

Stoke Holy Cross Pre-School, The Pavilion, Long Lane, Stoke Holy Cross, NR14 8LY

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Registered Charity No: 1033659

Ofsted No: 254295

POLICIES

AND PROCEDURES

28th Edition

January 2024

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**GROUP OBJECTIVES**

1. To run a Pre-School sound in procedural and legally constitutional obligations.
2. To operate a Pre-School that fulfils the needs of both parent and child.
3. To provide a safe, healthy, caring, happy and challenging environment for all children in which to develop their own skills - socially, educationally, physically and emotionally - to their full potential. We will be an inclusive provision and respect individuality and equality.
4. To provide a variety of experiences through play, using good quality equipment and play activities appropriate to the child's age and stage of development, within the framework of the Department for Education and Ofsted Early Years Foundation Stage within the Foundation Stage of the National Curriculum.
5. To encourage an atmosphere of understanding that promotes courtesy, thoughtfulness and helpfulness.
6. To prepare the children for school.

**THE POLICY**

The 28th Edition of this policy has been completed and agreed by all committee members and Sarah Sexton (manager).

The Policy will be monitored by the committee and staff, and the Policy will be reviewed annually, or more regularly, if necessary, to make sure it is kept up-to-date and to take into account new ideas or procedures.

Our Policy states what our Pre-School stands for, explains what our members and staff are entitled to, and the service we offer to the community. We believe that no child, individual or family should be excluded from the Pre-School on the grounds of gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief. We aim to ensure that all who wish to work in, or volunteer to help with, our Pre-School, have an equal chance to do so.

A copy of this Policy is given to all parents; also, a copy is kept in the Temporary preschool building to be viewed on request.

**OFSTED**

We are inspected regularly by OFSTED. Our last inspection took place on the 5/2/19. A copy of this report is available either online or at any Pre-School session.

**SECTION ONE – ADMISSIONS PROCEDURE**

The Admission Policy is issued to all families as part of the registration process and is also available on request.

**Sessions**

Early Education is offered to families 39 weeks of the year. The funded hours can be claimed (to the maximum available) -

* Monday – 09:00 – 15:00
* Tuesday – 09:00 – 15:00
* Wednesday – 09:00 – 15:00
* Thursday – 09:00 – 15:00
* Friday – 09:00 – 15:00

Children can also be collected at 12 midday or stay for lunch and be collected at 1pm.

Children must bring their own packed lunch to eat. The lunch time is between 12:00 and 13:00. A minimum of three children must attend for the lunch time to open (this is at the discretion of the committee). The supervisor will be happy to discuss lunch with each family individually, considering if the child is ready.

At each session there will be a maximum of 12 children.

The number of sessions your child attends is flexible, although for your child to gain maximum benefit we strongly recommend that at least two sessions be attended.

Early Education is offered within the national parameters -

* No session to be longer than 10 hours
* No minimum session length (subject to the requirements of registration on the Ofsted Register.)
* Not before 06:00 or after 20:00
* A maximum of 2 sites in a single day

**Qualification**

Children who move into the area will be offered a place providing there is space available.

**Waiting List**

The pre-school operates a waiting list when sessions are not available.

We will give preference to children living nearest to the Pre-School, according to the following rules in this order of priority:

1. Children who are due to start school the next school year, who have statements of special educational need or are in public care.
2. Children who are due to start school the next school year, living in the area served by the PreSchool.
3. Children who are not due to start school the next school year, who have statements of special educational need or are in public care.
4. Children who are not due to start school the next school year, living in the area served by the PreSchool who have a brother or sister attending the Pre-School at the time of their admission.
5. Children who are not due to start school the next school year, living in the area served by the PreSchool who have no brother or sister attending the Pre-School.
6. Children who are due to start school the next school year, living outside the area served by the PreSchool.
7. Children who are not due to start school the next school year, living outside the area served by the Pre-School who have a brother or sister attending the Pre-School at the time of their admission.
8. Children who are not due to start school the next school year, living outside the area served by the Pre-School who have no brother or sister attending the Pre-School.

When a session becomes available once the school year has started, children currently attending PreSchool will be given priority using the following criteria:

1. Children who are attending 1 session at Pre-School due to start school the next school year.
2. Children who are attending 1 session at Pre-School and are not due to start school the next year.
3. Children who are attending 2 sessions at Pre-School and are due to start school in September
4. 4. Children who are attending 3 sessions at Pre-School and are due to start school in September
5. Children who are attending 4 sessions at Pre-School and are due to start school in September
6. Children who are attending 2 sessions at Pre-School and are not due to start school in September
7. 7. Children who are attending 3 sessions at Pre-School and are not due to start school in September

8. Children who are attending 4 sessions at Pre-School and are not due to start school in September

Should more than 2 children fit into one category then places will be allocated in order of date of birth within the academic year. Children with Statement of Special educational needs will be given priority in each category.

Area served by the Pre-School: Stoke Holy Cross, Caistor St Edmund, Dunston, Markshall, Shotesham All Saints, Shotesham St Mary, Upper Stoke.

If twins, triplets and other multiple birth siblings are at the top of the waiting list and only one place is available, the other siblings will remain at the top of the list until they can be offered a place, even if another child with a higher priority joins the waiting list.

‘Brother or ‘sister means brothers or sisters living at the same address, including adopted children, stepbrothers, stepsisters, and children in foster care within a family unit.

Although the Pre-School has a strong link with Stoke Holy Cross Primary School, a place at the Pre-School does not guarantee your child’s admission into the primary school. This is decided by Norfolk County Council.

The Pre-School is advertised in the local area on notice boards to ensure that all parents and carers of Pre-School aged children are given an equal opportunity to join the waiting list. Details are also circulated by the Norfolk County Councils Childcare Information Service.

**Intake**

There are two annual intakes to the Group, in the Autumn and Spring Terms. (See Qualification above) There can also be additional intakes according to numbers. We can only hold a maximum of one session for half a term for September starters. This is at the discretion of the committee.

**Admissions Procedure**

On enquiry, parents will receive an expression of interest form. When allocating sessions for the new academic year, the Manager will contact parents of any children currently attending Pre-School asking which sessions they would like in the next academic year. The sessions will be allocated, and the parents informed by the end of the Spring Term. At the beginning of the Summer Term the parents of children on the waiting list will then be contacted. Using the admissions criteria above the sessions will be allocated to the children on the waiting list.

The pre school will confirm offer of place by letter which will detail the starting date and sessions which the child has been allocated. In order to accept the offer, the attached form must be signed by a parent / guardian and returned to the manager along with the deposit of £35 per child (preferably paid via BACS).

A home visit will be offered by the supervisor and the child will be given information on what to bring to preschool. Parents and children will be invited to attend a Stay and Play session prior to starting their sessions.

On joining the group, parents will be sent The Policies & Procedures document via e-mail, it is also available on our website shxpreschool.co.uk. It will also be made available in paper copy upon request.

The Pre-School has a t-shirt and sweatshirt with the logo on. It is an optional item of clothing and available to purchase via My clothing Ltd. Second hand uniform is available for a small donation towards Preschool funds.

