



Funding

Funding is based on 38 weeks of the year during September to August (Term Time only or All Year round – known as “stretched”). This is broken down into 15 universal hours and 15 additional hours (“30 hours” is the 2 allowances combined).

The funding covers the hourly cost ONLY. Any extra hours (over and above the funded) that the child attends and additional costs for activities/outings etc, are to be paid in addition by the parent/carer as per our regular session fees and charges.

We offer 3 fully funded places per week (either 2/3/4 year old). A fully funded space for 1 child consists of 15 hours of universal government funding. These can be taken during PM sessions only up to a maximum of 3x 5hr pm sessions per child per week. We reserve these spaces for families 'in need' and require those children's circumstances to meet our "level of need threshold". This requires them to be in receipt of EYPP (Early Years Pupil Premium). We would require documentation to support this. These 'Fully Funded' spaces are allocated on a first come first serve basis.

If funding is “stretched” this equates to a maximum of 10hrs of funding per week stretched across the full year (2x 5hr PM sessions per week)

Further funded hours (e.g. where eligible for 30hrs 3-4year old funding or where funding hours are to be taken during our AM sessions) can be accessed during the week where a further charges ("Enrichment Fees") will be applied to cover additional consumables/services.

The local Authority stipulates that there are a number of unfunded days during each academic year. If the setting is open and if the dates fall on your child’s set days, you will be given the choice of your child not attending or paying for the days care separately.

In order to access ANY funding, you must complete a Parent Declaration Form and make your child’s ORIGINAL birth certificate available for us to view. To comply with GDPR, we must keep any parent declaration forms for 6 years, you must also provide us with a valid code provided by your government account when you apply for the funding. It is your responsibility to ensure the code is kept up to date otherwise funding payments will cease/and you will be liable for any unpaid fees in full. For 2 Year old Funding we will require proof of the family being awarded this funding by way of letter from the local authority.

Parents must pay for additional hours in the week at the usual session rate fees.

Some special activities/outings will require a further parental contribution.

Enrichment fees

In order to allow us to offer Government Funded spaces, the enrichment fees are essential for us to provide a fair and inclusive setting for all who attend. They contribute towards activities, resources and outings for the entire setting - not just an individual child – that enable us to provide a service that goes above and beyond the expectations of the EYFS. This list is not exhaustive and may include things such as; subscriptions that benefit the setting and families who attend, like the online communication system (currently Family), twinkle, consumable resources, over-staffing, birthday and other celebration treats for the children, onsite outings – in particular the use of the Churchfields Farm Park facilities, fuel/travel costs for offsite outings, educational visits from outside agencies and services, cooking, 1-2-1 activities etc.



Enrichment Fees		
	Means-Tested Funding (Local Authority 2-year-old funding only)	Working Families (Government 15 and 30 hours, 2/3/4-year-old & 9 months +)
Full Day	£20.90	£25.30
AM Session	£13.20	£16.50
PM Session	£12.50	£15.50

When you access our funded spaces, you are agreeing that you will comply with all of the above, more important info can be found using the following links:

apply for 30 hours at www.gov.uk/apply-30-hours-free-tax-free-childcare Apply for 2 year old funding at www.worcestershire.gov.uk/freechildcare

For information on eligibility and applications contact the Family Information Service sworcsfis@actionforchildren.org.uk

Childcare vouchers accepted Tax Free Childcare - apply at www.childcarechoices.gov.uk

Early Years Pupil Premium Additional funding available for low income families meeting certain criteria – see www.early-education.org.uk



Accidents and Incidents

The safety of your child is paramount and every measure will be taken to ensure they are protected from hurting themselves. However, accidents do happen and the following information details how the incident will be dealt with:

Your child will be comforted and reassured.

The extent of your child's injuries will be ascertained and if necessary medical assistance will be called for and we will perform any first aid that we have been trained to do if the injury requires it.

If the injury is serious, we will contact the child's parent/carer immediately and advise any first-aid treatment given.

If necessary we will ask you to collect your child from the setting or to meet us at the hospital.

All other children within our care who were not involved in the accident / incident will be kept safe at all times, if necessary we will instigate our emergency procedures for children who are not injured, ie: evacuation process.

After every accident, however minor we will:

Complete a report on our Family platform, this will include full details of the accident / incident. You will be able to view the accident / incident details by connecting to the system from any location, you will also be able to view the report when you arrive at the setting, in addition you will be able to acknowledge the report online on the Family platform.

If the incident requires any hospital treatment we will:

Inform Ofsted (under Standard 3.51 of the EYFS, Inform Ofsted about any significant events)

Inform my Insurance Company.

Contact our Professional Association Representative (e.g PACEY or similar organisation) / local authority for additional advice/support.

It is important that you keep us informed regarding your child's condition following an accident and if you have sought additional medical advice or care.

Existing Injuries: Please be aware that you **can not currently** add accidents/existing injuries to the Family platform, so please message management directly (either Bianca, Dominique or Jackie) if your child has an accident outside of the setting that you think we should know about (such as a head injury) OR if it leaves a significant mark/bruise. Please use the description/title "existing injury".

COVID-19 Considerations and Amendments: We may not be able to enter the hospital with your child due to restrictions, but we will remain with your child for as long as we are permitted to do so. If this occurs, we will notify you as soon as we handover responsibility to the medical staff.

At all times Safeguarding overrides any COVID-19 guidelines and therefore we will follow our first aid training procedures fully in the event of a child needing it, including mouth to mouth etc.



Admissions Policy

Please also see our Equal Opportunities & Inclusion and Funding policies and New Starter info pack (regarding fees).

This policy ensures we have a fair and consistent process for allocating places. All children and families are valued and must have an opportunity to access high quality early care and education based on equality and impartiality. Families have a right to an admissions procedure that is clear, accessible, and free from discrimination. This policy covers how to enquire for a place, show round procedures, applying for and securing a place and how place allocation, a waiting list, and deposits or other fees apply. We ensure transparency on the use of funding, prioritisation of places and the operation of a waiting list. We are registered to care for 28 children per day, between the ages of 2-5 years of age. (This is subject to Ratio requirements of 1:3 for under 2s, 1:5 for under 2 Year olds and 1:8 for 3-5 year olds*).

*1:13 with QTS

You can enquire about securing a space by emailing us. We will offer you to attend either an Open Day Event or alternatively an opportunity to come in at a mutually convenient time to show you around the setting. We offer a 2 hour settling in session to aid your child's transition into our setting. They will be allocated a group/room and where possible settling in sessions will be arranged in their designated group/room. The settling in session is free of charge and can be taken at a mutually conveniently agreed time. We offer further settling in sessions for children we feel need them. The additional hours are charged at our "emergency hourly rate" (detailed in our fees section of our New Starter info pack).

Our normal opening hours are 8am-6pm Monday to Friday with an opportunity to access an early start of 7.30am for an additional fee (please see the fees section of our New Starter Info Pack for more details). We offer our spaces on a first come first serve basis, with priority given to siblings, children who qualify for EYPP (Early Years Pupil Premium) and looked after children. Those with SEND are considered based on how the setting can meet their needs (and those of others in the setting) at those particular times. Please also see our Funding Policy.

We will only secure your place upon receipt of a non refundable deposit (the value of which will be deducted from your first invoice/returned to you once your child attends if no fees apply). Some deposits may be higher depending on your requirements e.g staggered start.

If we are at full capacity, we will operate a waiting list which will allocate availability as spaces that meet your requirements become available, taking into account whether you meet any of our priority places (EYPP, Looked after children, Siblings). If you need to withdraw your child from the setting or change your days/hours of care due to a change of circumstances, we require you to adhere to our 6 week notice period, and provide the notice in writing. Email is an acceptable method for providing written notice.

Alcohol and Drugs

To ensure that our staff are alert to any dangers and able to protect your child, they must not be under the influence of alcohol or any form of drugs (including some prescription medication that would impact on our ability to function). If a staff member is prescribed medication, other than routine antibiotics, they are under obligation to disclose this to us. We will then seek advice from a GP and make an informed decision as to whether the staff member can continue to care for your child whilst taking the prescribed medication. Any medications we do need to take will be kept in locked cabinets out of reach of the children at all times.



Staff will not drink any alcohol during working hours or immediately before.

We cannot allow a child to go into a car if we suspect the driver is under the influence of either drugs or alcohol. We ask that you arranged for another responsible adult to collect your child if you are unable to do so yourself. Please contact us in this situation, providing us and the person to collect with a suitable password for Safeguarding reasons. If we suspect the person who is collecting is under the influence, we will make a judgement call at pick up time. We will invite them in and we can wait for a responsible adult to take the child home. We will be happy to try your child's emergency contacts in the first instance.

We have no legal right to withhold a child but have a responsibility and duty of care to report to the Police immediately if we believe a child is at risk of immediate harm. Please understand the child's safety is paramount to us and we may seek advice on this situation should it be a regular matter or if we are at all worried.

Children we are mindful that drug/alcohol/smoking misuse is not limited to adults only.

Allegations of Abuse against Staff

Please see our separate "Safeguarding and Child Protection" Policy.

Behaviour

This policy has been created with consideration of the following national guidance: Regulations and National Minimum Standards for Regulated Childcare for children up to the age of 12 years, including Regulation 23: Behaviour management, discipline and restraint, NMS Standard 9: The behaviour of children is managed in a way that respects their rights and promotes their welfare development.

Our staff draw on a wealth of experience and training when it comes to managing behaviour. The many years of working with (and having our own) children have taught us Promoting POSITIVE behaviour is very important and it is key the focus remains on the good, not the bad. We do this by:

Giving lots of praise for good behaviour.

Giving the children individual attention so they feel valued.

Setting a good example, being a good role model and supporting their learning to eventually be able to independently resolve conflict through negotiation and discussion.

Listening to what the children have to say.

Rewarding good behaviour/positive choices (choosing next activity, giving extra responsibility etc).

Using a positive behaviour chart (no "going down the board" – only up).

Tuning into their interests and giving children rewards that they enjoy (such as stickers/badges for making good choices, sharing etc.)

