



# Furzehill Childcare Centre

## Parent Information and Welcome Pack

Welcome to Furzehill Childcare Centre

We hope that the following information will help you in making a decision about whether to register your child with us. If you have any questions or need any further help please do not hesitate to ask.

We look forward to welcoming you and your family at our centre and to getting to know you.

Lucy Coleman

Company Director/Manager

### *Contact names and details*

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## **1. MISSION STATEMENT**

All children are individuals and have the right to be respected, cared for and treated with equal worth and value. We aim to create an environment that is safe, stimulating, educational and fun by providing a wide curriculum rich in learning opportunities through play. A holistic approach to planning will be fostered to ensure all children can develop through play, practical experiments and experiences of the world around them. We recognise and value that play is fundamental to a child's early learning and provides a firm foundation from which a child's education will grow.

### **OUR AIMS:**

During your child's stay at the setting we aim to:

- Support and progress your child's development socially, emotionally, physically and intellectually
- Provide a wide range of resources and experiences
- Deliver and plan a holistic curriculum to meet the Early Years Foundation Stage framework to stimulate lively and enquiring minds
- Help your child grow as an individual, learning to care and respect others, set their own challenges and make decisions
- Help your child grow in confidence and independence
- Ensure that all planning reflects the needs of all children and gives them a solid foundation to build upon when they move onto school

### **OUR OBJECTIVES:**

We will achieve our aims by:

- Regular communication with parents, carers, professionals and other outside agencies
- Working in partnership with others to ensure a holistic approach to supporting a child and their family
- Respecting the needs of individuals and valuing everyone with equal worth and respect
- Providing and accessing regular training and information for all staff and volunteers working in the nursery
- Providing a wide range of suitable equipment, resources and materials
- All adults acting as positive role models
- Complying with legislation and regulations in accordance with the Children's Act, and other Legal frameworks and policies
- Planning a curriculum which encompasses the six early learning goals and one which reflects a positive approach to learning through play
- Planning for the long, medium and short term, ensuring progression and differentiation through a continuous cycle of planning, observing, recording, assessing and reviewing

### ***STATEMENT OF COMMITMENT***

Furzehill Childcare Centre has a commitment to ensure that the provision provided for children families and carers, is of a quality and standard fundamental to the development of all children. We undertake to ensure that the centre provides a safe, stimulating and caring environment that welcomes everyone irrespective of culture, race, sexual orientation, religious beliefs, and ability. Policies and procedures that are kept up to date and reviewed regularly will ensure the welfare of the children, parents, staff and volunteers and comply with local and national legislation.

## **2. DATA PROTECTION POLICY**

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

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

1. A lawful reason for collecting personal data, and must do it in a fair and transparent way. Furzehill Childcare Centre will be clear about what data is collected, and why.
2. Furzehill Childcare Centre 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 us in the first place.
3. Furzehill Childcare Centre must not collect any more data than is necessary. We will only collect the data that is needed to be held in order to do the job for which we have collected the data.
4. Furzehill Childcare Centre will ensure that the data is accurate and ask parents to check regularly and confirm that the data being held is still accurate.
5. Furzehill Childcare Centre 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. Furzehill Childcare Centre must protect the personal data. We will be responsible for ensuring that anyone charged with using the data, processes and stores it securely.
7. Furzehill Childcare Centre will be accountable for the data. This means that Furzehill Childcare Centre will be able to show how we are complying with the law.

**A full copy of the data protection policy and privacy policy can be found in this pack.**

## **3. SAFEGUARDING STATEMENT FOR PARENTS AND SERVICE USERS**

Furzehill Childcare Centre is committed to ensuring the welfare and safety of all children in and across our centres. All staff, students, volunteers and outside agencies working within our centres have a duty to report any concerns they have about a child's welfare to the nominated child protection managers within the organisation or to Social Care teams. We follow the IOW Safeguarding Children Partnership procedures. The staff will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the staff will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The organisation will, of course, always aim to maintain a positive relationship with all parents. The full policy is available on request.

## **4. CONFIDENTIALITY POLICY**

### **1. Confidentiality Statement**

- 1.1. All members of staff and unpaid workers, volunteers and partner organisations conducting business for Furzehill Childcare Centre are bound by this policy. No visitor to any of the centres may have access to any files or systems unless they have been given permission by the Company Director/Manager (Miss Lucy Coleman) and that they agree to be bound by the Confidentiality Policy.

1.2. The written statement for staff contains a clause whereby each member of staff agrees to be bound by the Confidentiality Policy.

1.3. Volunteers and unpaid workers are expected to sign a statement by which they agree to be bound by the Confidentiality Policy.