If a parent decides to defer their child from starting school at the beginning of the academic year, Stoke Holy Cross Preschool is able to extend their placement with us (this may be discussed with the committee, their decision is final)

**Admission Details**

Prior to leaving their child on their first session, parents will be requested to complete an admissions pack. They will also be given consent forms to sign, information and briefing regarding the role of volunteer helpers and the assessment & record keeping systems employed. The latest Ofsted inspection report will also be made available upon request.

Admission details required from parents are:

* full name, address and telephone number of both parents and child
* date of birth (a copy of Birth certificate must be provided)
* details of any religious or cultural considerations needed when caring for the child
* significant health information (allergies, disabilities, etc)
* details of who to contact in the event of an emergency
* name, address, and telephone number of the family doctor
* dietary information
* any other relevant information (e.g., access or custody arrangements).

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

Admissions details are strictly confidential and will be kept in a secure place. Prior written permission will also be required to allow the children to leave the Pavilion on supervised trips, (e.g., walks up to the allotments, trips to the library bus).

**Special Educational Needs**

Please refer to the SEND/Inclusion Policy (Section 6) concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

**Settling In**

There will be an initial settling in period when parents, if they so desire, are welcome to stay with their child during the session until both are happy about separation. Parents will be assured that should their child become distressed, they will be recalled to the group.

If the Preschool practitioners feel that the child is struggling with the number of hours the child is attending and it is detrimental to their development, then this issue will be discussed with the family and hours will be reduced until it is felt that the hours are appropriate for that child.

**Fees**

Our hourly rate is currently £7 per hour. The committee will review the fees in the summer term, with effect from the start of the following academic year. Parents will be informed of any increase before the end of the summer term.

All families will be issued an invoice half termly unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Payment may be made by cheque, cash, bank transfer or childcare vouchers. Detailed receipts will be issued for all cash and cheque payments.

**Non-payment of fees**

If there is a problem with payment, alternative terms may be negotiated at the discretion of the treasurer and in complete confidence. Failure to pay fees within the agreed timescale will result in an additional £20.00 administration fee and if fees are not received then this could jeopardise the child's place within the Group. Failure to pay the fees within the timescale will lead to a verbal reminder, followed one week later by a written reminder for payment within one week. Following this time, it will be referred to the committee and possible court action may be taken.

A half terms notice is required when a child is reducing the number of sessions they attend or the number of lunch sessions. Circumstances will be considered at the discretion of the committee. If leaving the Pre-School for reasons other than starting school, fees will be asked for. There will be no refunds if a child leaves before the end of the half terms notice, or if the number of weekly sessions is reduced. Fees will still be expected in cases of absence due to family holidays and illness. In the case of prolonged absence (over 2 months), payment will be reviewed.

Fees are charged for all sessions within the school term dates. There are no refunds if the pre-school is closed due to unforeseen circumstances such as extreme weather conditions. No fees are charged for staff development days that occur within the pre-school holidays.

**Government Funding**

The Group is able to claim for funding for eligible 2-, 3- and 4-year-olds, at this time we are able to offer 15 hours universal funding for all children 3 and above (this can be claimed the term after they are 3) 30 hours and 2 year funding for eligible families Check this on .gov site.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

The entitlement is offered free. Parents will not be charged a 'top up' fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any other locally available funding streams with a view to claim/application to support and improve their outcomes.

**Additional Fees**

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority.

Charges for additional services such as trips will be agreed in advance with families,

**Parent/Carer Rota System**

From time-to-time parent help is required. If there is a need, the rota secretary will complete a rota which is given to all parents and displayed inside the Pre-School. If parents are unable to help, they should arrange with another parent to cover. If this is impossible, then discussion should take place again with the manager to endeavour to cover the duty.

For reasons of health and safety, it is preferred that younger/older children do not accompany the parent when on duty except when it is unavoidable. Any such children must be noted on the register in case of emergency. They are the sole responsibility of the parent/carer.

**Closure**

Should a member of staff be unable to attend the Pre-School, they are first to contact the manager and put on the staff WhatsApp group so that staff cover can be found. Should no staff cover be found the manager will contact the chairperson so that cover can be arranged with a committee member. If unable to find a committee member to cover, the supervisor will ask parents/carers to help cover the session. If no parent cover, or not enough cover is found to maintain child ratios, the Pre-School will have to close.

If a member of staff is unable to find cover for their own child/ children then they will be permitted to bring their children into setting, providing that the ratios of staff to children remain within the permitted levels and that the child is the appropriate age. (2 ½ -4 years old)

In the event of Stoke Holy Cross Primary School being closed due to severe weather then the Pre School will also be closed. In the case of severe weather leading to closure, the school closures are announced on local radio stations, the school website and when possible, the Pre-School website. If the Primary School closes for any other unforeseen reason the Pre-School will endeavour to remain open where practically possible.

On occasion agency staff, with the required qualifications are contacted to cover where all other staffing possibilities have been exhausted.

**Complaints Procedure**

The Group welcomes suggestions on how the services we offer to children, families, staff etc. can be improved. All parents/carers are invited to attend committee meetings to have their say.

The complaints procedure is issued to all families as part of the registration process. It is also available on our website (shxpreschool.co.uk)

Anyone who has a concern about the Group's provision may feel free to talk to the manager ([manager@shxpreschool.co.uk](mailto:manager@shxpreschool.co.uk)) or the chairperson (chairperson@shxpreschool.co.uk) in complete confidence. If after a response has been given the person still feels uneasy, he/she should put their concerns in writing and a meeting with the manager and the chairperson will be sought within two weeks of receipt of the letter. Others may be invited to attend such a meeting and minutes of that meeting will be kept in the strictest confidence. A provider complaints form will also be completed and kept on record.

If an agreement cannot be reached, an outside mediator such as the Early Years Advisor may be called to offer advice. All discussions will be kept confidential. Parents may also contact Ofsted Early Years at the address below if they feel that the groups handling of any matter is unsatisfactory. Ofsted

Piccadilly Gate

Store Street

MANCHESTER

M1 2WD

It is hoped that complaints may be made constructively and that subsequent actions will be prompt and to the satisfaction of all parties. Records of any complaint made are kept confidential and are stored in the “Record of complaint” folder on Baby days which will be kept in the locked filing cabinet within the Pre-School.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in the funding agreement and in Early education and Childcare statutory guidance for local authorities) a complaint can be submitted directly to the Manager

If a parent makes a written complaint, the committee will complete the ‘Record of Complaint form and respond in accordance with this policy.

If a parent makes a verbal complaint or describes the staff or committee's actions as being 'inappropriate' in any way, then the committee will discuss the complaint at a committee meeting and decide how to deal with the complaint. If all members are in agreement, the complaint will be recorded. The committee may seek advice from outside agencies to ensure that the matter is dealt with correctly.