We want to promote the welfare, development and rights of all the children in our setting through instilling values of respect and care for others. We help the children understand our boundaries by encouraging them to get involved in identifying good practice, listening to the child's voice in suggesting, reviewing and changing our rules if we all agree it is necessary. Our rules are realistic and



we are consistent in the enforcing of them. We do not give out confusing signals, we are firm but fair and we re-direct their play with positive language and instructions. We recognise of the different reasons why children misbehave and will endeavour to keep to routines so that your child feels safe and is not over tired or hungry. We encourage parents/carers to keep us informed of significant events/changes in routines/home circumstances or changes in behaviour at home so we can support each child and their family unit.

However all children will behave in an unacceptable manner at some point. It is part of and crucial to, their understanding and development. We have developed several different strategies on how to deal with a child misbehaving and use different ones depending on the age/stage of ability of the child and the situation:

Distraction. Redirect the child from the situation/engage them in an alternative activity.

Ignore. Depending on the situation we may ignore the bad behaviour as we feel it is being done to get a reaction.

Discuss with Child. If the child is able to understand, we will discuss their behaviour and try and get them to appreciate the consequences of their actions on others. It's important to explain different perspectives and most importantly understand why they can not do something. We clarify them that it is their behaviour that we do not like, not them as a person. Discuss strategies for resolving conflict through using kind words and negotiation and to take responsibility for their behaviour (perhaps by saying sorry).

For children who's communication/level of understanding does not allow for the above, we use tone of voice, facial expression and simple phrases to help them understand the behaviour is unacceptable (e.g hurting another child).

Proximity Praise. We make a point of talking about how well the other children are behaving to take the attention away from the child making the wrong choices, in the hope that they decide to also behave well.

Thinking Time. In some instances, it is necessary to remove a child from the activity and sit them quietly for a few minutes. Giving them time to reflect on their actions, take responsibility and think about what they could do differently (if age/ability appropriate) or simply just time to relax and calm down.

We will never smack, shake or hurt your child (physically or threaten). We will not humiliate your child. Physical intervention will not be used unless absolutely necessary to prevent harm, (see separate "Safeguarding and child protection policy"), and if it is, an incident report will be completed.

Bullying is actively discouraged, and all children involved are supported and educated on the consequences in an age/ability appropriate manner. We encourage children to be confident in talking about their concerns, using kind hands and kind words and respect to all our peers, regardless of their differences. We recognise the need for sensitivity and confidentiality with these matters.

If a child misbehaves we will let you know by discreetly telling you at collection. Some children can become upset if the incident is retold in front of them so discretion is key. We will also inform you of



how the matter was dealt with. In most cases the matter will not require any further action, punishing a child hours after an incident achieves nothing but confusion and upset. We will work in partnership with parents or carers to deliver consistent messages both in the setting and at home.

Biting Policy

Children bite for all sorts of reasons. This can often be after children have settled into a new group, and are feeling more confident but biting usually starts to occur after children are 1 years old, and reduces significantly as speech and language develop (by aged 2). When biting episodes do present, unfortunately, there is no magic cure and there is no-one to blame. Biting is a common experience in all early childhood provision and can impact the children, parents/carers and staff. Research tell us that it is a normal stage of development. We know that it frequently occurs in early childhood settings because of the age of the children and the additional demands placed on them by group care. No early childhood environment is immune and it occurs even with experienced, talented and dedicated practitioners and a high quality curriculum and development framework. Toddlers use biting to explore and learn, communicate with others, get control of their world and release tension.

Although biting may be part of normal development, it is not regarded as acceptable behaviour.

The setting take every instance of biting seriously. We have strategies to deal with biting and take the following action. We:

anticipate and intervene where possible by observing and analysing the play environment

We do not punish biting behaviour

We let the child know that biting is unacceptable; with a firm voice and eye contact we remind children "no biting!"

We sometimes move the child who has bitten away from the immediate area that the biting took place, when this is appropriate

We give comfort and give lots of attention to the bitten child

We teach alternatives to biting by talking about 'good' and 'bad' biting with the child, and teach other children how to protect themselves from being bitten.

We keep a log and record of all incidents of biting

When we have episodes of biting, it can be very stressful for everyone. We will do everything possible to ensure the safety of your child. Parents are always welcome to discuss biting with your child's key worker, team leader or the nursery manager.

Our policy is for one staff member to immediately comfort the child who has been bitten, and if required apply an ice pack to manage any bruising or swelling, and another staff member reminding the child who has bitten in a stern, but supportive voice "No Biting! We don't bite our friends at nursery! Teeth are for eating with".

Sometimes children who have bitten may need just as much support and comforting as the child who was bitten. Where we see a pattern of the same child biting, then we start to keep observational records, and try to identify any triggers, we will discuss any situations with parents whenever they occur. This will usually be managed by the team leader and/or the child's key worker.



Human bites resulting in puncture or breaking of the skin are potential sources of exposure to blood borne infections. Animal bites can also transmit infection. We therefore advise you to seek medical advice following a bite of any kind (**we advise this for both the person who has done the biting and the person who has been bitten**). If a bite has punctured the skin then there can be a risk of infection from bacteria, such as Staphylococcus aureus and viruses such as hepatitis B, hepatitis C and HIV. To reduce the risk of infection, treatment may be needed for the biter and recipient such as antibiotics or tetanus immunisations. There is a risk of a blood borne virus, such as hepatitis B or HIV, being transmitted if the skin is broken and the risk is higher if there is blood in the biter's saliva.

Procedure:

All bites at the nursery must be referred to the first aider, who will assess whether the skin has been broken and the risk of infection. Where skin is broken, the first aider will contact the manager if they have any concerns regarding infection.

The incident log must be completed and information surrounding the incident given to parents/carer on collection. We do not disclose to parents who has bitten their child. If the bite has broken the skin and there is a significant risk of infection, the incident must be reported immediately to the manager and parents/carer informed by telephone.

Staff dealing with bites will ensure that they:

Clean the wound thoroughly under lots of running water and gently encourage bleeding

Cover with a dressing

Seek medical attention without delay if the skin is broken (ask parent/carer to go to GP or hospital depending on severity of the bite and extent of risk)

Record details on the incident log, and inform parents/carers at collection, or before if it is serious

Bullying

Bullying can be Physical, verbal, Emotional, racial and can happen in person or via other media's.

If we have any concerns a child is being bullied we will discuss with parents/carers immediately and work with parents/carers to support the child.

If we suspect the bullying is happening in the setting/If a child is being bullied we will:

Reassure them that it is not their fault and that we care and are on their side. We will give them lots of encouragement and work with parents/carers to support them.

If we suspect a child is bullying another child we will:

Re-assure the child we still care about them but that bullying is not acceptable. We must work with them to change their behaviour and find other ways to structure their behaviour. We will discuss matters with parents/carers (not in front of the child) and support the family in finding triggers that may have caused the bullying and ways to ensure it doesn't happen again.

If parents/carers have any concerns they have a right to discuss them with us as soon as possible.

Staff – If a staff member feels they are being bullied by another staff member or a someone suspects



another staff member is bullying someone else, they have a responsibility to report this to one of the managers immediately. This can be done in confidence either face to face, over the phone or in writing. As a setting, we will support you/them, and any other persons affected, record it as an incident and deal with it accordingly.

Care, Learning and Play Policy

Children learn when they are in a safe and caring environment where they are stimulated through play. Babies and young children develop best when they are in a caring relationship with an adult. A baby will learn to walk faster when they have a safe pair of arms to walk towards and learn to talk, when they have an adult listening and responding to them. We strive to provide your child with an environment that will be caring, fun and stimulating. We will implement ideas from the Early Years Foundation Stage and include: CL - Communication and Language, PD - Physical Development, PSED - Personal, Social and Emotional Development, EAD - Expressive Arts and Design, L – Literacy, M – Mathematics, UW - Understanding the World

The activities we provide will include, (but are not limited to): Real life objects e.g wooden utensils, pots and pans, telephone, natural resources such as sticks & pebbles etc, Dressing up clothes, Books, Small world toys, Construction toys (bricks, duplo, magnetics, natural resources), Pretend/Role play, Water & sand play, Arts and Crafts, Outings on the farm, Cooking, Growing plants, Outdoor play and equipment, Dance, PE, Music and Phonics lessons

Staff will communicate regularly with parents regarding progress and development via the Family Platform with photos and details your child's day and also verbally at collection or drop off. This will usually be done by the child's designated key worker.

Staff will regularly observe your child and make records, these will enable them to make plans on how they can help your child move onto the next stage of their development. If there is a particular activity that you would like us to do with your child, please let us know. We are very happy to support activities that you are doing at home or events that have happened. For example if you have been to a wedding we can continue this theme by providing the children with material to use as wedding clothes and help them understand through books and other resources.

You can connect to the Family platform and see a detailed journey of your child's learning and development, this can be found within your Child's Profile under the "Journey" section on the system, this section details all the observations, next steps, achievement dates and photographs of your child's development. Your child's key worker will also be happy to discuss progress with you in person and you can add your own observations to the Family platform. We encourage you to share information with us about your child's progress, combining knowledge of their learning at home and in the setting helps us to have a broader understanding of your child's development overall.

Covid19 Considerations and Amendments when restrictions are in place:

During a pandemic/when restrictions are in place, any fabric/soft toys are not permitted in the setting. This includes dressing-up. We will routinely clean all wipe-able resources and involve the children in doing so whilst explaining the reasons why. This will encourage better understanding of how germs can spread.



Child and Staff Sickness

If a child is unwell then they will be better cared for in their own home with their parents. Exclusions may apply to protect all other children and staff in the setting. We appreciate exclusions can be frustrating when it involves your own child and appreciate your co-operation and understanding in the interest of preventing further spread of infectious diseases or conditions. The setting is happy to care for children with minor coughs and colds but will not care for children who are very unwell, infectious or running a temperature****

Conjunctivitis - The setting cannot accept children with suspected conjunctivitis. Any suspected symptoms must be reported to management so they can make a final decision. Children who have suspected conjunctivitis must remain at home until there is no further discharge from their eyes. If we suspect a child may have conjunctivitis while in the setting, we will ask for them to be collected immediately.

