation management reserves the right to suspend with pay. If an individual is dismissed for gross misconduct then such a dismissal will be without notice or payment in respect of arrears of contractual holiday pay.</p> <p>Examples of what would constitute a gross misconduct offence include:-</p> <ul style="list-style-type: none"> <li>• Theft or the unauthorised possession of property belonging to the nursery, its employees or customers.</li> <li>• Assault on any employee or persons associated with the nursery.</li> <li>• Breach of confidence i.e. the divulging of confidential information relating to the nursery, it's employees or customers.</li> <li>• Any conduct detrimental to the interests of the nursery, its relations with its customers or public or damaging to its public image, shall be a dismissible offence.</li> <li>• Any behaviour that jeopardises the morale of the staff team.</li> <li>• Dishonesty, including the use of any funds, expenses or allowances for any other purpose than that for which they have been delegated by the company.</li> <li>• Signing in or out for another employee.</li> <li>• Flagrant failure to follow Company documentary systems and procedures.</li> <li>• Physical assault or abuse towards a child eg. hitting a child in chastisement or harsh disciplinary actions.</li> <li>• Discrimination in any way against a person on the grounds of colour, religion, ethnic or national origin, sex or marital status eg. any behaviour which could constitute a breach of Race Relations and Sex Discrimination legislation.</li> <li>• Being under the influence of drugs or alcohol whilst on duty.</li> <li>• Serious or persistent breaches of safety rules.</li> <li>• Fraud including falsification of work records and expense claims.</li> </ul> <p>Further behaviour that could constitute gross misconduct is not limited by the above list.</p>
<b>General rules</b>	<p>There are also general rules concerning conduct at work or working practices which staff are requested to note. In certain cases failure to adhere to a particular rule may result in disciplinary action being taken within the company's disciplinary procedure. These rules are reproduced below.</p> <ul style="list-style-type: none"> <li>• All employees are expected to exercise reasonable care, skill and application at work and are expected to achieve and maintain standards of quality of work as required by management.</li> <li>• Good relations with our customers and the general public are of vital importance. All employees should adopt a helpful, considerate and co-operative attitude to our customers and the public.</li> <li>• Whilst at work employees are expected to carry out any reasonable and lawful instruction from their line managers.</li> <li>• Employees are expected to flexibly respond to management requests to undertake duties outside of their normal job specification.</li> <li>• Employees are expected to undertake any training as required by management. On occasion this may involve attending training courses where an overnight stay away from home is necessary.</li> <li>• Amendments to address, next of kin and contact details must be notified immediately to management for personnel and health and safety record purposes.</li> <li>• During working hours you must devote your whole time and attention to the nursery and should not undertake any activities that may interfere with the proper</li> </ul>

	<p>performance of your duties with the company. Written permission must be obtained if you wish to engage in any other business or profession outside of normal working hours. Permission is unlikely to be granted if such activities could be considered prejudicial or in direct competition with the company.</p> <ul style="list-style-type: none"> <li>• On leaving the company you shall not for a period of 3 months solicit or entice away any client or company who was, within the period of 3 months prior to the termination of your employment, a customer of the nursery provided that this restriction shall only apply to customers with whom you have had personal dealings. This clause only restricts your action where such action could be construed as likely to cause financial loss, loss of credibility or damage to the business of the nursery.</li> <li>• The use of abusive language that offends other employees will not be tolerated and will result in disciplinary action.</li> <li>• The company reserves the right to lay off employees when circumstances cause a reduction in work. On these occasions the provisions of Sections 12 to 18 of the Employment Protection (Consolidation) Act 1978 could apply.</li> <li>• Private work may be carried out on The Company premises or in working time only with management approval.</li> <li>• You are required to declare any court or police action against you whilst you are employed by The Company. Failure to do so could lead to dismissal.</li> <li>• The Company is aware that pilfering takes place throughout industry, we, therefore, reserve the right to carry out spot checks or searches of employees or their vehicles within the nursery boundaries.</li> </ul> <p>Equipment must not be borrowed from nursery premises without management permission.</p>
<p><b>Timekeeping and Attendance</b></p>	<ul style="list-style-type: none"> <li>• Rules and regulations relating to entitlement to sick pay are outlined in your terms and conditions.</li> <li>• Employees are required to attend for work at the time stated. Late attendance will be regarded as a breach of discipline and dealt with accordingly. Sickness or absence must be reported via telephoning the nursery, by 7.45am.</li> <li>• Persistent absenteeism without legitimate reason will be treated as a disciplinary offence.</li> <li>• In cases where an employee frequently has time off work or has a long period away from work for reasons of sickness, The Company reserves the right to have the employee subjected to a medical examination by a Doctor appointed by the nursery or at the nursery's expense.</li> <li>• Anyone walking out during a dispute or disagreement without management permission will be deemed to be in breach of his / her contract of employment.</li> <li>• Staff meetings are essential for effective communication between staff and management and your attendance at such meetings is in your own interest as well as being a condition of employment.</li> </ul>