We are committed to establishing and maintaining good working relationships between Preschool and home. If for any reason the relationship between Preschool and home is strained every effort will be made to build bridges to rectify the situation in the best interest of the child. Preschool staff are expected to remain professional in such a situation and refer to the chairperson. Parents are asked to ensure they act appropriately when addressing any concerns they may have. An appropriate time and venue will be arranged by the chairperson or manager. The meeting will take place with at least two committee or staff members and if appropriate a supporting professional. The parent will be informed in writing of the date, time, venue and who will be attending the meeting. The meeting will be kept confidential, and minutes will be taken.

Where possible, the committee or staff member will try to deal with any concerns verbally as soon as possible, providing the parent/carer addresses their concerns appropriately and at an appropriate time and place. If the committee or staff member feels that the parents/carers actions are inappropriate, then they will be asked to end the conversation and for a meeting to be called.

All meetings, including those regarding individual children's performance/behaviour will be minuted and distributed in the strictest confidence, and only to those immediately concerned.

Assurance is given that no action will be taken against the child or the person making the complaint.

**SECTION TWO - THE OUTLINE STRUCTURE OF THE SESSION**

**Aims**

To provide well organised, carefully planned activities to benefit the child and create a caring atmosphere where children can learn through play.

Staff/volunteers will have time to talk to parents/carers at the beginning and the end of sessions.

Equipment will be set out before the children arrive and some may need to be tidied away after they have gone. It is important that the children arrive on time to give them equal opportunity as to the choice of play.

Parents will be encouraged to participate in planning activities through the rota, committee, and providing materials and activities.

There will be opportunities for the children to choose freely from provided activities, and for spontaneous activities to develop where possible, taking into account the space, attention span, and progression needed for all round development.

**The session will include**

* large & small muscle activity to develop physical skills
* interaction with adults, and other children, in various ways to develop social and language skills
* various challenging experiences to develop intellectual skills
* a variety and range of natural materials to develop creative skills
* opportunities for imaginative play and exploration, in order to encourage personal and emotional development.

**Example of Pre-School Sessions**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Time |  | Activity |
| Morning | 9:00-9:15 |  | Children arrive, Child/parent settling time. |
|  |  |  | Free play – Exploring all activities and equipment set out for the day. |
|  | 10.00 |  | Drinks and healthy snacks, in small groups  Free play – Usually outside weather permitting. |
|  | 12.00 |  | Morning session ends, some children are collected by parent/carer. |
|  | 12:00 – 13:00 | | Lunch |
|  | 13:00 – 15:00 | | Small group activities/free play and outdoor play |
|  | 15:00 | | Children go home |

**Staffing**

The minimum adult: child ratio will be 1:5 for children under 3 years and 1:8 for children 3 years and older. There will always be 50% of the staff (in addition to the manager) within ratio that has a Level 2 or above childcare qualification. Where possible sessions are run above the minimum ratio with three members of staff.

Staff will be qualified in Early Years Education or be in the process of training. Staff continually update their knowledge by attending relevant training courses.

**Key person**

All staff will be responsible for observing new children and make notes and observations. Each child will be assigned a key person prior to starting, this will help the child feel secure at Pre-School and build confidence. The key person will be a staff member with special responsibilities for communicating with the parent/carer and recording the child’s Learning Story. The key person will meet the needs of each child in their care and will respond sensitively to their feelings, ideas, and behaviour. As it is not always possible for the keyworker to be present for all their named children’s sessions a named “buddy” will be supplied for each child.

**Register**

A daily attendance register will be taken during the session, and children will be marked out at the end of the session to reflect the hand-over of responsibility. If a different person is collecting the child other than the one who brought him/her to Pre-School, then the preschool must be informed at drop off, it will be noted by staff, and their identity checked before the child is released, where applicable the password provided by the parents on admission may be required.

**Curriculum Planning**

Teaching at this Pre-School is planned and organised to ensure that every child’s experience is enjoyable and challenging, and that all learning, and development is tailored to meet the child’s individual needs, following their interests, and incorporating their stages of development. There will be a balance of adult-led, freely chosen and child-initiated activities, delivered through indoor and outdoor play, which will include celebrating major festivals from all cultures.

**Observations, Assessment and Planning**

Continuous Provision

The Pre-School staff carefully plan the child’s environment and acknowledge their interests and background. The learning needs of all the children in the setting are considered.

The learning environment provided is exciting and challenging, enabling children to explore, play and become active learners, who are able to take responsibility for their own learning. Children are given the opportunity, time and space to be nurtured and to revisit and continue their learning.

The Pre-School is committed to the framework which the Early Years Foundation Stage has put in place. The child’s key person will observe learning and share with the parents/carers via photos and video evidence of the child’s development.

These observations are used as reference when planning the children’s learning environment within the setting and outside areas.

Staff hold planning meetings each half-term, welcoming the input of the parents as well as the children throughout the term. Within this meeting the staff will reflect on the learning and practice of the previous half-term.

Ofsted no longer require Early Years Evaluation Form (SEF); however, Stoke Holy Cross Preschool will continue to self-evaluate their practice to ensure the highest quality of care.

**Record Keeping & Assessment**

Record keeping and assessments are made and kept in line with the EYFS 2024 Statutory guidance, all personal data is also stored in accordance with this guidance. Following the Key person approach we monitor each child’s ongoing development using the Development Matter curriculum guidance to ensure that the children are meeting their ages and stages and to highlight any areas of concern.

We use Babys days as a secure online system in which each family get a password which allows access to their own child/ren only. Each child has a folder in which a record is kept of their current achievements. Parents/carers are invited to add anything to their child’s learning journal. At the end of the child’s time at Pre-School it is hoped that parents will share their achievements with the child’s foundation teacher at school.

The devices in which staff access Babys days are kept in a locked cupboard or in the room during the session, observations are sent straight to parents. Any material of a more confidential nature is kept in the filing cabinet in the resource’s cupboard. All details are stored in accordance with GDPR.

The staff will complete the children’s learning journals in the setting and will not remove them from the premises to safeguard both children and staff.

**Transition**

We believe that all of our children and their families deserve support at points of transition. The Settling-In, Key Person and Inclusion Policy help to ensure a good transition from home to Pre-School. Each child will then make the transition from Pre-School to School and possibly to a new setting.

When a child makes a transition, communication is encouraged between the parents, staff and practitioners at the new setting. Norfolk County Council leaflets about transition are available to parents. Practitioners from the new setting would be welcome to visit their “new” child within our setting.

Foundation Stage staff from Stoke Holy Cross and other schools that are likely to receive children from our setting are invited to our parent's meetings, and if unable to attend they are asked to write a letter to be read to the parents about the transition and hopes and expectations for moving into the Reception Class.

In the Summer Term, the manager will meet with the Foundation Stage Teacher from Stoke Holy Cross regarding the children making the transition to that School.

It is our responsibility to ensure that when a child is transitioning to another setting or to school that all relevant child protection files are copied and passed on to the new setting. Where possible these will be delivered in person and the transfer sheet completed to include the details of date, receiving setting & person and any further details about the handover process if in person delivery has not been possible.