Head Lice – The setting cannot accept children with suspected headlice. Parents/carers should inform the setting immediately if they have discovered their child has headlice. If staff discover headlice on a child whilst in the setting, parents/carers will be notified in a discreet and timely manner and are required to follow the advice below. A child must be excluded from the setting until they have had at least one treatment, further treatment must be repeated until headlice are no longer present.

Thread worms – The setting cannot accept children with suspected threadworms. Parents/carers should inform the setting immediately if they have discovered their child has threadworms. If staff discover/suspect threadworms on a child whilst in the setting, parents/carers will be notified in a discreet and timely manner and are required to follow the advice below. A child must be excluded from the setting until they have had at least one treatment, further treatment must be repeated until worms are no longer present in faeces. As per guidance, it is recommended the following action be taken at home: Ensure nails are cut short and are clean, hands are washed regularly and thoroughly, bath/shower daily in the morning and wash all bedding/soft furnishings each morning (this is advised to remove worms that have come out onto them, this often happens during the night).

Vomiting and Diarrhoea - As set by the The Public Health Agency, if a child has had diarrhoea or vomiting in the last 48 hours parents/carers should not bring them in, but call and let the setting know. All staff and children MUST be 48 hours clear of this before they can re-attend.

Chickenpox – If a child has suspected case of Chickenpox they are expected to be collected from the setting immediately. Confirmed cases of Chickenpox should be handled as follows;

Other conditions that will require immediate collection from the setting and/or require a 48 hour/other specified exclusion, until healed/treatment has taken effect are:

Undiagnosed rash (until diagnosed and where necessary treated/healed)

Hand foot and mouth (at least 48 hours until rash/spots healed and well enough to attend)

Impetigo (at least 48 hours and until treatment started and sores are no longer open)

Measles (until at least 4 FULL days after rash first appeared and are well enough to attend)

Mumps (until at least 5 FULL days since swelling started and are well enough to attend)



Scabies (atleast 48 hours and/or until treatment has started to take effect)

Scarlett Fever (atleast 48 hours after antibiotics have started and well enough to attend)

Whooping Cough (48 hours after they have started taking antibiotics and are well enough to attend)

Slap cheek (48 hours after rash first appeared and well enough to attend)

Glandular fever (atleast 48 hours after swelling appeared and well enough to attend)

Tonsillitis (atleast 48 hours after diagnosis and well enough to attend)

Cold and Flu (until no longer have a temperature and are well enough to attend)

Croup –This virus is transmitted through close contact, contamination of objects and breathing in the droplets of contagious coughs or sneezes. Due to the severity of issues regarding breathing and temperature this illness can cause, our policy is for children to remain away from the setting until they no longer have the cough.

This list is not exhaustive and management reserve the right to use their own discretion when deciding the best course of action for the setting at its attendees as necessary.

If a child becomes ill whilst in the care of the setting - the setting will make them as comfortable as possible, isolate them from the other children if necessary and reassure them. the setting will contact the parent/carer/emergency contact immediately and continue to care for the child until they arrive****

The setting is happy to administer some medication, please see the separate “Medicine Policy”.

Staff Sickness - The setting is happy to operate with staff who have minor ailments such as colds etc. However staff will not work if they have sickness or diarrhoea or any other highly contagious infection. Continuing to work would only result in a further spreading of the infection and the setting would be unable to provide a child with the care they deserve. If the setting is unable to open due to staff sickness on a contracted day, the setting will make contact with parents/carers the night before or on the morning as early as possible to advise them that the setting will be unable to care for their child. There will be no chargeable fees if the setting is closed, (in the case of emergency closures credits will be applied to the future invoice).

Staff are responsible for informing the Manager of any illness that could impact the setting immediately. If the illness will prevent them from working, they must notify the Manager as soon as possible by phone (no later than 7am on the day they are expected for work - but where possible before). If parents/carers need to be notified as a result, we will do so as soon as reasonably possible. For any illness relating to COVID-19 please refer to the separate Coronavirus Policy.

****This does not apply during COVID-19 Pandemic - Please refer to separate Coronavirus Policy

Complaints Policy and Procedure

We hope that you are happy with the service that we provide, but appreciate there may be times when we are not offering you and your child the service that you require. We hope that you will feel



able to discuss any concerns or issues that you may have with us directly. If you would rather not talk in front of your child then we can arrange a more convenient time.

It is a requirement of Ofsted, that all complaints are logged along with the outcome and any action taken, these records must be available to show an Ofsted Childcare Inspector if required.

If you feel that you are unable to talk to us, or that after talking, the matter remains unresolved then you can put your complaint in writing, we will investigate the matter and reply to you within 28 days. If you wish to make a formal complaint then you can contact the Ofsted Complaints and Investigation Unit on Tel: 0300 123 1231 or contact Ofsted at: Piccadilly Gate, Store Street, Manchester M1 2WD. You can also talk in confidence to:

PACEY on: 0300 003 0005 Or The Early Years Team, Worcester Children's First (formerly Babcock, our local authority) on 01905 763763 or 01905 678134

We want to ensure that your child is cared for correctly and that you are confident in our staff's abilities. It is, therefore, vital that we have a transparent culture within our setting where everyone feels able to raise any concerns they may have. If a staff member has any concerns regarding the way children are being cared for or concerns regarding the practice of another staff member, they must report them to a manager.

All concerns raised will be taken seriously and fully investigated.

If a staff member feels unable to discuss the matter with us then they should refer the matter to Ofsted directly.

For complaints about other Staff Members, the DSL, or Safeguarding concerns, please see our separate "Safeguarding and Child Protection Policy"

Coronavirus

This policy is to inform you of the setting's stance on the potential re-occurrence of the Coronavirus Pandemic or those of a similar nature. As always, we appreciate your full co-operation and support in keeping the children and staff in our setting safe.

The best way to prevent infection is to avoid being exposed to the virus. To the best of our ability the setting will follow measures as recommended by Public Health England to help prevent the spread of respiratory viruses, including:

Wash hands often - with soap and water, or hand sanitiser if handwashing facilities are not available. We will promote good hand washing technique with visual aids to support the children in becoming independent.

Cover coughs or sneezes with a tissue, then throwing the tissue in a bin. See Catch it, Bin it, Kill it. If a tissue is not available, sneezing or coughing into our elbows.

Staff and children who feel unwell or are displaying symptoms of Covid19 should stay at home and should not attend the setting.

Children, staff and visitors are advised to wash their hands: before leaving home, on arrival at the setting, after using the toilet, after breaks and sporting activities, before food preparation or consuming any food.



It is advisory to avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact with people who have tested positive for Covid19 or those who are displaying symptoms of Covid19.

Regularly clean and disinfect frequently touched objects and surfaces, i.e. high traffic touch points such as door handles and light switches.

We are unable to care for children with any severe symptoms or high temperature, even if you don't suspect Covid19. Please also refer to the "Child and Staff illness policy". There may be a significant risk to both children in our setting and members of staff who suffer with respiratory conditions therefore we have a responsibility to be extra vigilant. If staff become ill we will do our best to find cover staff but we may be forced to close the setting due to not being able to meet ratios.

With this in mind, if a child attends who has a high temperature, we will call and ask you to collect them ASAP. Where children are unable to attend due to being unwell or running a temperature, including cases of Covid19, full fees are payable.

If for any reason we are forced to close the setting, no fees will be payable.

If any scenarios arise that are not covered here, they will be dealt with professionally and considerately, and always in accordance with official guidelines.

Drop offs and Collections

Dropping Off - Please let us know in advance if you intend to arrive at a different time from the contracted one. If you arrive unexpectedly early we may not be ready to care for your child. Please discuss with us if you need to change your contracted hours. We ask parents to keep the hand-over at the gate/door brief to allow for other parent to complete their drop off. Any in depth conversations for additional information relating to the child can be done so before or after the drop-off via a phone call. There may be instances where face-to-face communication is required, we will make exceptions where this is the case.

Collection - We will only release your child from our care to adults who have permission to collect them. We will, therefore, need you to provide us with a list of people authorised to collect. It would be helpful, if they are not known to us, to include a description or a photograph for us to keep on file. In the event of an emergency, we can operate a password system, where you can send someone not authorised to collect your child but who is able to give the password. It is ESSENTIAL that this password is only shared with us and the collector.

It is important that you arrive at the contracted time to collect your child. Even very young children learn our routine and know when their parents are due. They can become distressed if you are late. We know sometimes delays are unavoidable, especially if you are relying on public transport. If you are delayed, for whatever reason please contact us and let us know when you expect to arrive. We may be able to accommodate the additional care, however if we are unable, we will contact other adults from the authorised list and arrange for them to collect your child. We will reassure your child that you are on the way and if necessary organise additional activities and a meal.

If we have not heard from you and you are very late we will try and make contact with you. We will also attempt to contact the emergency numbers provided. If we are unable to make contact with anyone at the close of our business we will inform Social Services and follow their advice, at all times



we will minimise any distress to your child. We reserve the right to make an additional charge for late collection.

Covid19 Considerations and Amendments, when restrictions are in place: During the pandemic adults (other than staff) are not permitted inside the premises during working hours. This is to reduce the risk of spreading the virus and meet social distancing requirements. Also once your child has washed their hands we ask that you keep contact to a minimum and we ask all We may also ask that children are provided with one bag containing all they need for the week on their first session, and this will be sent home on their last session, this is to prevent cross contamination between households, with the exception of any perishable items or items that require sterilisation such as bottles and dummies.

DBS (Disclosure and Barring Service) Policy

As a setting we use the Disclosure Barring Service (DBS) as part of our process to assess applicant suitability for employment and those who have regular contact with vulnerable young people. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. Any individual who will be working at the setting has to undertake the appropriate checks including a Police check through the Disclosure Barring Service at an enhanced level. Any positions are exempt from the non-disclosure of criminal convictions under the Rehabilitation of Offenders Act 1974, even if under the act, they would normally be regarded as spent. Until the original copy of the enhanced certificate has been presented the staff member will not be left in the sole care of any children within the setting, will not be allowed to change nappies, take children to the toilet or undertake any other personal care for any child within the setting's care. Staff who have signed up for the portable DBS (update service) will be subject to a yearly online update check undertaken by the setting, if the DBS certificate has been recorded as no longer current the staff member will be asked to renew their DBS within 5 working days. Ofsted will be informed if the employee is deemed unacceptable to work with children. In addition, staff are required to sign a suitability to work statement annually.