<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• Employees are required to take care for the health and safety of themselves and others who may be affected by their acts or omissions.</li> <li>• Employees must have regard for any duty or requirement imposed on their employer or any other employee by the safety legislation.</li> <li>• Employees working away from nursery premises must comply with the Health and Safety requirements of the particular workplace.</li> <li>• In the interests of safety, employees must use protective clothing or equipment where provided by The Company.</li> <li>• All injuries sustained by employees whilst at work must be reported in the Nursery's accident book.</li> <li>• Where employees are provided with the tools and equipment necessary to carry out their jobs, the employee will be expected to take all reasonable steps to care for the equipment, keeping it safe and secure and in good state of repair.</li> <li>• Any personal electrical appliances brought on to nursery premises by an employee must be battery powered as The Company is not prepared to inspect, service and certify personal appliances in order to comply with the Electricity at Work Regulations 1989.</li> <li>• All employees are responsible for keeping their own work area tidy.</li> <li>• The management accept no liability for the loss or theft of personal belongings or money. Employees must therefore take any steps necessary to ensure their safekeeping.</li> </ul>
<p><b>Data Protection</b></p>	<p>We process personal information to enable us to provide childcare, encourage and supervise educational play, to advertise our services, to maintain our own accounts and records and to support and manage our staff.</p> <p><b>Type/classes of information processed</b></p> <p>We process information relevant to the above reasons/purposes. This may include:</p> <ul style="list-style-type: none"> <li>• personal details</li> <li>• family details</li> <li>• GP contact details</li> <li>• lifestyle and social circumstances</li> <li>• digital images of the child's progress</li> <li>• financial details</li> <li>• education and employment details</li> <li>• goods or services provided</li> </ul> <p>We also process sensitive classes of information that may include:</p> <ul style="list-style-type: none"> <li>• physical or mental health details</li> <li>• racial or ethnic origin</li> <li>• religious or other beliefs</li> <li>• trade union membership</li> </ul> <p><b>Who the information is processed about</b></p> <p>We process personal information about:</p>

- our employees
- the children in our care
- advisers, complainants, enquirers
- suppliers

#### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- healthcare, social and welfare advisers or practitioners
- business associates
- financial organisations and professional advisers
- credit reference agencies, debt collection and tracing agencies
- education, educators and examining bodies
- current, past or prospective employers
- employment and recruitment agencies
- schools
- local and central government
- persons making an enquiry or complaint
- suppliers
- service providers

#### **Transferring information overseas**

We do not transfer any personal information outside the European Economic Area (EEA).

To ensure that personal information is not compromised, the following procedure is in place and should be followed:

- Company lap top computers must be checked for photographs of children, any photographs should be downloaded onto the company memory stick kept in the nursery office before the lap top can be taken from the premises

The people responsible for controlling information and monitoring Data Protection are Joanne Raven and Julie Longbottom

<b>Updating of Policies</b>	This Policy Document is reviewed annually, sooner if new legislation is introduced.



## **Fledglings Pre-school and Nursery Limited**

### Receipt of Policy Documents

Please will you complete the section below and return this page to your Nursery Manager.

This document will be stored with your personnel files.

I have received a copy of the Fledglings Policies.

I have read and understood these Policies.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_