**SECTION THREE - USE OF REGULAR VOLUNTEERS**

**The Committee**

As this is a charity run Pre-School it must have a Pre-School committee. The members of the committee are the parent/carers of the children attending the Pre-School and without a committee the Pre-School would not be able to run.

The committee consists of five to nine members, of whom there is a chairperson, treasurer, secretary, (the three officers) and other committee members. They take on roles such as fundraising co-ordinator and gardening. They are elected annually at the Annual General Meeting which is held in September. Elected committee members will sign a form to show their willingness to act as a trustee for the Pre School. All committee members will create an account for themselves on the Ofsted Online Portal and complete an EY2 form online for Ofsted suitability and will also be required to have an enhanced disclosure for their position. The chairperson may also have a suitability interview with an Ofsted inspector. The committee is run in line with the Pre-School constitution; all committee members will be given a copy of this document at the Annual General Meeting.

The committee are the employer and therefore are required to check and follow the policies and procedures set out in this document. The committee employs a bookkeeper, this person will not have any contact with the children, although they will have personal information about the children (names, dates of birth, addresses) required for invoicing and funding forms. The Bookkeeper will therefore have an enhanced disclosure.

The committee will meet a minimum of once a term. An agenda is displayed within the Pre-School two weeks before the meeting, and a copy of the minutes is displayed at Pre-School. Everyone is encouraged to attend the meeting even if not on the committee. The Committee, where applicable, send out parent update each term to inform parents of the Pre-School plans for the term, term dates, fundraising events, and any changes to the Pre-School.

The rota for parent/carer help encourages parental involvement, with extra volunteers required for activities and additional trips out.

**Community Liaison**

Regular visits are arranged from the police service, road safety officer, dental service, library service, lollipop person & primary school teacher.

There are also visits to local places of interest including the local school, allotment, and outings during the year.

**Parental Involvement**

Parents are encouraged to attend particular sessions organised by the staff. As the Pre-School is run by a volunteer committee, parents are encouraged to become part of the committee or support the fundraising events and work of committee. Without a committee the pre-School will not be able to open. The committee organise fundraising events to raise vital funds for the Pre-School.

**Mobile Phones and Cameras**

Staff members/students on duty and working with children are not authorised to use their mobile phones or any other devices that have access to imaging and sharing capability.

It may be required by staff to use their own mobile phones if on an organised trip with a small group of children away from the setting (e.g., trips to the local library). In these circumstances the member of staff will use their mobile phone for emergency calls **only**. Mobile phones will be kept in the kitchen out of reach of the children. Staff are permitted to wear smart watches but for the purpose of a clock and notification of emergencies only.

Parents/Volunteers are not authorised to use their mobile phones within the provision, outside area or on hand holding duty. Children's safety and the issue of safeguarding are paramount. Staff will ask that visitors to the provision place mobile phones will be kept in the kitchen out of the reach of children and then returned as they leave the provision.

Cameras may be used at fundraising events, nativity, sports day, and school trips, unless there is an enhanced safeguarding reason for photographs to not be taken. In this circumstance parents will be asked verbally and by letter (if appropriate) to not take photographs. Parents and staff will be asked to sign saying that they will not put photographs or videos on social networking sites that contain any images of children at Pre-School that are not their own children. Any Parents/Carers who have concerns with regard to this issue should come forward to either a staff or committee member.

**SECTION FOUR - HEALTH AND SAFETY**

Our Health and Safety Co-ordinator is Sarah Sexton.

The Health and Safety File can be found in the kitchen cupboard and contains details of recent inspections, health and safety policies, risk assessments and other information. This can be accessed by request.

The Pre-Schools responsibilities begin at the start of each session and end when the child is handed over to the parent or named carer.

**HEALTH**

**Smoking**

This Pre-School operates a no smoking policy.

**Infectious Diseases**

Children will not be accepted at Pre-School if clearly unwell.

If a child needs pain relief medicine (Calpol etc.) they are not to attend the setting that day.

For exclusions guidance we follow the information provided by the government at :- https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources

This is displayed within the Pre-school and therefore is available for all to refer too.

**Accidents and Injuries**

In the event of a minor accident, a child will be attended by a qualified first aider. They will assess the extent of the injury and decide on any treatment required. For minor injury, the child may be comforted only. (For more serious injuries, see ‘Sudden illness below). All accidents, including minor ones, will be recorded on Babys days (casualty, time, place and circumstances of accident, nature of injury, and name of person dealing with incident), and the child’s parent/carer informed and asked to sign a copy Via Baby days.

**Sudden Illness**

In the event of a child's sudden illness or accident, the parent/carer will be contacted. If unobtainable, the named emergency contacts will be informed. One member of staff - a trained first aider - will be given sole charge of the child until the parent/carer is available to take the child home. In the event of severe sickness/injury a doctor and/or ambulance will be summoned immediately using the Group's mobile phone and the parents/carers will be informed. An ambulance may be called prior to contacting parents if it is felt to be necessary.

A written record will be kept on Baby days this record will be kept of the illness or injury and the calling of the ambulance/doctor, and the committee will be informed.

Should a member of staff have to accompany a child to the hospital/doctors etc. a member of the committee will be called to keep child: adult ratio in accordance with regulations.

**Medicine Administration**

The Pre-School will avoid administering medicines if possible and can imagine very few instances in which this would be necessary, given the short session times.

All medication must be logged onto baby days, parental permission given, and last dosage provided before the child is allowed to attend a session. The named member of staff, being a trained first aider, must have information from the child’s GP stating what condition the medicine is for, how and when it should be administered and any other relevant information. Long term prescription medication, for example inhalers for children with asthma, are kept on the premises and administered when required. Other medication for example antibiotics, penicillin etc. that has been prescribed by the child’s own medical practitioner at least 48 hours previously will be administered, and treatment must have been started at home within that 48hour period. However, if the manager feels the child is too unwell to attend the session the parent /carer will be asked to take their child home.

Any child that has been administered paracetamol/ ibuprofen before the session might be asked to take their child home if the manager feels that they are not well enough to be in session.

If a child is requiring treatment, for example antibiotic eye drops, then the parent/carer must return to the Pre-School to administer.

All medication will be stored in a place inaccessible to children and must be kept in its original container. It must be clearly labelled with the child’s name. All medicines will be returned to the parents at the end of each session and parents are to sign the medical record via Baby days.

Should there be any doubt as to dosage or administration, the staff member may refuse to give the medicine, but the parent or another named contact must be phoned immediately or, in case of emergency treatment, medical advice/attention sought.

**First Aid**

Staff are trained in First Aid and this training is updated every three years. There is a list of staff members that hold a current first aid training certificate in the main room.

A fully stocked first aid box will be provided at all times, this is stored in the lower cupboard in the kitchen. The chairperson is responsible for ensuring that the contents of the first aid box are maintained. This procedure is carried out at the beginning of each term and the chairperson must be informed when items need replacing. The Health and Safety file contains a list of recommended contents. Any items used should be reported to the chairperson who will replace them. All adults that regularly spend time in the Group will know procedures for dealing with minor accidents and illness.