Equal Opportunities and Inclusion

In line with the EYFS with requirement 3.67 we will have in place arrangements to support children with SEN or disabilities. This is in response to the new SEND Code of Practice.

We give all children in our care the opportunity to reach their full potential. Sometimes this means adapting an activity to the child's ability and stage of development, providing additional resources or giving one child more attention and support than others during a particular activity or routine.

All children in our care are given the opportunity to play with all toys (subject to health and safety with children under 3 years of age). No toys are gender specific. We try to ensure the toys reflect positive images of children and people from different cultures and with different abilities. We have toys and resources that challenge stereotypical ideas and on what careers are available for ALL genders. No child in our care will be discriminated against in anyway, whether for their skin colour, culture, gender, family dynamic, ability or religion. We will challenge any remarks that we feel are inappropriate.

We encourage the children in our care to learn more about their own culture and to find out about the culture and religions of other children. We do this in a fun way through sharing books, colouring



sheets, cooking and eating food from around the world and celebrating special festivals. We will provide resources such as woks and chopsticks, dressing up clothes and multicultural skin tone crayons and pencils. We encourage the children to develop a healthy respect of each others differences and to value everyone as an individual.

We encourage Parents to share with us any festivals, special occasions or artifacts, which may enhance the children's learning and understanding.

We are aware that some children may have special needs and to be proactive in ensuring that appropriate action is taken when a child is identified as having special needs or starts in our care. We must promote the welfare and development of the child in partnership with parents and other relevant agencies.

We have, therefore, put the following procedures in place:

If staff think a child in our care has a special need they will:

Keep observational notes.

Share these with the staff and the child's parents.

Discuss what support is available.

Keep all matters confidential.

If staff are caring for a child with special needs they will include them by:

Valuing and acknowledging children's individuality and help them to feel good about themselves.

Seek information from parents about the child's routines, likes and dislikes.

Adapting activities to enable children with special needs to take part.

Arrange access to specialist equipment if needed.

Consider any risk factors.

Encourage children's confidence and independence.

We will work in partnership with parents and discuss:

Agencies that are also involved in the child's support and care.

Equipment that the child may need.

Advice or support that will help us to provide the best care possible for their child.

The setting will consider how we can ensure the privacy of a child with special needs whilst continuing to supervise other children in our care. We are happy to take on children with special needs/learning or physical disabilities providing we feel we can provide them with the care they need and that care of other children in the setting will not be compromised.



We promote family diversity and will never give the impression to a child that any one type of family setup is “not normal” whether that may be mum and dad, dad and dad, mum and mum, single parents, step, foster, adoptive or any other carer setup.

Staff Equal Opportunities - We are committed to giving all staff the opportunity to reach their full potential and value all staff contributions. We do this through regular performance reviews, staff meetings, training, team work and a support network amongst staff. No person will be discriminated against for their sexuality, gender, age, ability, race, social background, religion, education or qualifications. Should a staff member have any concerns about themselves or another member of staff, they are expected to report it to the setting manager. It will be recorded as an incident and dealt with sensitively and appropriately.

Fire and Emergency Evacuation Procedure

In order to keep the children and staff safe we have developed the following procedure in the event of an emergency. This may be as a result of a fire, flooding, gas leak, terrorist attack or national emergency etc. The children will regularly practice the emergency evacuation procedure in our setting with staff so they will not be alarmed in the event of a situation being real. Practices will be carried out on different days of the week to ensure all children practice and the details recorded in the evacuation log.

PROCEDURE:

Sound the alarm

Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety)

The following information will be taken out of building with a nominated member of staff:

A mobile phone containing an attendance record for the day and call contact numbers.

We will exit the building via the nearest door (ground floor where possible). There are multiple escape routes on the 1st floor. There are multiple ground floor exit routes. If a candidate is successful, a formal job offer will be made, subject to the necessary DBS checks and proof of qualifications (where necessary) being provided by the applicant.

Assemble at the safe zone point as previously agreed – Car park next to the milk float.

Whilst at the assembly point we staff will:

Contact the emergency services.

Comfort and reassure the children.

Arrange a safe place for the children to stay until parents can collect them.

Follow the instructions of the Emergency Services.

Do not return to the building until the Emergency Services have declared it safe to do so.

Smoke detectors are fitted in the setting and are regularly tested, maintained and checks recorded.



The setting have access to a telephone and a fire blanket that would only be used if a fire were preventing escape from the setting.

If a smoke detector sounds, or a fire is detected, the priority is to evacuate the children from the building.

Parents or their emergency contacts would be contacted as soon as practical to arrange collection of the children and if necessary we would take refuge in a close by building until collection is possible.

If we are away from the setting and involved or caught up in an incident / emergency, we will comply fully with the instructions from the emergency services and constantly reassure the children in our care.

We understand that during major incidents / emergencies the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will, however, attempt to contact you on a regular basis and ask that you try to do the same.

We will keep up to date on the situation using any media source available to us, radio, television, Internet etc. We will endeavour to protect your child from information or images that may alarm or distress them.

If you are caught up in an incident / emergency we will continue to look after your child until you are able to return or a nominated person is able to collect them.

Outdoor Play and Equipment

We encourage the children in our care to join in all sorts of different physical activities and provide a range of resources to make it fun and enjoyable.

In the surrounding outdoor spaces there is a range of large outdoor equipment. Whilst this provides lots of opportunities for developing new physical skills and enjoyment it also brings danger. Children need to learn about danger and risk taking, however in order to make these safe environments and to reduce the risk of possible accidents we have put the following procedures in place:

All children will be supervised by a responsible adult at all times.

Children will be taught the dangers of the equipment in a way that is suitable for their stage of development and understanding.

Children will be encouraged to take turns and share equipment.

The Nursery equipment will be checked/cleaned before use for animal faeces.

The Nursery equipment will be checked for wear and tear/ damage regularly and withdrawn from use if faulty.

Children will be encouraged to participate but will not be made to do any activity that they are uncomfortable with, for example the climbing frame.

SANDPITS - Provide great play and learning opportunities, however, they can also pose several health and safety risks. Please note the sandpit at Churchfields is maintained and the sole responsibility of



Churchfields themselves. If we use sand within our own private Nursery space, we will adhere to the following:

The Nursery will only use sand that is suitable for play and purchased from a recognised source.

We will regularly ensure the sand is changed; in between we will sieve for foreign bodies and rinse through with a diluted sterilising agent if applicable. Toxoplasmosis can be spread from cats to humans through dirty sandpits. Toxoplasmosis can harm an unborn child, but is usually a mild illness in children and adults. It causes a rash, swollen glands, fever and feeling unwell.

We will ensure the sandpit has adequate drainage to prevent the sand from becoming water logged. Insects can live in damp sand and may bite or sting children.

We will dispose of spilt sand.

We will ensure the sandpit is covered to prevent it being used as a litter tray by cats and other visitors to the garden.

We will ensure that the children are closely supervised whilst playing in the sandpit.

We will teach them about keeping the sand low to avoid it getting in their own and others eyes.

If you would like your child to wear a hat whilst playing in the sand then please let us know.

SKIPPING ROPES - There have been several serious incidents involving skipping ropes and the setting have, therefore, decided to follow the guidance from the British Heart Foundation's booklet: Active Playgrounds, A Guide For Primary Schools. Safe Considerations - Footwear: Children will need to wear supportive footwear. Children may need to be encouraged to wear trainers for playground skipping if their outdoor shoes are not considered to be safe. Space: Children need to be made aware that they require adequate space all around them to be able to swing the rope without making contact with other ropes or skippers. A designated playground area is, therefore, advised and other non-skipping pupils should also be made aware of the dangers. Clothing : Children should be dressed in sensible, loose-fitting clothing which allows free movement of the legs and arms. Weather conditions: Certain wet playground conditions or very hot weather may be considered unsafe. Fluid intake: This is particularly important in warm weather conditions to avoid dehydration and prevent the body from overheating. Children are not as efficient as adults in controlling body temperature. Inappropriate use of the ropes : Children need to be made fully aware of the possible dangers of not using the ropes appropriately and correctly. In some cases, adult supervision may be necessary.

Emergency procedures are in place and all staff maintain their first aid certificates.

GDPR, Data Protection and Confidentiality

Verbal Communications: Any information regarding your child or your family, given to the setting either verbally or in writing, will be treated as confidential.

Parents will have access to their own child's records but not to others. All documentation relating to your child is stored securely online using the Family Platform, which is not accessible to any other party. Any other paperwork regarding you or your child is stored securely in a locked cabinet.



Staff will not discuss your child with others unless we have permission from you. We will however divulge confidential information to Social Services and to Ofsted if we have any concerns that your child is being abused. Please see Safeguarding policy. Parents/Carers may also be privy to confidential information about staff during the course of our working relationship and we would be grateful if you too would respect our confidentiality. Parents/carers must not repeat what you may have been told to other parties.

This is the basis of a professional and trustful relationship to enable your child to thrive in our care.

Data / GDPR: In order to provide a quality early years and childcare service and comply with legislation the setting will need to request information from parents about their child and family. Some of this will be personal data. We take families' privacy seriously and in accordance with the General Data Protection Regulation (GDPR), I will process any personal data according to the 7 principles below:

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

We are registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

We expect parents to keep private and confidential any sensitive information they may accidentally learn about our staff, setting or the other children and families attending the setting, unless it is a child protection issue.

We will be asking parents for personal data about themselves and their child/ren in order to deliver a childcare service (see privacy notice). We are required to hold and use this personal data in order to comply with the statutory framework for the early years foundation stage, Ofsted, Department of Education and the local authority.

Subject Access: Parents have the right to inspect records about their child at any time. This will be provided without delay and no later than one month after the request, which should be made in



writing. We will ask parents to regularly check that the data is correct and update it where necessary.

Storage: We will keep all paper based records about children and their families securely.

We will store all computer based records under password protection and will obtain parents permission. We will ensure we have carried out due diligence to ensure Family are compliant with GDPR.