## **2. Confidentiality of service user details**

2.1. Furzehill Childcare Centre understands confidentiality to mean that no personal information regarding a user of its services, including the fact that the user has contacted Furzehill Childcare Centre either directly or through one of its named service provisions, will be given directly or indirectly to any third party which is external to the organisation without that service user's prior expressed consent to disclose such information. In this case it is necessary to ensure that the service user clearly understands why there is a need to disclose information and to whom. The person should also be told of the likely consequences of their agreeing or not agreeing to this. (In some instances, for example, non-disclosure could mean that the person's need for a service could not be identified.) Once consent has been obtained, it is the responsibility of the person passing on any information to ensure that this is only done on the terms agreed.

2.2. Furzehill Childcare Centre recognises that users need to feel secure in using our services in a confidential manner and will seek to ensure that no breach of confidentiality can occur.

2.4. All staff, unpaid workers and volunteers should ensure that no discussions relating to an individual user of its services can take place outside the working premises.

2.5. There are occasions when Furzehill Childcare Centre is involved in joint working with other organisations in order to provide a better service for parents and their children. Furzehill Childcare Centre ensures that service users have given their express consent for information to be passed on to the other organisations and that the organisation in question has a Confidentiality Policy that will protect the user's privacy. In this case it is necessary to ensure that the service user clearly understands why there is a need to disclose information and to whom. The person should also be told of the likely consequences of their agreeing or not agreeing to this. (In some instances, for example, non-disclosure could mean that the person's need for a service could not be identified.) Once consent has been obtained, it is the responsibility of the person passing on any information to ensure that this is only done on the terms agreed.

2.6. Where it is necessary for information or advice to be obtained from an external organisation in order to improve the advice given to the service user, personal details may be required to be given to the external organisation and in all such cases, Furzehill Childcare Centre will ensure that the user has given express consent to their details being disclosed and that the organisation in question has a Confidentiality Policy that will protect the user's privacy. In this case it is necessary to ensure that the service user clearly understands why there is a need to disclose information and to whom. The person should also be told of the likely consequences of their agreeing or not agreeing to this. (In some instances, for example, non-disclosure could mean that the person's need for a service could not be identified.) Once consent has been obtained, it is the responsibility of the person passing on any information to ensure that this is only done on the terms agreed.

2.7. No information may be given to the press except at the discretion of the named manager and with the expressed permission of service users where applicable.

A full comprehensive copy of this policy is available on request.

## **5. EQUAL OPPORTUNITIES, INCLUSION AND DIVERSITY STATEMENT**

**Furzehill Childcare Centre is committed to a policy of equality of opportunity, which respects the dignity, rights, and value of each individual.**

Furzehill Childcare Centre recognises that discrimination exists and is positively committed to oppose all direct and indirect discrimination in the organisation against people on the grounds of race, ethnic origin, culture, religion, disability, gender, sexual identity, family status or any other factor.

Failure of any employee, volunteer or student to comply with implementing equal opportunities or who is found actively discriminating will be dealt with in accordance with the disciplinary procedure and could result in instant dismissal or being asked to leave the premises.

As an organisation Furzehill Childcare Centre values and recognises that we live and work within a culturally diverse society whereby inclusion must be considered paramount and central to the work we undertake. It is therefore the commitment of this organisation to ensure that all services will be provided in a way which promotes awareness of the rights and needs of people from minority and disadvantaged individuals and groups will be encouraged to participate in activities and benefit from services.

## **6. REGISTRATION AND INSURANCE**

**Furzehill Childcare Centre – St Blasius CE Primary Academy, Shanklin**

Open 8am – 6.00pm 50 weeks a year and provides childcare for children from 2 to 5 years. The out of school club is registered for children aged 5 – 13 and provides breakfast club, afterschool club and Schools Out holiday club during all school holidays except Christmas.

**Furzehill Childcare Centre offers FUNDED childcare places for 2, 3 and 4 year olds- for more information about FUNDING options please ask the manager or refer to the other documentation in this pack.**

Insurance for the setting is through Morton Michel. The certificate of insurance can be found displayed on the notice board in the centre.

### **Inspection**

Inspections of Furzehill Childcare Centre take place by Ofsted – usually within a six year cycle. Copies of all inspection reports are available to parents and visitors of the centre on request. Alternatively you can find inspection reports on [www.ofsted.gov.uk/reports](http://www.ofsted.gov.uk/reports)

### **Support and Advice**

We receive support and advice from the Early Years Advisory Team, the Early Years SEN Team, Health visitors and Speech and Language Therapists.