The accident/incident book/ Babys days record is reviewed at the end of each term. This is the responsibility of the manager.

**SAFETY**

**Safety of Premises**

The manager will make regular checks of the premises. Any repairs required will be reported immediately to the chairperson, who will then contact the Parish Clerk or the caretaker and then note it in the file.

The entrance door must always be locked and fire exit door safety catch in place after parents have exited, the gate to the outside area will be padlocked before the children are allowed to play within it.

**Safety of Equipment**

The aim is to provide good quality educational equipment. We especially use equipment with recognised safety marks, and we ensure that play activities are appropriate to the children's age and stage of development and interests. By doing this we enable them to develop to their full potential in a safe and enjoyable way.

Only sturdy, well-made equipment constructed of non-toxic materials will be provided.

The manager and staff will make regular checks of the equipment for wear and breakages. The manager will complete the broken toy/equipment form and inform the committee for action to be taken. Arrangements will then be made for repairing or discarding such items.

Unsuitable equipment, which is donated, may be sold for fundraising.

**Cleaning**

The pavilion receives a thorough cleaning on Sunday of each week. This includes the toilets, sinks etc. The floor is washed, and rubbish disposed of safely and hygienically. The toilets and kitchen are kept clean during all sessions, as required. The toilets and floor are swept after each session and mopped when needed.

The toys within the Pre-School will be cleaned at least once a year or as required.

**Hot Drinks**

Children will not be permitted hot drinks. Adults will consume hot drinks either in the kitchen or in the doorway to the classroom. Mugs with closed lids will be kept well out of children's reach.

**Jewellery and Clothing**

Parents/carers are asked to use their discretion. No earrings other than studs should be worn unless for religious reasons. A medical talisman is allowed.

Staff are advised to keep jewellery to a minimum, including recognising the hazards of wearing long necklaces and dangly earrings. During the winter months staff will have both indoor and outdoor shoes. Staff should have soft soled shoes for inside.

The children’s clothing should be practical. No responsibility can be taken for damage to clothing, although every precaution will be taken to avoid damage (aprons etc).

**Staff/parent relationships**

Staff should not be friends online with parents from the setting or share social media or contact details. If staff have previous relationships or connections, then they should let the manager know.

**Storage**

The store cupboards are out of bounds to children at all times.

**Safety Mats and Physical Activities**

When using large equipment at the Pre-School, the equipment is always supervised by staff and safety mats are used when necessary. Please refer to individual risk assessments. Large equipment is erected with care and checked regularly.

**Electrical Equipment**

All electrical equipment will be safely used and stored by a responsible adult. The electricity meters are boxed. Electrical equipment will be checked regularly. Appliance testing is carried out yearly by a qualified electrician. This is to be organised by the relevant Pavilion contact via the committee/manager.

**Sun cream**

Children are to come into the setting with sun cream already applied, preferably an all-day product. Staff can reapply sun cream if the child comes with their own product, and a parent/ carer signs in the morning to give permission of the application.

**HYGIENE**

**Toilet & Hand-washing Routines**

Toilets and washbasins will be kept clean. Pre-School staff will be responsible for the safe storage of cleaning materials in the kitchen area, out of reach of the children. The kitchen door will be locked when not in use and the key hang on the hook.

Only ‘DBS-checked adults will be allowed to take the children to the toilet. Any accidents that occur will be dealt with in a way that does not undermine the child's self-esteem. Clean clothing will be available, disposable gloves and aprons will be used by the staff and there will be washing down facilities. Bags for wet/dirty clothes will be securely tied up and sent home. Pre-School spare clothes must be returned in a clean condition. Wet or dirty nappies/pull ups will also be sent home as Pre-School is unable to dispose of them. Children will be encouraged in good hygiene practices e.g., hand washing when first entering the session, after visits to the toilet, after doing messy play and before snacks and lunch.

**Nappy Changing Policy**

No child will be excluded from the Pre-School if they are still in nappies or pull ups, and the staff will ensure that these children have all their needs met. Staff will wear a disposable apron and gloves or follow strict hand washing guidelines, whilst or after changing the child. These are kept out of reach of the children. Once finished with they are then disposed of in a nappy sack. The children concerned should attend all Pre-School sessions with their own supply of nappies, pull ups, nappy sacks and wipes.

The children are changed in the entrance to the toilet on a changing mat on the floor, which is cleaned with antibacterial spray after each use. To safeguard both the child and staff, a second member of staff will be asked to keep within the area whilst completing the procedure, privacy will still be maintained for the child at all times. The parent/carers are asked to take home any soiled nappies in a nappy sack, as the Pre-School does not have the means of disposing of them. All nappy changes will be recorded on the Baby days toileting section.

**Preparation of Drinks and Snacks**

Staff and children will always wash their hands before the preparation and consumption of drinks and snacks. Only clean bowls, jugs, dishcloths, and tea towels etc. will be used. Surfaces will be wiped down, and beakers will be stored separately from crockery used by other hall users. The kettle will be boiled at the back of the unit to keep it out of reach and with a member of staff present.

Food preparation gloves are available in the kitchen, and blue plasters are kept in the first aid box for staff/helpers to use if they have an open wound.

Children will not be allowed in the kitchen area. The kitchen door will be locked when not in use and the key will be hung out of reach.

Records will be kept of any allergies to food that the children may have, this includes food colouring or drinks allergies.

If parents provide packed lunches, these will be stored in a cool area. Staff will be happy to advise about appropriate healthy food content, and hygiene guidelines for storing certain foods in a lunchbox with an ice pack. Fresh drinking water is always available for the children’s drinking bottles. Each child is asked to bring a drinking bottle for water to each session, clearly labelled with child’s name.

**Healthy Eating**

The Pre-School promote healthy eating. A snack is provided at each session and there will always be a selection of fruit. Alternative healthy snacks such as porridge, toast and cheese are sometimes available. A drink of milk is offered at snack time and drinking water is available throughout the session.

Children bringing in packed lunches are encouraged to bring a healthy lunch which will help to maintain their energy levels. Sugary foods give the children a burst of energy but do not help to maintain their energy levels. An example of a healthy lunch will include sandwiches or pasta, selection of vegetable and fruit. A little “treat” in their lunch boxes is acceptable. Crisps are a food item that vary considerably in fat and salt content- please consider this. When eating their lunch, the children are encouraged to eat their sandwiches (or other savoury food such as pasta) first and then have their fruit. “Treat” items in their lunch boxes are encouraged to be eaten at the end of their meal.

**Pets**

Pets may be allowed to visit the group if properly restrained and prior agreement has been made. They must be supervised at all times by the accompanying owner. The owner will take full responsibility for hygiene, including cleaning of any mess made by the animal(s). The children will wash their hands after handling pets. The manager will inform parents before a visitor brings a pet in to the Pre-School, allowing time for the parents to discuss any concerns with the supervisor.

**COLLECTION OF CHILDREN**

A daily record will be kept of the children and staff's arrival and departure times in a register. The supervisor will be informed if any child leaves early. The manager will ensure the safety of children being collected by parents/carers. Clear information will be needed about anyone who has permission to collect a child, and the Pre-School will be advised of any daily changes, which will then be recorded on to a form that is kept for that purpose.