Information Sharing: We are expected to share information with other childcare providers if a child also attends another settling. We are also required to share information with Worcestershire Local Authority in regards to the childcare and early years entitlements. We will not share information with anyone without parent's consent, unless there is a child protection concern. Ofsted may require access to our records at anytime.

Record Keeping: We record all accidents on the FAMILY platform

We will notify PACEY of any accidents that may result in an insurance claim, e.g an accident resulting in a doctor or hospital visit. PACEY will log and acknowledge receipt of the correspondence and forward the information to the company providing our public liability insurance policy to enable a claim number to be allocated. We will inform Ofsted, the Local Child Protection Agency and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible.

We record all significant incidents on the Family Platform and will share these with parents so that together we can work to resolve any issues.

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

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

Suspected Breach: If we suspect data has been accessed unlawfully, we will inform the relevant parties immediately and report to the Information Commissioners Office within 72 hours. We will keep a record of any breach.

This Policy supports the following requirements and standards:

Meeting early years foundation stage safeguarding and welfare requirements.

Health and Safety

The Health and Safety of your child is of paramount importance to us and we have, therefore, documented the following procedures that are in place to support this.

The setting has comprehensive first-aid kits onsite (one on each floor of the building and one outside) and a portable kit which is taken with us on any off-premises activities/visits. Staff are fully trained in paediatric first aid and these qualifications will be renewed every three years.



All toys will be checked and cleaned regularly to ensure they are safe for your child to use. Any broken or hazardous toys will be removed immediately. Children will only be offered toys and resources that are suitable for their age/stage of development. We do a risk assessment of the setting every morning before the children arrive to ensure that it is a safe environment for them.

We will not use socket covers as they have been found to be fatally flawed. Instead, we will hide sockets behind furniture where appropriate, teach children the importance of not playing with electrical sockets and always supervise children effectively within the setting.

All equipment will be checked and cleaned regularly.

Equipment is fitted with the correct safety harness to prevent accidents, for example high chairs and pushchairs. We use safety equipment appropriate for the children in our care, ie: stair gates, cupboard locks etc. These are checked regularly. We will keep the front door locked with key codes only known by authorised persons.

We have procedures in place in the event of a fire (see Fire and Evacuation policy).

The kitchen area is kept clean, following hygiene guidelines on the storing of food, keeping the fridge at the correct temperature etc. Food from caterers is probed as per the food hygiene standards and the company who prepares the food's instructions.

We ensure that the bins are emptied regularly and any used nappies are disposed of appropriately.

We do not permit smoking inside the setting (see Smoking policy).

We follow strict hygiene guidelines to prevent contamination (see Hygiene policy).

We have strict safeguarding guidelines in place (see Safeguarding policy).

Staff have access to the emergency contact details via the Family while onsite/during working hours, should we need to contact the parents/carers of a child.

We will work with parents/carers to teach the children about safety issues like road safety, my body my choice, animal safety and stranger danger. We discourage the children from keeping 'secrets'.

We will work with you to teach the children about making healthy food choices and physical.

Sleeping children will be regularly monitored (including physical checks).

Staff will only restrain a child if they are putting themselves or others in danger.

Sun Protection - Staff will do everything we can, working in partnership with you, to ensure that your child is protected from the sun's rays and for this reason will need you to provide us with: Sun Cream suitable for your child (minimum SPF 50), Sun hat (preferably a legionnaires hat to protect the neck), A thin top/cardigan/t-shirt with long sleeves. Staff will ensure that your child uses the sun cream that you have provided and encourage them to wear the hat. We will also avoid spending prolonged periods of time outdoors during the hottest part of the day, and when out will try and protect your child by finding shady areas and using a sunshade on the pushchair. We will encourage your child to drink water regularly to prevent dehydration. We will require you to give staff permission (via permission form or other written consent) to apply the sun cream that you have provided.

You will also need to provide items for other weather conditions;



A warm coat/hat/gloves/scarf

Wellies

Waterproof clothing

Change of clothes/spare underwear

Anything else you think your child requires.

ALL OF THE ABOVE MUST BE KEPT IN 1 BAG LABELLED WITH YOUR CHILD'S NAME

If you have any concerns regarding the health and safety of your child please discuss them with the setting. For anything relating to Coronavirus, please see separate Coronavirus policy.

Healthy Eating and Special Dietary Requirements

A good balanced diet is vital for children to develop healthily along with fresh air and regular exercise. The setting is happy to provide all children in our care with healthy meals, snacks and drinks, or to serve food provided by their parents.

Special Dietary requirements/Allergies/Severe Reactions – Please make us aware immediately if your child has any allergies/intolerances/special dietary requirements. In some circumstances we may need to complete a risk assessment (and in certain cases – e.g those that require an epi pen, we may need to complete training) to ensure we can meet a child's needs.

Celiac conditions – We understand that if a child is celiac, there are also certain activities it will not be possible for them to participate in. Some examples include (but are not limited to) playdough, baking (due to airborne flour), pasta in messy play etc. We will do our very best to ensure inclusion and where possible, not separate them from other children. However, in some extreme circumstances, the risk may be too great, therefore separate activities/separation may be required.

Packed Lunches from home - If you want to supply food for your child for consumption on the premises, you must be aware of food hygiene when preparing packed lunches or snacks. This includes checking dates for consumption of both dried and perishable foods, and correct storage of food items when sent to the setting. As consumption of all food on the premises, inclusive of packed lunches provided by parents, is ultimately the setting's responsibility, the following must be observed at all times.

The following foods are not permitted in the setting: Popcorn and whole grapes are a choking hazard (we only allow grapes cut into quarters, length ways). Nut products (including chocolate spread) due to allergies and potential risks posed by cross contamination.

Any packed lunches must be suitably packaged and in a cool bag clearly labelled with your child's name. These will then be stored in a cool/dry place until required.

Any food not consumed by your child will be returned to you in their lunch bag, subject to conditions below:

Any out of date foods will not be given to your child, as they cannot be stored on the premises, they will be discarded and you will be informed.



Food brought to the setting to meet your child's specific Dietary requirements can only be stored on a daily basis and must be collected at the end of the day.

Pre-packed baby foods will not be given unless provided by you with your permission. This is to ensure the child's welfare with regard to known and unknown allergies.

Babies formula milk needs to be provided in clean bottles, and it is your responsibility to ensure correct food hygiene is observed regarding baby milk, e.g. sterilisation.

We encourage children to choose healthy options and to experiment by trying new foods from other cultures and we expect parents/carers to support us with this as it is with the best interest of their child in mind. Older children are encouraged to help in the preparation of food and meals. We are happy to discuss menus with parents and cater for children with different food allergies and cultural/religious requirements. If your child has any particular dislikes or favourite dishes please let us know.

We will record what your child has eaten in their daily diary, if you have any concerns regarding diet/menu/quantity please do not hesitate to discuss it with us.

We are happy to support you if you are weaning your baby.

We do not permit children to have fizzy drinks. Children are offered water, milk or weak squash.

We do not encourage children to eat sweets on a regular basis, however we do sometimes offer sweets for special occasions. Please let us know what, if any sweets you permit your child to eat.

Hygiene

It is very important to prevent the spread of germs and illnesses. Hygiene procedures are in place and strictly adhered to. Children are encouraged to wash their hands after going to the toilet, touching animals and playing outside. They must also wash their hands before eating any meals or snacks. ****

Staff will assist the children in hand washing, ensuring that they are washing and drying them correctly. Supporting them to eventually be able to do so effectively and independently.

Staff will assist children with wiping their noses when they have colds and try to teach them how to blow their noses. We will explain to them the importance of safely throwing away dirty tissues to prevent the spread of germs. We will also encourage them to "catch their cough" with their elbow (rather than their hands) to prevent further spread of germs.

As per the The Public Health Agency guidelines we will not mind a child who has had an upset stomach in the last 48 hours.

Staff will disinfect the changing mat between each change of a child's nappy.

Staff will follow strict hygiene routines in the kitchen, ensuring that the fridge is at the correct temperature and that food is stored correctly in it.

The setting is registered with the environmental health agency.



In order for staff to carry out these procedures effectively we will need you to provide the setting with enough resources, for example labelled cream, spare clothes for the children etc. We also request that you let us know if your child is feeling or has been unwell.****

For policies concerning conjunctivitis, head lice and other contagious/infectious conditions please refer to the Sickness or Health & Safety policies.

**** Please refer to Coronavirus policy

Internet Safety, Social Media, Mobile Phones and Devices

Mobile phones and personal devices such as smart watches: Staff are not permitted to use their phones or personal devices that have a camera function in any areas of the Nursery where children are present. We permit staff to use their devices in the staff room only, when the door is closed.

Staff can use the company iPad for taking photos for observations, but only when onsite, during working hours. Under no circumstances should staff use their personal devices to take photos of the children in our care. This is in the interest of safeguarding. Staff can take personal calls outside/away from the children and any emergency use of mobile phones must be done so while supervised by another member of staff.

CHILDREN'S OWN MOBILE PHONES/DEVICES ARE NOT ALLOWED TO BE USED IN OUR SETTING UNDER ANY CIRCUMSTANCES, NO EXCEPTIONS.

INTERNET SAFETY AND SOCIAL MEDIA: Parents are not permitted to post photographs of other children from the setting on their own personal social media sites.

Staff are expected to maintain a similar ethos on social media as they would at work and must ensure that anything they post on their own personal social media page does not undermine their suitability to work with children. If any inappropriate posts are brought to the setting's attention, they will be dealt with in accordance to the Staff Disciplinary and Disputes policy.

We encourage parents and carers, who like to use social media, to visit our Facebook and Instagram page, Blooming Imaginations, for regular updates and interaction. Although the setting does not usually upload photographs of the children on the site** for safeguarding purposes, we show a selection of activities that the children partake in, pictures of their creations and upload links to relevant changes in legislation or health advice.

The internet is an incredible resource for children to access information to support their development, but it can also be a very dangerous place for them. They can be exposed to inappropriate material, harassment and bullying, viruses and hackers and be conned into giving away personal or financial information. They can also be vulnerable to on-line grooming by paedophiles.