### **Organisation Status**

Furzehill Childcare Centre is a privately owned business. We do however maintain a close link with the attached primary school where the setting is based and other local schools; you will find more details of our partnership approach to working together later in the pack.

## 7. ACCESS TO PLACES AND ADMISSIONS

- Allocation of a place will only be limited or refused if resources or places dictate or if a parent owes money to the centre
- Publicity material will be available to all sections of the community
- All publicity material, resources will include positive images of all children and their families
- The company will be sensitive to the communication needs of all individuals and aim to meet them
- Every effort will be made to select equipment and arrange room layout to be accessible and will aim not to restrict the participation of anyone in the activities of the group
- The ability of individuals to participate in the activities of the group should not be restricted because of their needs and consideration will be given to meeting their needs

### Admissions

Information about the services we offer will be advertised as widely within the community to ensure as far as possible that all parents/carers have access to the information.

Wherever possible every attempt will be made to have the information translated into other languages for the benefit of those whose first language is not English. The centre has an open door policy welcoming visitors at all times. Visitors who turn up unannounced will be asked for ID.

- Any parent wishing to place their child in our childcare centre will be given the relevant available information and a registration form.
- No child will be refused a place if places are available. In circumstances where a parent has **fallen behind with payment of fees, places** (unless government funded) will be **suspended at the discretion of the manager**
- Children's names will be placed on a waiting list and the parent/carer contacted when a place becomes available.
- Places will be allocated on a first come basis. The company recognises the importance of indirect discrimination and will therefore make provision by allocating places for children who have special or additional needs, whose family is in crisis or who have siblings attending the primary school. All children will be treated as individuals and each application treated with equal concern and respect. Individual circumstances will be taken into account.
- The setting will also be respectful, when allocating places, of cultural needs and traditions that may affect a child accepting a place being offered.

Parents who wish to increase the number of sessions their child attends when they are due their government funding for three and four year olds will be given priority over and above the children on the waiting list.

## 8. INCLUSION AND SPECIAL NEEDS

Furzehill Childcare Centre welcomes children with special and/or additional needs, and acknowledges that all children have the right to dignity, respect, care and a curriculum that fosters their individual needs.

The company works in line with the SEND Code of Practice, a copy of which is held in the centre and is available on request.

The company aims to work in partnership with parents/carer's and outside agencies to ensure that a holistic approach and individual learning plan can be written to suit the needs of any child who has been identified as having a special or additional need. Outside agencies and professionals are welcomed into the centre's at anytime and to discuss the needs of the child.

Furzehill Childcare Centre has a named SENCO and Early Communication Lead who will ensure that IDP's are written, the SEND Code of Practice followed and meetings are held

and action plans implemented. Parents/carer's will be made aware of any concerns the staff may have about the children's development and progress and will ensure effective communication methods are established.

Unless restricted by physical restraints the layout of the centre will be as such that it is accessible to all children. Additional resources will be provided wherever possible. Planning will give a clear framework that is flexible to meet the needs of each child. Observation and assessment will be used to inform future planning. NO child will be refused entry because of their special need, disability or additional needs however we may at times have to make the decision that as a setting we are not able to provide for or meet the required needs of the individual child.

Staff will receive regular training and additional training when available and considered necessary for the benefit of the child/children.

**The named SENCO (Special educational needs coordinator) and EC lead (Early communication) for the setting are:**

Catherine Davis (SENCO)

Sharon Ineson (EC Lead)