If an unauthorised person attempts to collect a child, the Pre-School manager will explain the situation to the person. The manager will then contact the childs parent/carer. If the manager is unable to contact the parent/carer of the child and the authorised person refuses to leave the outside premises, the manager will call the police. The Pre-Schools front door is locked at all times during session, and only opened by a member of staff. When accessing the garden area, the staff secure the area and always have a mobile phone with them.

Prior notice must be given if there is someone else collecting a child, if the person collecting is not known to the preschool then they will be asked for ID or where applicable the child’s password that has been previously provided by the parent.

**Uncollected Children**

It is expected that children will be picked up at the stated time of the session close. If this does not occur, it will be assumed that an emergency has caused the delay. This procedure will be instigated unless parents contact the manager to inform her that they will be delayed.

Parents/carers that collect their children after 5 minutes of the session ending, this being either 12:00pm 1pm or 3:00pm on a Monday to Thursday and 12:00pm on a Friday, will be reminded of the correct time and asked if there is a genuine reason for the late collection.

Parents/carers will be reminded that they should telephone the Pre-School before the collection time to say if they will be delayed.

A late collection form will be filled in by the manager and the parent/carer will be asked to sign it and add any comments should they wish to do so.

If a parent/carer collects late more than twice within a six-week period, and without genuine reason, then they will be invoiced £8.50. This takes into account the extra time that two members of staff are needed to remain in the setting.

Once the late collection form is completed by both the manager and parent/carer it is given to the committee chairperson. If it is in line with the above procedure, then the treasurer will issue a late collection invoice. This will be in an envelope addressed to the parent/carer, and where possible it will be handed to them directly by a committee member. If they are unable to do so, it will be added to the child’s bag.

If the parent/carer wishes to discuss the incident with the committee, a confidential meeting can be called where the manager and committee will follow the complaint procedure stated on page seven of the Pre-School policies and procedures document.

If children are not collected at the expected time, then the manager will-

* After 10 minutes, call the parents/carer on the given contact numbers; if no-one is available they will,
* After 20 minutes, call the additional emergency contact numbers; if no-one is available they will,
* After 30 minutes, call the Social Services Duty Team and request collection of the child. The child then becomes the responsibility of the Social Services Department.

At all times two members of staff will be present and they and the child will remain on the premises until Social Services collect the child.

**Lost Children**

If a child goes missing while in the care of the Group the manager will:

* contact the parents to inform them,
* instigate a search of the premises without causing undue panic amongst other children,
* if the child is not on the premises, widen the search to the surrounding area,
* if the child is still not found, contact the police to conduct a full search,
* maintain correct adult: child ratios,
* review security procedures after the event,
* inform all relevant parties of findings, implications and outcomes of the review.

**Younger/Older Children of Parents/Carers**

(See also Section 1)

Should it be necessary for rota duty parents or carers to have their other children with them, these children are the sole responsibility of the parent or carer. They will be noted on the register in case of emergency. Pushchairs must be left outside the pavilion due to health and safety. The Pre-School holds no responsibility for any loss or damage to any item.

**OUTINGS**

Well-planned outings will be included in the group’s activities, including for the older children, visits to the school. These outings will be appropriate to the children’s age and will be in line with the learning objectives. A programme will be prepared, including departure and predicted return times.

Prior written consent will be needed from parents/carers. Extra adults are required for such outings to comply with the regulations of one adult to two children.

A risk assessment will be prepared prior to the outing and will be available to be viewed on request. Safety considerations will include transport arrangements and confirmation of valid transport insurance. The Pre-School Insurance will be checked prior to outings. Appropriate safety equipment will be taken, and this will include a mobile phone, a first aid kit and emergency contact numbers for the children and any adults. If a coach is hired, then a reputable firm will be used and the coach must have seat belts fitted. The manager or chairperson will telephone Ofsted to inform them of the outing.

When the meeting point is at the outing location, it is the parents' responsibility to transport their child to the outing location.

**FIRE**

**Fire Drills**

Our Fire Safety Co-ordinator is Sarah Sexton (Manager).

Fire drills will be practiced at least once every half term and the date and review of what took place will be recorded on Baby days. The emergency procedure is clearly displayed and is brought to the attention of all new parents/carers.

The fire exits will be kept clear at all times.

**Procedure in the event of a fire:**

a) A member of staff will sound the alarm. The children will be helped to leave by the nearest exit directed by the Pre-School assistant and the volunteer helpers. The carer responsible for any special/additional needs child will ensure safe evacuation of that child.

1. The manager will, if safe to do so, collect the file containing the register and registration/contact details and the mobile phone.
2. The children will be escorted by staff safely to the assembly point at the top right of the car park. The manager will call the register, including the names of all visitors present at the time of the evacuation.
3. The assistant will summon the fire brigade (via mobile phone or the nearest landline - at the school).
4. If it is not possible to return to the building, the children will be escorted to Stoke Holy Cross Primary School, where they can be safely accommodated. If necessary, the children will be escorted in groups, endeavouring to maintain adequate adult: child ratios, although it must be understood that this may not always be possible.
5. Once at the school, the children’s parents or other emergency contacts will be telephoned to arrange collection of the children as soon as possible from the school.
6. Any children not collected will be treated as per our policy for uncollected children and will be kept on the school premises until 30 minutes after the end of the session time.
7. Committee members will inform parents by telephone of any changes to sessions once the extent of the fire damage has been ascertained.

**EMERGENCY & ACCIDENT PROCEDURES**

All emergencies will be dealt with in an appropriate manner and reported to Pre-School staff and the committee. Any accident will be recorded in the accident book and will include the name of the casualty, time, place, and circumstances of accident, nature of injuries, any first aid given, witnesses, and name of person dealing with the accident. NB. An 'emergency' constitutes accidents, sudden illness to staff or children, fire, presence of a stranger or non-arrival of parents to collect children.

**Emergency Equipment**

First aid equipment will be regularly checked, updated, and replenished by the chairperson. Fire equipment is the responsibility of the Parish Council who will arrange regular checks.

**Emergency Training**

A qualified first aider will be present at every session. To ensure good teamwork in emergencies, each member of staff will know their particular responsibilities (one to phone, one to look after the children etc.).

**Responsibilities of Staff in Emergencies**

The manager will be responsible for:

* keeping all records up to date
* keeping emergency information for each child and of staff on the premises
* keeping accident and incident record on the premises.

**Intruders within the Group**

The Pre-School will seek to ensure that no unauthorised person can gain access to the Temporary preschool building during the session, or whilst the children are present.

When all children have arrived the entrance door will be secured and will only be opened by a member of staff.

Any person not immediately connected with the Pre-School will be asked to show identification before being allowed access. Identification will then be verified by the Manager, if appropriate telephoning for confirmation, before allowing access. Their names will then be recorded on the visitors register, and they may be asked to remain in the entrance area away from the children, until the nature and purpose of their visit has been satisfactorily explained.