The setting offers children the opportunity to use a computer/devices and in some cases, the internet, however when the internet is being used, to ensure the children's safety staff are mindful of and adhere to the following;

An internet filter that blocks out inappropriate material.

Staff always nearby so can keep an eye out on what videos/websites they are using.



Staff discuss with the children (where age appropriate and if circumstances arise) about the importance of keeping safe on line, not talking to people they don't know, not giving out personal information that could enable people to identify them, to tell us if they are worried about anything.

If you would rather your child was not allowed access to the internet then please let us know.

We are also aware of the need to limit the time children spend on screens and will develop strategies to ensure that they spend a balance of time engaged in ICT and other activities.

By signing these policies Parents/Carers are giving their consent and permission for the above until further notice or until their child no longer attends the setting.

** When posting photos of children on social media, prior written consent will be obtained from parents/carers. We will never post photos of your child's face without your consent. This consent will then apply indefinitely unless otherwise revoked (in writing) by the parent or carer. Blooming Imaginations then has 30 days from the date of the letter in which to remove all images specified by the parent/carer.

Language policy (EAL)

This Policy is for children who have English as an additional language.

We have made a commitment to value the language and cultures of all children in our care. We will promote a positive attitude towards bilingualism and provide opportunities for the development of the child's additional language by involving parents, using familiar words, teaching other children some simple words or phrases etc.

In situations where children's understanding of English is limited but they are of a certain understanding level where we can use visual aids, photos or objects to aid communication we will do so.

We will work closely with the family to ensure the needs of their children are met.

Late Payment of Fees

As a business we rely on our income to pay our overheads. You must be prompt in paying your monthly fees and at the very latest, by the deadline specified on your invoice.

The setting will provide you with an invoice no later than 5 days prior to the due date. If we have not received payment by the due date, we will issue you with a polite reminder. If we have still not received payment by the day following the original invoice deadline we reserve the right to make an additional charge 'Late payment Fee' as per our contract. If at this point we still have not received payment we reserve the right to cease providing care for your child with immediate effect and seek legal advice, this may result in you being summoned to attend a hearing at County Court and if the judge finds in the setting's favour you will also be liable to the Court for costs.

If you have had a change in personal circumstances and are now struggling to make payments, please let us know so we can make suitable arrangements. It may be that you are now entitled to additional funding through the Childcare element of the Universal credit and/or other benefits. We can signpost you to additional agencies that can provide further advice on this and other financial circumstances.



Lost or Missing Child

The care of your child is paramount and we will always try to ensure that they remain with a member of staff and are safe. However, when out and about on the farm, sometimes children can become 'lost' in busy places and therefore the setting has written a procedure that will be followed in the unlikely event of this happening.

Staff will immediately raise the alarm to all around them that we have lost a child and enlist the help of everyone to look for them. Staff have access to and are instructed to have with them at all times on the farm, walkie talkies, and will therefore be able to use them immediately in circumstances such as this.

If we are out on the farm, we will quickly alert the Churchfields staff so they can assist in sealing off exits and monitor the situation on any CCTV.

Staff will provide everyone involved in the search with a description of the child.

Staff will reassure the other children with them, as they may be distressed (and return them to the Nursery setting as soon as is safely possible to do so).

Staff will then alert the police and provide a full description.

Staff will then alert the parents of the situation.

The setting takes precautions to avoid situations like this happening by implementing the following measures:

Ensuring the known "flight risk" children hold a staff member's hand or the pushchair whilst we are out on the farm.

Avoid using areas of the farm at busy times.

On outings the children wear "high visibility" jackets with the setting's details on them.

Staff do regular headcounts of children and all staff are aware of the 'magic number' for that outing.

We teach the children about the dangers of wandering off and of talking to strangers.

Medication & Medical Conditions

We are prepared to give your child non-prescribed medication, such as Paracetamol, Ibuprofen teething gel etc, but only if you have signed a parental permission form on Family platform, in the medicine section or in certain circumstances written permission via email.

This medication must be provided by you and be clearly labelled with your child's name. It is vital that you inform us of any medication you may have given your child before they arrive into our care. We need to know what medicine they have had, the dose and time given for the previous 24 hour period. Without this information we will be unable to administer any further medication.

We cannot care for children with a temperature on arrival, or a child who has had medication the last 4 hours prior, to mask a temperature. If a temperature develops while in our care, we will call and ask you to collect your child immediately.



Staff will ensure that all medication will be stored correctly and we will check that it is still within its expiry date.

If your child has acute allergies and carries/needs an epipen or your child takes regular medication please discuss the matter with the setting. Staff may need additional training to administer these forms of medication before they can look after your child.

Asthma/Inhalers – If your child requires an inhaler, they must have it with them at all times. We have a “No Inhaler, No Entry” Policy. We cannot care for your child without it and staff will be instructed to refuse entry until it is present.

Medical conditions – if your child has a medical condition, no matter the level of severity, you must discuss it with the setting immediately as there may be a need for us to put a care plan in place.

If your child needs to take medication prescribed by a doctor, please discuss this with us. We will need you to sign an additional permission form before we can administer this medication to your child.

If a new type of antibiotics/new medication is prescribed for your child, it is our policy they do not attend the setting for 48 hours in case they react to the medication and to prevent the spread of an infection to others, we will follow the guidance set out by the HPA - Health Protection Agency where they detail the most common infectious diseases and the recommended periods for which children should be kept away from school or nursery.

All medicine given to the setting to administer must be in its original bottle/container and not decanted. It must have the manufacturers guidelines on it and if a prescription medication, the details from the Doctor / Pharmacy / Dentist or Health Professional.

Staff will record the course of medication along with the date and time each dose was administered to your child onto the Family platform and request a parental acknowledgement at the end of the course of medication.

Nappies and toilet training

For children in nappies, we will provide all nappies and wipes while they are in our care. You will only need to provide any cream you use on your child.

We will change your child regularly (and immediately if soiled).

When your child starts to show signs they may be ready for potty training we will work with you to help train your child. However, in order for it not to impact too heavily on the other children who attend the setting, our policy is for you to have successfully introduced it at home and have had (general) success over a 5 day period. This usually means parents/carers taking some time off work/and the child from the setting to establish the training. Please let us know in advance when you plan to start so we can help prepare your child for the "big day!" Once some success has been achieved, we can (if necessary) provide a potty here (although some children may prefer to bring their own as it's familiar), and we of course have purpose-built child size toilets and sinks. It is important we work together during this time to provide a consistent and dedicated approach which will avoid your child becoming confused and therefore be more successful in becoming dry. If we start and your child is not ready, we can stop and start again when they are.

Please discuss with us if you feel they are ready for potty training.



Peer on Peer Abuse

We work in line with Keeping Children Safe in Education 2020, which states that 'Governing bodies and proprietors should ensure their child protection policy includes procedures to minimise the risk of peer-on-peer abuse and sets out how allegations of peer-on-peer abuse will be investigated and dealt with'. The document also states it is most important to ensure opportunities of seeking the voice of the child are heard, our setting will ensure the child's wishes and feelings are considered when determining what action to take and what services to provide. Systems will be in place for children to express their views and give feedback. Ultimately, any system and processes should operate with the best interests of the child at their heart.'

We continue to ensure that any form of abuse or harmful behaviour is dealt with immediately and consistently to reduce the extent of harm to the young person, with full consideration to impact on that individual child's emotional and mental health and well-being.

Purpose and Aim Children and young people may be harmful to one another in several ways which would be classified as peer-on-peer abuse. The purpose of this policy is to explore the many forms of peer-on-peer abuse and include a planned and supportive response to the issues. Please also read our Safeguarding and Child Protection Policy.

Framework and Legislation This policy is supported by the key principles of the Children's Act, 1989 that the child's welfare is paramount. Another key document that focuses adult thinking towards the views of the child is Working Together, 2015, highlighting that every assessment of a child, 'must be informed by the views of the child' and within that 'It is important to understand the resilience of the individual child when planning appropriate services. (Working Together, 2015) This is clearly echoed by Keeping Children Safe in Education, 2020 through ensuring procedures are in place in schools and settings to hear the voice of the child.

Introduction to abuse and harmful behaviour Abusive behaviour can happen to children in settings and it is necessary to consider what abuse is and looks like, how it can be managed and what appropriate support and intervention can be put in place to meet the needs of the individual and what preventative strategies may be put in place to reduce further risk of harm. Abuse is abuse and should never be tolerated or passed off as 'banter' or 'part of growing up'.

Types of abuse There are many forms of abuse that may occur between peers and this list is not exhaustive. Each form of abuse or prejudiced behaviour is described in detail followed by advice and support on actions to be taken.

Physical abuse e.g. (biting, hitting, kicking, hair pulling etc.) Physical abuse may include, hitting, kicking, nipping, shaking, biting, hair pulling, or otherwise causing physical harm to another person. There may be many reasons why a child harms another and it is important to understand why a young person has engaged in such behaviour, including accidentally before considering the action or consequences to be undertaken.

Sexually harmful behaviour/sexual abuse e.g. (inappropriate sexual language, touching, sexual assault etc.) Sexually harmful behaviour from young people is not always contrived or with the intent to harm others. There may be many reasons why a young person engages in sexually harmful behaviour and it may be just as distressing to the young person who instigates it as well as the young person it is intended towards. Sexually harmful behaviour may range from inappropriate sexual language, inappropriate role play, to sexually touching another or sexual assault/abuse. We also



recognise that in some cases children can touch themselves or other children out of curiosity and exploration. This can be without malicious intent but from a more innocent perspective. It is important parents/carers teach their children the importance of not touching other's bodies but in particular, their private areas e.g. penis, vagina and they should not allow others to touch them inappropriately either. This should be explained in a simple, age appropriate manner that takes into account the child's level of understanding. There are books and other resources that can help with this.

Prejudiced Behaviour The term prejudice-related bullying refers to a range of hurtful behaviour, physical or emotional or both, which causes someone to feel powerless, worthless, excluded or marginalised, and which is connected with prejudices around belonging, identity and equality in wider society – in particular, prejudices to do with disabilities and special educational needs, ethnic, cultural and religious backgrounds, gender, home life, (for example in relation to issues of care, parental occupation, poverty and social class) and sexual identity (homosexual, bisexual, transsexual).