## 9. CONCERNS AND COMPLAINTS

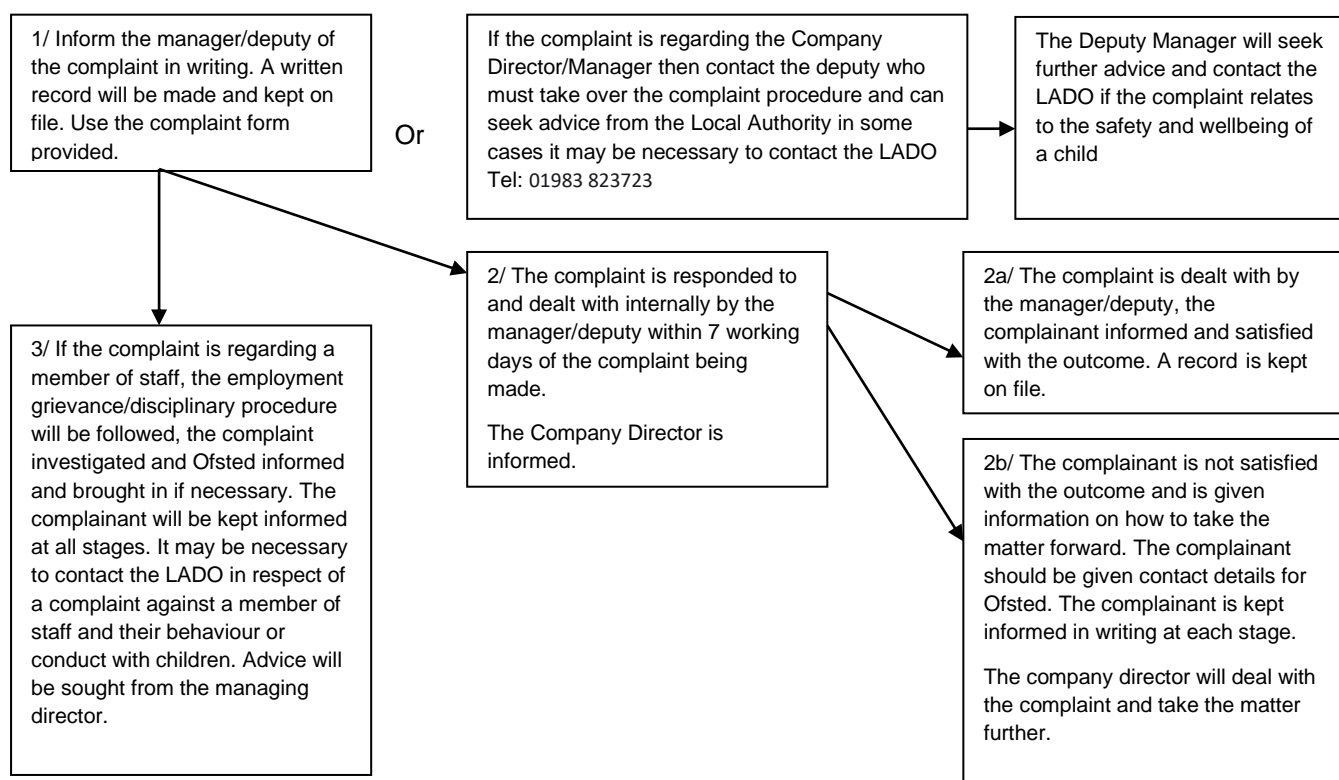
Any complaint made by a parent, visitor, staff member, volunteer or child will be taken seriously and dealt with promptly by the manager. If the complaint is against the manager the deputy will become the named person to implement the complaints procedure.

Complaints will be acted upon in accordance with the complaints procedures, irrespective of gender, race, religion, sexuality or disability of the complainant. It will be regarded as a disciplinary matter for any employees or volunteer to indulge in discriminatory behaviour or harassment when dealing with a complaint.

### Concerns

If there is a concern about a child or anything relating to any centre activities which jeopardises the safety and wellbeing of a child or a member of staff, the complainant will be advised to speak to the manager or deputy in the first instance. They will discuss the concern, record details and agree action to be taken or agree a solution to the problem. If the concern cannot be dealt with in this way the manager /deputy will initiate the following procedure.

### Complaints Procedure



**All complaints must be logged and outcomes recorded on the relevant forms. Ofsted will be informed of any complaint that is relating to a significant event or complaint about the conduct and suitability of a member of staff.**

**LADO – Local Authority Designated Offer. Information about the LADO is on display for parents in the setting and contact details.**

## **10. ADMINISTRATION OF MEDICATION**

Where the organisation has responsibility for the care of the child in the parent's absence the following procedures will apply:

- A completed consent form giving dosages, name of medicine, administration details, time of last administration, signature of parent/carer, date consent given.
- All medicines must be handed to a member of staff and put in a locked cupboard clearly named.
- Any medication given must be clearly logged.
- If medicine is required to be kept in the fridge a stair gate must be in place on the kitchen preventing children gaining access to the fridge and medication.

Where regular medication has to be given the above procedure will apply. If an inhaler is to be given regularly then it is advisable that one can be left at the setting, parents should be asked to speak to their doctor and ask for a spare one. This **MUST** then be labelled and kept in the locked cupboard. The procedure for recording information must be applied.

If a child requires medication for epilepsy, ADD, ADHD, diabetes etc then it will be necessary to ensure staff receive appropriate training in the administration of such medication. This will be arranged in partnership with the parent/carer and the relevant health professional.

Staff bringing any form of medication into the building **MUST** ensure that it is placed out of reach of the children, preferably in a locked cupboard, this includes all forms of tablets and liquid medication.