The Pre-School reserves the right to refuse an unsolicited visitor access into the building.

Even in the case of legitimate visitors, a member of staff will monitor their movement within the building and their departure. At no time will they be left alone with one or more of the children.

In the unlikely event of an intruder gaining access to the building, the manager will monitor the visitor’s presence, whilst the assistant telephones the police.

All adults other than the manager will be primarily and directly involved with ensuring the safety of the children. This will be achieved by gathering the children for a story or, if given sufficient threat, by removing them from the Pavilion by way of a fire exit.

The intruder policy will be reviewed each year with a risk assessment of the access arrangements.

**SECTION FIVE – Safeguarding**

**Aim:**

We recognise that the welfare of the children in our care is paramount and that we have a duty of care when they are in our charge. Stoke Holy Cross Pre-School fully recognises the contribution it can make to safeguarding and protecting children from harm and supporting and promoting the welfare of all children. The elements of our policy are prevention, protection, and support.

A child is someone under the age of 18 years old.

**We want children to have the best outcomes in life so we will:**

* protect children from maltreatment.
* treat all children with respect and celebrate their achievements.
* We will always respond to allegations and concerns appropriately.
* carefully recruit and select all adults whether paid or voluntary.
* Work in partnership and try to establish effective working relationships with parents, carers and colleagues from other agencies and organisations.

# **General safeguarding Procedures**

When new staff, volunteers or regular visitors join Stoke Holy Cross Pre-School they will be informed of who the Designated Lead Safeguarding Practitioner/s are, and what the recording and reporting format is. Posters of the flowchart will be displayed. Promotion of the Safeguarding Policy will be during weekly staff meetings, termly staff meetings and given out to parents when their child starts at Stoke Holy Cross Pre-School

# **Senior Lead Practitioners (SLP)**

* Sarah Sexton
* Emma Stohlner

# **Safer Recruitment and selection Policy**

All staff vacancies will be advertised in local media, local shops, notice boards. Completion of a written job application pack and relevant qualifications will be required. References will also be sought along with written declaration of suitability. The panel for interviewing candidates will consist of no more than five and no less than three members, which will consist of two officers of the committee and the manager. Interviews will be conducted in accordance with equal opportunities. After interviewing all candidates, the panel shall compare notes on each applicant to reach a consensus on who shall be offered the post. The job offer will be made in writing and will include a starting date, rate of pay, be subject to verification of references and a DBS check and will be subject to a trial period.

# **Training**

Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This will include safeguarding training relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and the role of the Designated Child Protection Officer/s.

Every member of staff will undertake appropriate safeguard training every three years. Lead Safeguarding refreshers for the lead and deputy Safeguarding practitioners and an introduction to safeguarding for all other staff and Chair of committee

The Designated Officer should be used as a first point of contact for concerns or queries regarding any safeguarding concern, BUT everyone has the right to make a referral to Children's services if they are worried about a child, a contact telephone number is displayed and accessible to all.

Refresher induction training shall be made available for staff returning after a period of absence.

# **DBS checks staff and volunteers**

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare, therefore all staff and committee members will have a valid Enhanced DBS check. A record will be kept of DBS numbers and the date DBS checks have been approved for all staff and committee members, when a DBS check is pending a record will be kept of the date the form was sent off. People whose suitability has not been checked are not allowed to have unsupervised contact with children. In addition, during termly staff supervisions, all staff will fill out a new disclosure form and inform the manager of any changes to personal circumstances. (Please also see Policy – Regular use of volunteers)

# **Staff on Medication**

Stoke Holy Cross Pre-School ensures that practitioners taking medication only work directly with children if the medication is unlikely to impair that staff member's ability to look after children properly. During the termly staff supervisions the manager shall enquire of the welfare of practitioners and any changes in circumstances shall be noted and brought to the attention of the Chairperson.

# **Allegations against adults working with children**

There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident, and safe to do so. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

All such concerns or allegations will be reported within 24 hours to:

Local Authority Designated Officer (LADO) – completed referral forms (found at norfolklscp.org.uk) should be sent to LADO@norfolk.gov.uk

Information regarding the incident should be gathered and recorded and the SLP will inform the Chairperson of the occurrence. Ofsted will then need to be notified immediately. LADO will also be notified and shall inform the SLP if it is to be an internal or external investigation. If investigations are being carried by LADO, the staff member will be suspended on full pay and the chairperson will arrange for a committee member to cover sessions as necessary. The staff member accused may elect a representative to support and advise them.

If it is decided that there is no case to answer, then the member of staff will be admitted back to the group. If abuse is strongly suspected, then following advice from LADO, the police should be called, and the contract terminated.

If the suspect is the SLP, then the deputy SLP should carry out the procedure.

**Internal procedure for investigating a complaint.**

A meeting will be held as soon as possible after the alleged incident. The meeting will involve:

* the chairperson
* the SLP or manager
* the child's parents or carers
* any witnesses to the alleged incident.

Also invited is the member of staff being investigated and a friend or other supporter for the staff member. The meeting, including all responses, will be minuted by the SLP.

The record of the alleged incident will be presented to all the personnel present. The chairperson will ask for confirmation from any witnesses that the facts are correct. The member of staff will then be asked to present their side of the story. This can be in the form of a witness statement.

The case will then be discussed on a need-to-know basis only with relevant people.

The member of staff will be then called back into the room and told of the panel's decision. The member of staff will then be given the opportunity to respond to this.

If the explanation of how and why the alleged incident occurred is satisfactory to the parents/carers, then the matter will be recorded, filed in the secure filing cabinet in the back cupboard, and the member of staff can return to work.

If it is felt that there are grounds for further investigation, then LADO will be contacted for further advise.

**Raising concerns**

Any concerns regarding a child's welfare should be reported in the first instance to Sarah Sexton and in the event of her absence, Emma Stohlner.

Once the SLP has been advised of all the facts, there will be a discussion with colleagues (which should also be recorded, signed and dated). If we are unsure of whether to make a referral, we can request a professional consultation via CADs

Again, once the SLP has been advised of all the facts, there will be a discussion with parents in confidence, to establish how the injuries were sustained (except in the case of sexual abuse). Details of this discussion will be recorded, signed and dated. The assessment framework below offers areas of consideration that will be discussed with CADS.



Parents/carers should be advised that this referral is being made, unless this might put the child at risk.

If it is suspected that a criminal offence has been committed, then the following numbers can be contacted:

CADS

CADS out of hours service

LADO

Police – 999

**Recognition of abuse**

**Physical**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately causes ill health in a child.

Female Genital Mutilation (FGM) is also a form of physical abuse. It is the partial or total removal of external female genitalia, it is dangerous and it is against the law.

**Emotional**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to the children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another, otherwise known as domestic violence. It may involve serious bullying causing children frequently to feel frightened or in danger, or in the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may also include noncontact activities, such as involving children looking at, or in the production of pornographic material; or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Practitioners must also be aware of the risks involved in Child Sexual Exploitation (CSE). This is a type of sexual abuse where a child may be exploited in a sexual way in return for money, gifts or affection. Children may be groomed and tricked into believing that they are in a loving relationship, this can happen both in person and online.