Expected action taken from all staff Although the type of abuse may have a varying effect on the victim and initiator of the harm, these simple steps can help clarify the situation and establish the facts before deciding the consequences for those involved in perpetrating harm.

It is important to deal with a situation of peer abuse immediately and sensitively. It is necessary to gather the information as soon as possible to get the true facts around what has occurred as soon after the child(ren) may have forgotten. It is equally important to deal with it sensitively and think about the language used and the impact of that language on both the children and the parents when they become involved.

In all cases of peer on peer abuse it is necessary that all staff are trained in dealing with such incidents, talking to young people and instigating immediate support in a calm and consistent manner. Staff should not be prejudiced, judgemental, dismissive or irresponsible in dealing with such sensitive matters.

Gather the Facts Speak to all staff who were present and children dependant on age and understanding, using consistent language and open questions. The easiest way to do this is not to have a line of questioning but to ask the young people to tell you what happened. Only interrupt the young person from this to gain clarity with open questions, 'where, when, why, who'. (What happened? Who observed the incident? What was seen? What was heard? Did anyone intervene?)

Track evidence through observations, incident reports, ABC charts and CCTV, registers etc.

Consider the Intent (begin to Risk Assess)

Has this been a deliberate or contrived situation for a young person to be able to harm another?

From the ABC tracker charts, can you define a trigger?

Are staff consistent with behaviour management?

Are all new staff to the room informed of the circumstances and required amount of supervision?

Are the parents working together with the setting on using the same strategies? And are the parents consistent at home?



Decide on your next course of action

If from the information that you gather you believe any young person to be at risk of significant harm you must make a safeguarding referral to social care immediately (where a crime has been committed the police should be involved also). If this is the case, once social care has been contacted and made a decision on what will happen next then you will be informed on your next steps. It may also be that social care feel that it does not meet their criteria in which case you may challenge that decision, with that individual or their line manager. If on discussion however, you agree with the decision, you may then be left to inform parents.

Informing parents If, once appropriate advice has been sought from police/social care you have agreement to inform parents or have been allocated that role from the other services involved then you need to inform the parents as soon as possible. If services are not going to be involved then equally, this information may need to be shared with parents. The best way to inform parents is face to face. Although this may be time consuming, the nature of the incident and the type of harm/abuse a young person may be suffering can cause fear and anxiety to parents whether their child is the child who was harmed or who harmed another.

Points to consider:

What is the age of the children involved? How old are the young people involved in the incident and is there any age difference between those involved? (In relation to sexual exploration, children under the age of 5, in particular 1-4-year olds who are learning toileting skills may show a particular interest in exploration at around this stage. This, however, should not be overlooked if other issues arise (see following)

Where did the incident or incidents take place? Was the incident in an open, visible place to others? If so was it observed? If not, is more supervision required within this area?

What was the explanation by all children involved of what occurred? Can each of the young people give the same explanation of the incident and also what is the effect on the young people involved? Is the incident seen to be bullying for example, in which case regular and repetitive? Is the version of one young person different from another and why?

What is each of the children's own understanding of what occurred? Do the young people know/understand what they are doing? E.g. do they have knowledge of body parts, of privacy and that it is inappropriate to touch? Is the young person's explanation in relation to something they may have heard or been learning about that has prompted the behaviour? Is the behaviour deliberate and contrived? Does the young person have understanding of the impact of their behaviour on the other person?

In dealing with an incident of this nature the answers are not always clear cut. If you are concerned or unsure as to whether or not there is any risk involved, please seek advice from Children's Services Social Care.

Repetition Has the behaviour been repeated to an individual on more than one occasion? In the same way it must be considered has the behaviour persisted to an individual after the issue has already been discussed or dealt with and appropriately resolved?



Next Steps Once the outcome of the incident(s) has been established it is necessary to ensure future incidents of abuse do not occur again and consider the support and intervention required for those involved.

For the young person who has displayed harmful behaviour In this circumstance it is important to find out why the young person has behaved in such a way. Particular support from identified services may be necessary through a CAF/strengthening family/early help referral and the young person may require additional support from family members.

Once the support required to meet the individual needs of the young person has been met, it is important that young person receives a consequence for their behaviour. This may be in the form of restorative justice e.g. making amends with the young person they have targeted if this has been some form of bullying.

Even following the conclusion of any investigation, the behaviour that the young person has displayed may continue to pose a risk to others in which case an individual risk assessment may be required. This should be completed via a multi- agency response to ensure that the needs of the young person and the risks towards others are measured by all those agencies involved including the young person and their parents. This may mean additional supervision of the young person or protective strategies if the young person feels at risk of engaging in further inappropriate or harmful behaviour.

After care It is important that following the incident the young people involved continue to feel supported and receive help even if they have stated that they are managing the incident. Sometimes the feelings of remorse, regret or unhappiness may occur at a much later stage than the incident.

Preventative Strategies for Settings It is important to develop appropriate strategies in order to prevent the issue of peer on peer abuse rather than manage the issues in a reactive way.

It is necessary that staff consider each issue and everyone in their own right before taking action.

We reserve the right to terminate a contract if we feel that we have exhausted every possible strategy to avoid a child hurting another child; we have evidence that the child's behaviour is not being dealt with consistently at home; advice to take child to an outside agency, ie. GP, Health Visitor is not followed.

Pets and Animals

We believe that children can learn a lot from having contact with animals, however certain procedures must be followed to ensure the safety of the children;

Children must be encouraged to treat all animals with respect, learning how to handle them correctly.

Children must wash their hands after any contact with animals and understand the reasoning behind this.

Children must be taught that not all animals are child friendly and that they should always check with the animal's owner before attempting to stroke or handle them.

Food for the pet must be stored safely away from the children's reach.



A high standard of hygiene must be followed, with careful thought given to the placing of the feeding and drink bowls.

The garden must be checked every morning, before the children are permitted outside to play, to ensure that no animal has fouled it.

We have the following pets in our setting:

Tortoise

Rabbit

There are dogs and other animals that live on the farm. We have taken the precautionary measures of installing gates to separate our space but please be mindful Churchfields is a working farm, also open to the public. We have completed risk assessments for both the Nursery and surrounding environment. Children will be reminded of the dangers not to touch or approach dogs and will always be supervised by a responsible adult whilst on the farm.

Due to our location, we have wild animal present such as, but not limited to, rabbits, squirrels, badgers and foxes. Although all due care is taken to minimise risks and remove faeces, this cannot always be guaranteed. The children will never be left unsupervised in our outdoor spaces and will be educated on the dangers and managing their own risks in an age/understanding/ability appropriate manner.

Privacy Notice

We take your privacy seriously, and in accordance with the General Data Protection Regulation, We will commit to the following: We will be asking you for personal data about you and your child/ren in order to deliver a childcare service to you. We must have a legal basis for collecting this data and there are 6 lawful bases:

CONSENT - The individual has given clear consent for you to process their data for a specific purpose.

CONTRACT - The processing is necessary for a contract you have with an individual, or because they have you to take specific steps before entering into a contract.

LEGAL OBLIGATION - The processing is necessary for you to comply with the law (not including contractual obligations).

VITAL INTERESTS - The process is necessary to protect someone's life.

PUBLIC TASK - The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

LEGITIMATE INTERESTS - The processing is necessary for your legitimate interests or the legitimate interests of the third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to reform your official tasks).

We will be processing your data under the following bases: CONSENT, CONTRACT, LEGAL OBLIGATION, VITAL INTERESTS



Where we require consent, (such as this document) we are asking you to make a decision and confirm you are happy about the information that you are making available and how it is shared and that by signing the permission you are giving your consent.

This information will be collected by the setting, as part of your child's induction to the setting. We will be asking for this data verbally at our initial meeting and recording it digitally on the Family system. We will ask for this information at regular intervals to ensure it is up to date. We will do this by asking you to review this document and your personal data stored on the Family system annually). We will be storing this data on the Family system.

The information that we require is:

Child's and Parent's/Carer's Names

Child's Date of Birth

Child's address

Parent's/Carer's address, email and contact numbers

Who has parental responsibility for the child

Emergency Contact Names, addresses and Contact numbers

Child's Doctors name and Contact number

Any allergies/medical history/requirements

Information about immunisations

Whether the child has any special educational needs/disabilities

Ethnic group

Religion

Sex

Home language

Parents Names, DOB national insurance number (for local authority funding purposes only).

We are required to hold and use this personal data in order to comply with the Statutory framework of England, OFSTED, The Department of education and our local authority early years team.

This data will be used to:

Support your child's development

Monitor and report your child's progress

Share information about activities in our setting

Contact named people in an emergency

Share with other professionals in accordance with legislation

Ensure a contract of service is delivered and maintained



Ensure that this setting receives the statutory funding for which it is eligible.

With your permission, this data may be, when necessary, shared with:

Other professionals supporting your child e.g. health visitor, pre-school, nursery, school, other health or education professional.

Our local authority through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census.

Our local authority for purposes of funded services that they support e.g. the childcare offer.

The local safeguarding children's board or Social Services Referral and Assessment Team if we have any concerns about the safety of your child.

OFSTED - if you want to see a copy of the information we hold and share about you, or your child then please contact us in writing and allow 1 month for the request to be processed.

We are required by law to keep some information about your child for a period of time after a child has left the setting. We will keep a record of this and dispose securely at the correct time.

Please see our GDPR data protection policy for further information on data sharing, safe storage and your rights to access your data.

Settling in

We understand how difficult it can be for parents to leave their child with a setting and return to work. We will therefore work with you to overcome any anxieties you or your child may have and make sure you are both happy with the care we provide.

The setting offers a free settling in session where parents/carers have the opportunity for their child to attend for 2 hours free of charge. Parents are welcome to stay near by but we do not recommend staying with your child as we feel this can have a detrimental effect on their settling and delay the development of their individual independence. Instead, it's a good idea to be near by so if your child finds it particularly challenging, we can call you to come back early.

Though the first session is free of charge, you are welcome to arrange as many additional settling in sessions as is necessary. Additional sessions will be charged at the emergency hourly rate.