When the parent /carer has responsibility for the child on the organisation's premises the following procedures will apply:

- Parents are requested not to have medication in their bags which are accessible to children
- Parents will be responsible for the administration of medication to their children

## **11. VISIBLE SIGNS OF INJURY**

We are required by Ofsted and in line with our safeguarding procedures to record all signs of visible injuries that we see on a child.

Any visible injuries noted, informed about or seen by a member of staff will be recorded on the relevant form. Parents will be notified that the entry has been made and asked to sign the form to confirm that they have been spoken to by a member of staff.

Factual information will be recorded promptly and the member of staff completing the form will sign and date the entry being made.

Where there is a significant concern around the injury seen, the member of staff will seek advice from the designated safeguarding lead as to whether safeguarding procedures should be implemented.

## **12. ICT and DIGITAL IMAGES POLICY**

All networks, computers and digital photography equipment are the property of Furzehill Childcare Centre and are only to be used as part of staff's professional role unless specific permission has been granted by the manager. No software or hardware will be installed on any computer unless specific permission has been granted by the manager. Passwords and

logins will not be disclosed to anyone other than where appropriate or with the permission of the director/manager

No personal computers, mobile phones and digital photography equipment will be used on site or when accompanying children on outings unless specific permission has been granted by the manager. This includes mobile phones, which may only be used during staff's lunch break if no children are present. If a member of staff is the emergency contact number when accompanying children on an outing they will only use their phone for their professional role or have the use of the settings mobile phone.

Reasonable precautions will be taken to secure data or any equipment taken off sight. Guidance will be sought from the manager with regards to safeguarding and security of any media/IT equipment. Any incidents relating to this will be reported immediately to the Company Director/Manager Lucy Coleman. Deliberate acts which result in a breach of this policy will be considered an act of gross misconduct and as such will instigate the start of a disciplinary procedure.

Electronic communications must be compatible with staff's professional role and must be written clearly to avoid misinterpretation. The Director/Manager reserves the right to monitor the use of all Furzehill Childcare Centre networks, computers and digital photography equipment. If there is cause to believe that unauthorised use is taking place or if the system is being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound the disciplinary procedure will be instigated immediately. Any incidents for concern must be reported to the designated person for safeguarding immediately.

Please also refer to the data protection policy and data protection statement.

ICT equipment is not permitted to be taken off site by a member of staff i.e. IPADS other than when authorisation has been given i.e. to take photo's on a trip off-site.

### **13. USE OF MOBILE PHONES**

In line with safeguarding policy and procedures parents, staff, volunteers, students and visitors to the centre will not be permitted to use their mobile phones when children and young people are present.

The use of mobile phones to take photos or video footage is **NOT PERMITTED** at any time. The use of personal mobile phones by staff, volunteers and students is **NOT PERMITTED** at any time during working hours. Anyone using their personal mobile phone during work time will be subject to disciplinary procedures being applied.

Taking of photos and /or video footage on personal phones is considered an act of gross misconduct and a dismissible offence.

The use of mobile phones whilst driving is illegal; any employee found or reported to have been seen during work hours carry out such activity will be dismissed as a result of gross misconduct. Any employee seen using their mobile phone whilst driving during out of work hours wearing the organisation's uniform will be subject to disciplinary action being taken.

Parents are requested not to use their mobile phones whilst on the premises, anyone seen using their phone will be asked to leave.

## **14. LOST CHILD/ CHILD UNCOLLECTED**

### **Emergency procedures**

#### **In the event of a child who has not been collected at the end of a session the following action will be taken:**

1. We will phone the parent/carer at home or work to investigate why they have not been collected
2. If we are unable to contact the parent/carer we will contact someone from the emergency contact numbers on the registration form
3. If we are not able to contact anybody and after a reasonable amount of time has lapsed (to allow for i.e. parents stuck in traffic) the manager will be contacted- or in her absence the deputy who will decide further action, and if necessary, contact the police.

#### **In the event of a child being lost:**

1. All staff and adults present will be alerted to the situation and ask the children themselves if they have seen the child who is missing
2. The children will be grouped together under the supervision of at least two members of staff (in the event that only two members are present one member of staff will remain with the children)
3. Another member of staff or two if numbers allow will immediately search the premises and the surrounding area, and alert the attached school to the situation
4. Contact the parent/carer immediately
5. If the child still cannot be found we will contact the police
6. We will follow any instructions as given by the police
7. We will ensure that the incident is recorded in the incident book and a review of procedures MUST follow immediately to discover why the situation arose
8. We will inform OFSTED of the incident and outcome, an investigation may follow, advice and support should be sought from OFSTED and the Early Years Advisory Team

## 15. PARENTAL/STUDENT/VOLUNTEER INVOLVEMENT

Parental, student and volunteer involvement and participation at the centre is welcomed and valued. We welcome parents/volunteers' students into the centre and anyone wishing to give their time and expertise will be warmly welcomed. Appropriate procedures will be applied to ensure continuity of care and safeguarding of the children.