The settling in session gives you the opportunity to provide us with lots of information about your child and for us to put it into practice e.g. Likes, dislikes, routines, favourite activities, how to comfort them if they become distressed and how they might react if unused to being left. It's also an opportunity for us to begin to build a relationship with you both.

Some children will take longer to settle than others so we will work with you to support your child through this transition period. Some parents/carers find it helpful to check in with the setting during the day and whilst we are happy to put your minds at ease with a message/photo from time to time please don't be alarmed if we don't answer or respond immediately as we are often too busy to answer, as we are attending to the needs of all the children in our care.



Smoking

In accordance with the Safeguarding and Welfare Requirements we have a no smoking policy in our setting.

No one is permitted to smoke in the setting (or onsite during working hours).

We will not take the children into smoky environments and will avoid places that permit smoking wherever possible.

Working in Partnership with Parents/Carers

It is very important for your child that parents/carers work in partnership with the setting. This will give your child continuity of care and (s)he will not become confused with different standards of behaviour and boundaries.

As Parents/Carers you are the central adults in your child's life and the ones making decisions on their behalf. We will endeavour to work closely with you in order to carry out your wishes for your child wherever we can. It is, therefore, important that we have an excellent communication system.

We appreciate that as a working Parent/Carer you will be in a rush to go to work in the mornings and in the evenings you may well be tired and need to go as quickly as possible, so we use the Family platform or in some circumstances – email, for additional communication with you, you will be able to read your child's diaries, view photographs and more on the system.

Staff will complete this each day and it will include what your child has eaten, nap times, activities, nappies, milestones achieved etc. We request that you login each day and advise of anything that may be important for us to know, i.e.: if your child has had a disturbed sleep, is not feeling well or any other piece of information that may help us to provide them with the best care possible. Staff are always happy to discuss your child and their care with you at any time that is convenient to us both, whether in person or over the phone.

If you really cannot spare the time at drop off or collection, please utilise the private message area of the Family system to notify the setting of any important information as soon as possible. We would also appreciate if you could inform us of any changes to contact numbers for yourselves, including work and mobile numbers, and those of your emergency contacts.

As your child grows and develops issues will crop up that are very important for us to discuss, in order for us to work together and for your wishes be incorporated into our care routine for your child. These could include weaning, potty training, managing behaviour, starting (pre-)school etc.

If you wish us to incorporate a special activity into our routine, perhaps a festival or religious holiday that you celebrate please let us know.

If staff have any concerns about your child's behaviour, development, eating etc we will share them with you and if necessary, work with you to seek support from outside agencies.



Permissions

Below is a list of permissions we require signed acceptance for from parents/carers in advance of caring for your child. If you have any specific amendments you wish to make to this list, please speak to the setting manager directly. By signing acceptance, you agree you give the following permissions indefinitely regarding your child and you also sign to confirm you have read and understood all of our policies.

Famly Platform- I give permission for the setting to store data online using the Famly platform, I understand that this data can include and is not limited to the following information about my child: Personal details including: Name, address, date of birth, medical information including allergies and other general information. Observations including: Progress and observation notes, next step notes and other general developmental information. In addition, I understand you will use the system to store the following: Daily Diaries, Safeguarding and other concerns, Photographs and audio recordings. I understand that the information stored about my child is accessible by me should I request to view it. I understand that when another parent connects to the system, they can only view information relating to their child and cannot view any information relating to my child.

Face paint - I give my permission for my child to have their face painted. I can confirm my child does not have an allergy to face paint products. I accept full responsibility should my child have a reaction as a result of having their face painted.

Outdoor Play & Equipment - I confirm that I have read and agreed to your Outdoor Play and Equipment Policy. I agree for my child to have supervised access to a complete range of large indoor and outdoor play equipment, including ride on toys, slides and swings etc. I understand that this play equipment may be located within the garden, inside the setting or in the wider environment of Churchfields Farm.

Medical Emergency - I confirm that I have read and agreed to your Accident and Incident Policy. I give permission for my child to have first aid assistance administered by you as and when it is necessary and for plasters, cleansing wipes and other first aid box items to be used. I understand that I am to keep you updated with my child's emergency contact details as and when they are altered. I give permission for my child to be taken to hospital and be given emergency treatment providing every effort has been made to contact me or my child's emergency contacts. If there is a life-threatening situation with my child, I understand that you and the medics will act in your professional capacity to help my child as best you can (including administering CPR if necessary).

Nappies, Cream and Wipes - I give permission for all staff in your setting to apply nappy cream to my child when changing their nappy. I confirm that I have made you aware of any skin conditions my child has, which also need to be taken into consideration. I understand that you will only use the nappy cream that I have provided for my child and that the cream provided will only be applied to my child and will not be applied to any other children in the setting. I also give you permission to use wet wipes on my child, I understand that you will use wet wipes and nappies provided by your setting.

Non-Prescription Medication - I confirm that I have read and agreed to your Medicine Policy. I give permission for you to administer the following age related non-prescription medication if my child requires it: Paracetamol, Ibuprofen, Saline Nasal spray, Cough Medicine. I understand that you will only administer the medication in order to relieve my child's immediate suffering and that I may be contacted to collect them and seek medical support if required. I understand that I need to notify



you, (when my child arrives at your setting) if they have had any medication in the previous 24 hours. I will advise of the following: What medication they have had, The times it was administered, Amount that was administered (e.g. 5ml). I understand you will notify me of any medication administered whilst in your setting/care. These notifications can be done so via text, email or Family system.

Prescription Medication – I understand I will need to give specific permission for my child to be administered with prescription medication and this will be done so using the Family system. I confirm I understand they will need to appear well enough to attend the setting and will have already taken the medication for a minimum period of 48 hours and do not appear to be allergic to it. I also confirm it will be in its original packaging which details my child's name. I understand I need to confirm the dosage and times it needs to be administered. I understand that if my child appears to be unwell, I may need to collect them before the usual collection time.

Photos and Videos - I give permission for photographs & video footage to be taken of my child, I understand that these will be used for a number of reasons listed below. I give permission for all staff to take photos of my child for the reasons indicated below: To record my child's daily routine. To record my child's development. To share with me. I also understand that the photographs that have been taken of my child may be displayed in the following locations: Within the setting's own personal photo album. Within staff's personal course work. On the setting's display board. Within Staff's portfolio. In addition to the above I understand and agree that photographs of my child may be added to the Family system and visible by just myself and the setting staff. Sometimes there will be group photos or photos of children playing alongside each other. By signing this you agree to allow the parents of the other child to also see these photographs (via the Family system). These photographs must not be shared by you or the other party elsewhere such as social media sites. They are for your viewing only. I understand that no payments will be made or taken for using photographs of my child in any of the above situations.

Privacy Notice – I have read and understand the Privacy notice and give my consent.

SEND Consent to support DRAFT LETTER - Dear parent/carer, We at Blooming Imaginations Ltd would like to gain some support and advice from the early years inclusion team to ensure that the practice in the early years setting is meeting the needs of your child. We want your child's experience at our early years setting to be of the very best quality and want to ensure that we develop our practice for the benefit of every child. Your views as a parent/carer are very important to us and therefore a member of the early years' inclusion team will be happy to talk to you, either on the phone or in person. Please let us know if you would like us to plan for this on their first visit. We have also provided you with an inclusion team parent leaflet that explains the role and functions of the team. I agree for Blooming Imaginations Ltd representative to contact the early years inclusion team. By signing this permission, I give my consent and agree to the above. Please retain the consent form in the child's folder as proof of consent. Worcestershire Children First Early Years Inclusion, Worcestershire County Council, County Hall, Spetchley Road, Worcester, WR5 2NP. Inclusion contact number: 01905 843099. We take your privacy seriously and in accordance with the General Data Protection Regulations. The information you have given us will be used to support your child's development and will not be processed for any other purpose, after which it will be securely disposed of. Information on how WCF use personal data can be found in our privacy policy <http://www.worcschildrenfirst.org.uk/privacy>



Sharing information with other professionals - In order to comply with the EYFS and in order to benefit the well-being of your child and the service that we can offer, we would like to work in partnership with any other settings that your child attends (up to the end of the reception class in Primary School). By signing this you agree to us sharing your child's progress with other settings they attend such as pre schools, Reception or Childminder. Such information will include the Learning Journey, Progress Statistics, Achievements Searches, and Next Steps. Such Professionals could include, but are not limited to, pre school teachers, nursery teachers, school teachers, health visitors and professionals from other agencies such as social workers.

Outings & Out on the Farm - I give permission for my child to be taken on outings and around the farm which may be planned or spontaneous. I understand that these outings may be on foot, within a pushchair or by vehicle including private car, bus, train, tram, taxi or any other form of public transport, and that my child will be safely transported and suitably restrained in any vehicle. I understand that any vehicle my child is being transported in will hold the correct valid insurance, valid MOT certificate, be regularly serviced and maintained and that the driver of the vehicle holds a full valid UK driving license for the vehicle. I understand that my child will be restrained within the vehicle using the appropriate seat or booster seat for their age, height and weight. I understand that children will not be left unsupervised in any vehicle at any time. If any trips are pre-planned I understand that I will be advised in full of the activities that will be taking place during the day. I understand that staff will carry out the following prior to leaving the setting for the outing: Staff will carry a first aid kit. Staff will take a walkie talkie and/or mobile phone with them in case they need to contact someone in the event of an emergency.

Suncream - I confirm that I have read and agreed to your Health and Safety Policy – specifically the section on Sun Protection. I confirm on forecast hot days I will apply sun cream to my child before they arrive at your setting. I confirm that I will provide the appropriate minimum SPF 50 sun cream for my child, in the event of the sun cream I provide being unavailable I give permission for another appropriate sun cream to be used on my child with my specific written consent. I agree that you can apply sun cream to my child on all parts of the body exposed to the sun whenever necessary.

Advertising Photos: I give permission for my child's image to be used for advertising purposes for Mini Moos at Churchfields Day Nursery/Blooming Imaginations Ltd. This will include (but may not be limited to) Banners, Flyers, Social Media and Websites. I understand that this permission applies indefinitely unless I request in writing to remove them. I understand Blooming Imaginations Ltd will have 30 days from the date of my letter to confirm receipt and action my request.