Anyone who wishes to become a parent helper, volunteer/student will be interviewed to ensure that they are considered a 'fit person' as defined by the DFE guidelines. They will also be asked to complete a DBS check form and references taken. All volunteers will be given a health and safety induction and receive copies of the centre's policies and procedures.

The following guidance will be applied to all volunteers, parents and students working at the centre

No parent, student or volunteer will be allowed to

- escort children to the toilet alone
- provide intimate care to a child – i.e. change a nappy
- deal with accidents or incidents
- be allowed outside alone with the children
- set up equipment unless it is to be checked by a member of staff
- open the door to visitors
- administer medication
- be left alone with a child

The exception to these rules will be

- if a parent/volunteer/student has been at the centre for a considerable period of time whereby the manager is able to make an informed judgment on their capabilities and they have been assessed as a suitable person
- if a parent/volunteer/student has been with the setting for a considerable period of time and is embarking on a childcare qualification and only then will they be allowed to carry out some tasks with close supervision
- if a parent/volunteer has become a student with a training provider and they are required to carry out certain tasks to gain experience again this will only be under supervision

All parents/volunteers/students will be expected to follow and implement the settings policies and procedures and they will sign to agree that they commit to this.

### **Parental involvement in their child's development and learning**

We aim to ensure that parents are always involved and party to the planning for their child's development and progress. Parents are consulted at all times on the care of their child, information sharing is considered a two-way process to ensure the child receives the best care and education our setting can provide.

We recognise that it is vital for the development, progress and happiness of the child that parents and our childcare staff present in a consistent and cohesive manner to the child, and to ensure that wherever possible a 'home from home' environment is created. Parents are invited to come in at any time and ask for a time to meet with the child's family worker. Parent/carer meetings are offered each term and we will do our best to accommodate a time that suits working parents.

## **16. HEALTHY EATING**

Furzehill Childcare Centre recognises the importance of a healthy lifestyle and diet and understands that establishing a balanced diet in childhood helps establish healthy eating habits for life. In order for us all to meet our full potential we need to be healthy and fit-physically, mentally and socially. This policy states the ways in which our organisation supports children, young people and parents to develop the skills and attitudes that will help them make informed healthy choices. We recognise that it is important for everyone working for our organisation and outside agencies working within our centres to use consistent messages around healthy eating. Therefore our message is:

*Healthy eating does not mean **NO** treats but it does mean having them at appropriate times and not too often. We aim to develop and promote a 20:80 balance.*

### **Our Aim**

We aim to encourage everyone to develop positive attitudes to becoming healthy, happy members of the community by:

- Making the provision and consumption of food an enjoyable and safe experience.
- Improving the health of children, young people, staff and their families by helping to influence their eating habits through increasing their knowledge and awareness of food issues.
- Providing a consistent programme of cross-curricular nutrition education.
- Only providing snacks that are nutritious and healthy.
- Encouraging enjoyment of exercise and fresh air.
- Teaching and learning about healthy foods, keeping safe, respecting others, their faiths and cultures.

### **Our Objectives**

- To work towards ensuring that this policy is both accepted and embraced by professionals, staff, children, young people and parents and the wider community.
- To integrate these aims into all aspects of nursery life, in particular food provision within the centre's, the curriculum and social activities.

## **Provision of food and drink**

### **Snack Time**

Milk and or water are provided for every child. A specific time is set aside for this and those who do not have milk, at their parent's request, have water instead. Snack is provided -this snack is either a piece of fruit, vegetable or other healthy snack for parents who are fee paying or who have picked the flexibility option on their contract. Parents who take up the 'FREE' 15 hour offer will be asked to provide a healthy snack for their child to eat at snack time.

### **Packed Lunches**

Parents who choose to send their children with a packed lunch are encouraged to support the organisation's healthy eating policy by providing a healthy, balanced packed lunch. Ideas and suggestions for this are made during the introductory parents meeting and children's lunches are monitored on an on-going basis. The staff, students and volunteers work together to create a happy, sociable dining environment to encourage the development of good table manners.

## **Out of School Clubs**

All children who attend breakfast/afterschool/holiday club for the whole session sit down to share a healthy breakfast/snack for example cereal, cheese and biscuits, fruit or toast. Wherever possible the children are involved in the preparation of these snacks. In the holidays children are welcome to bring in extra snacks in their lunch box.

## **Curriculum, Teaching and Learning**

Children are given the opportunity to use all their senses as appropriate to explore different foods as part of planned activities. Whenever possible children are encouraged to prepare and taste traditional foods from other cultures for example through the celebration of different festivals.

## **Children with Special Education Needs/ Allergies**

All staff are made aware of any medical/allergic conditions of individual children through staff meetings, discussion and clearly displayed notices in the centres. Information relating to individual dietary needs is discussed with all parents before their child's admission to setting.

Where there is a known nut allergy, the setting will adopt a NO NUTS policy in the setting.

## **Food Hygiene**

Children are always reminded about the importance of hand washing before eating or handling food.

Whenever children work with food in the setting they are helped to follow good practice hygiene routines including; wearing a food preparation apron, using clean equipment, always washing hands before and after working with the food, using an individual spoon etc. when tasting food.

## **17. OUTDOOR PLAY**

Furzehill Childcare Centre recognises the value and importance of children being able to play outdoors and strongly promotes the use of the outside area **all year round in all weather conditions.**

Autumn and winter represent six months of a child's developmental year, to deny them the use of the outside space and play area would be denying them the opportunity to continue to progress.

Children need space to develop physically, socially and intellectually and emotionally, they need to be able to experience different climates and explore what sun, snow, rain and wind feel like.

We therefore enable the children to have access to the outside area all year round. **Children do not catch colds from being outside.**

If a parent feels that their child should not be outside as they are unwell then the manager will discuss with the parent whether the child is well enough to be at nursery. No child will be prevented from accessing outside whilst they are at nursery.

Parents are asked to ensure that they send their child with appropriate **NAMED** clothing to suit the weather i.e. hats, scarves, gloves and a warm coat.



Children will be given access to play outside at all times, the only exceptions will be

- adverse weather conditions where severe weather conditions are being or likely to be experienced
- if circumstances do not allow the deployment of staff in a manner which protects the children from harm e.g. if all staff are required inside due to a serious accident and where by all staff are needed to respond to the emergency

In order to ensure that children have access to and the right to experience play opportunities both inside and out staff will;

- Encourage and support children in their play but never force a child to play outside against their will.
- Ensure that outside play provides opportunities for children to access learning across all areas of the EYFS.
- Ensure that equal consideration will be given to planning for the outside area.
- Maximise the use of the additional facilities the sites we operate on have to offer for exploring outdoor areas such as the field and playground, local parks and community spaces.
- Never allow a child to be left unsupervised outside.

### **Hot days and sunny weather**

The following procedures are implemented during periods of hot weather to ensure the safety of children when they are outside:

- Parents/carers will be requested to supply a **NAMED** hat for their children during hot and sunny weather.
- The setting will supply sun cream for all children and will reapply this during the day if the children attend for longer than a morning or afternoon session.
- We ask that parents apply sun cream to their child before bringing them in to nursery.
- A consent form must be signed giving permission for staff to apply the cream.
- Staff applying the cream will ensure they wash/clean their hands in between applying sun cream to each child to prevent cross-contamination.
- If a parent chooses to provide their own sun cream, all creams will be labelled and kept in a locked cupboard. Application will be made as often as is required.
- During hot weather children will not be allowed to play in the direct sunshine for long periods of time.
- Wherever possible activities outside will be positioned in the shaded areas and additional shade by way of umbrellas will be provided in areas where there is no shade.
- Hats will be worn at all times when outside in hot and sunny weather. Nursery hats will be provided for those children who do not have one with them; these will be washed regularly to ensure they are free of germs.
- Additional drinks will be made available to the children throughout the day in very hot weather to prevent dehydration.
- Use of surrounding outdoor areas i.e. the school field will be avoided during the hottest part of the day as there is limited, if no shade at all.

## **18. TOILETING AND NAPPY CHANGING**

Individual care plans will ensure that the individual needs of children are met. Children are encouraged to develop independence in going to the toilet when they are ready. Staff will monitor the toilets throughout the day and those children requiring one to one help will be assisted.

Nappy changing facilities and potties are available and regular nappy checks are made. Nappies should be supplied by the parent/carer as should baby wipes and any cream. The



child's family worker will work with the parent/carer when a child is ready to be toilet trained and a programme to suit the individual child will be worked out.

At no time will a child be pressured into using the toilet or taken out of nappies before it is considered the right time for that child.

Family workers will work with parents in partnership to enable a child to become independent in using a toilet, it is preferable that toilet training is done by the time the child is three.

Spare clothes should be brought into nursery and kept in the bag and placed on the shelves provided. Accidents do happen and it is more comforting for the child if they can be changed into their own clothes. Soiled or wet clothes will be washed out and placed in a bag and put on the child's peg.

## **19. HEAD INJURIES**

If your child has a head injury or an accident which involves injury to the head whilst they are at the setting staff will take the following action:

- The appointed first aider will determine after discussion with the practitioner how significant the head injury is.
- The appointed first aider will advise the practitioner as to what first aid should be given and if a phone call to the parent is required.
- The appointed first aider will instruct the named practitioner who will monitor the child to add them to the laminated head injury monitoring sheet.
- The named practitioner who will monitor the child will report back to the appointed first aider after each check to discuss as to:
  - whether to continue to monitor the child
  - call the parent/carer
  - seek emergency help
  - complete a head injury form/incident form

The child **MUST** be monitored every twenty minutes in the first hour after the accident. If there are no signs of concussion or concern then remove them from the monitoring sheet. Continue to monitor the child throughout the rest of the day.

If the head injury is significant the parent will be called immediately and advised to seek medical help or emergency services called and the parent informed.

## **20. BEHAVIOUR MANAGEMENT**

Furzehill Childcare Centre recognises that children need support and encouragement to help them learn to respect themselves and each other, express their emotions through play and discussion and provide their own solutions when in conflict situations.

Staff, students and volunteers use the principles of circle time and praise to assist in promoting children's emotional well being and social development. We employ strategies that are effective in supporting children's behaviour and understand the importance of adopting different strategies to support children's individual needs.

### **Procedure**

We encourage acceptable behaviour through positive reinforcement and by being positive role models to children. We use positive language, discussion and circle time to manage children's behaviour. Children are encouraged to provide solutions to conflict situations through discussion with their peers and support from the staff.

Should a child show behaviour that is unacceptable, for example being unkind to others, being disruptive to the group, or causing physical injury to others, the staff team will use behaviour management strategies that are appropriate to the child's development and needs, these strategies include:

- With the child, a member of staff identifies and explains why the behaviour is unacceptable and what the consequences are of their words or actions.
- When a child shows unacceptable behaviour, staff explain or discuss with the child what it is the child should be doing.
- The child is given two opportunities to correct the behaviour. Should the behaviour remain the same the child is removed from the situation until the child feels he/she is ready to play or join in with the group appropriately. Staff will support the child to come into the group when they are ready.
- Some attention seeking behaviours are ignored, provided the safety of the child and that of others is not at risk, praise is given to positive behaviours.
- Distraction can be used when unacceptable behaviour is shown.
- For some children it is necessary to make written observations of the child's behaviour, that will be documented on the observation sheets to establish what triggers the behaviour so that strategies can be employed to avoid the behaviour.

Staff will use observations to monitor children's behaviour and identify any concerns.

### **Working with parents**

Parents will be informed of any behaviour incidents and staff will explore with the parent the reason for the behaviour and how the behaviour will be managed in the future. This will assist the parent and the staff team to maintain a consistent approach to managing the behaviour.

### **Individual Plan**

In the event that a child shows behaviour difficulties that do not improve using behaviour management strategies that are already employed at the nursery, staff will devise an Individual Plan with the parent.

If the child's behavioural difficulties do not show any improvement and/or interfere with the child's learning or that of the group, despite the staff providing an individual plan, with the parent's permission, it may be necessary to seek further guidance through a referral to outside agencies.

In the event that the parent refuses permission for the centre to seek support from outside agencies or should the child's behaviour be a risk to others, the nursery reserves the right to terminate the child's place at the nursery.

### **Physical intervention**

Physical intervention should only be used in exceptional circumstances, where it is necessary in order to prevent a child from injuring themselves or others or causing serious damage to property or other situations that is regarded as exceptional circumstances. In the event that a member of staff is required to use physical intervention, an accurate record of the incident must be documented and shared with the parent at the end of the session, both the staff member and parent MUST sign the incident form. Staff do not use physical punishment or threaten to use this punishment.

## **Responsibilities**

Key workers are responsible for working in partnership with parents and, where necessary, any other professional to manage children's behaviour in accordance with this procedure. Key workers are the first point of contact for parents and, when appropriate, maintain individual action plans with the parent and setting SENCO.

The setting has an appointed SENCO to liaise with parents, staff and other professionals to ensure children's behaviour is managed effectively so that they are making progress in their development to their full potential.

*If you require any further information or have any questions please do not hesitate to speak to a member of staff. Full copies of all our policies and procedures are available on request.*

September 2022