**Neglect**

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to ensure adequate supervision including the use of inadequate care-takers, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

# **Records and confidentiality**

Stoke Holy cross preschool is registered with the Information commissioner's office (ICO) and are required under the General data protection regulation 2018 (GDPR) to collect, store and share information following the legal requirement set out for Early years settings. We collect information from you and may receive information about you from your previous Early Years Setting. This data includes your contact details, relevant assessment results, attendance information, special educational needs and any relevant medical information. This data may only be used or passed on for specific purposes as allowed by law. From time to time the setting is required to pass on some of this data to local authority departments, including Children's Services, and to agencies that are prescribed by law such as Ofsted, the Department of Health and Primary Health Care Trusts. If we are concerned about the welfare or safety of any child in our care, we will record our concerns immediately to the Senior Lead Practitioner.

When collecting data we take into consideration the Principles of GDPR -

You must have a lawful reason for collecting personal data and must do it in a fair and transparent way.

You must only use the data for the reason it is initially obtained.

You must not collect any more data than is necessary.

It has to be accurate and there must be mechanisms in place to keep it up to date.

You cannot keep it any longer than needed.

You must protect the personal data.

Everyone within setting is accountable for ensuring these are in place, the manager and chairperson will act as our data protection officers and ensure we are up to date with current legislation.

Any information recorded will be kept in a separate named file, secured and not with the child's file. A red dot on the child's registration form will indicate a concern or referral. These files and information will only be shared within the setting as a need-to-know basis for the protection of the child. All information is confidential, however if there is a safeguarding child protection concern then the information will be shared with other agencies.

The Designated safeguarding Officer shall notify social services or any relevant agencies if the child moves away from our setting that we have concerns about

The Pre-School follows relevant guidance and legislation as follows: -

* Working Together to safeguard children 2023
* Norfolk continuum of need 2023
* Children Act 2004
* Domestic abuse 2021
* Online Safety 2023

The Working Together to safeguard children 2023 document states what is abuse and neglect:

* Physical abuse
* Emotional abuse
* Sexual abuse
* Neglect

All staff have attended the relevant and appropriate training to identify, understand and respond to signs of possible abuse and neglect. Neglect can be addressed following the guidance set out in the Norfolk Graded Care Approach.

It is our responsibility to ensure that when a child is transitioning to another setting or to school that all relevant child protection files are copied and passed on to the new setting. Where possible these will be delivered in person and the transfer sheet completed to include the details of date, receiving setting & person and any further details about the handover process if in person delivery has not been possible.

# **Nappy Changing Policy**

No child will be excluded from the Pre-School if they are still in nappies or pull ups. And staff ensure that these children have all their needs met. Staff will wear a disposable apron and gloves whilst changing the child, (these are kept hanging on the bathroom door out of reach of the children and the changing mat in the bathroom). The children are changed in the bathroom area on a changing mat on the floor. Staff changing a child will notify other staff of their whereabouts and procedure, the second staff member will be asked to keep within the area maintaining privacy, but for safeguarding the member of staff changing the child. After the nappy has been changed, the changing mat will be wiped down using anti-bacterial spray, the staff member shall record name, date, time, of when the child was changed and the reason.

Parent/carers are asked to take home soiled nappies in a named nappy sack as the Pre-School does not have the means of disposing of them. (Please see Health and Safety Policy)

**Physical handling policy and touch policy**

See comprehensive physical and touch policy under Behaviour Policy

# **Mobile phone and camera policy**

Staff members, students, volunteers, parents, on duty and working with children are not authorised to use their mobile phones or any other devices with imaging and sharing capability whilst on pre-school premises, outside area or on hand holding duty. It may be required by staff to use their own mobile phones if on an organised trip with a small group of children away from the setting (e.g.; trips to the local library). In these circumstances the member of staff will use their mobile phone for emergency calls **only**. Smart watches may be worn but only used to check the time, if staff are unable to adhere to this then they will be asked to remove it during working hours.

Staff will ask visitors to the provision to place their mobile phones in the kitchen, out of reach of the children and returned when they leave.

Parent cameras may be used at fund raising events, school trips, sports day unless there is an enhanced safeguarding reason for photographs not to be taken. In this circumstance parents will be asked verbally and by letter not to take photographs.

**Online safety**

In setting the children do not have access to any device that have an internet connection, the setting devices are kept out of reach of children. The setting devices are used for Baby day’s and may be used to play music or show images to help with children's understanding of the world, however these must be researched and checked to ensure they are appropriate for the children in setting before being used during session.

As a setting we follow the legislation set out in the Online safety act 2023, to ensure the safety of all children.

The Pre-School does have its own Facebook page which is used as another form of communication and information between the setting and parents. The staff member responsible for this is Sarah Sexton. No photographs of any of the children who attend the setting will appear on the Pre-School's own Facebook page without first gaining parents’ consent. Parents and staff will not place any photograph on any social networking sites that have children who attend Pre-School, unless it is their own child. All members of staff will ensure that they do not have any “friends” on their own personal sites that are current parents. They will not accept a request from a parent and any parent they are “friends” with prior to a child starting Pre-School. The only exception to this is if a parent has their own child at preschool, then a confidentiality form will be signed to say no discussions regarding preschool will occur.

A parent will not make a request to a member of staff to be a friend.

Staff are not to make comments on any social networking site that cannot be said face to face with the manager, other staff member and the chairperson.

Any Parent/Carers who have concerns with regard to this issue should come forward to either a staff or committee member.

**Babysitting Policy**

At Stoke Holy Cross Pre School we develop excellent relationships with our families. From time to time, parents may request individual staff members to babysit or nanny for them outside school hours.

This policy clarifies key points and procedures regarding private arrangements between staff and parents.

* Individual staff members or volunteers are **NOT** allowed to babysit/nanny for children and their families which are on the pre-school register outside working hours.

By operating a no babysitting policy, we are:

* Actively safeguarding our staff and all the children who attend our setting.
* Protecting the confidentiality of the setting
* Promoting equal opportunities
* Preventing any conflict of interest

Any member of staff who fails to comply with this policy will be in breach of their terms of employment.

**Visitors**

All visitors to setting must be signed in and out on the visitor's log, where appropriate ID should be checked for external agency visitors. All visitors must be asked to place their phones in the kitchen area out of reach of children, if laptops are required in setting the camera must be covered and it must not be used by or with the children in setting. Visitor must not be left alone in setting; a member of staff must always stay with the visitor to ensure the safety of the children.

**Collection of Children**

See comprehensive policy under Health & Safety Policy

# **Stranger Danger**

The children are taught that if they hear the tambourine they must look and listen to the practitoners instructions, they would be instructed to find and stay with a member of staff because there might be a dangerous situation.

# **The Prevent Duty 2023 (incorporating British Values)**

The Prevent Duty was introduced with the aim of “protecting children from the risk of radicalisation, as with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection” Quote from Department of Education the Prevent Duty 2023. If staff have any concerns the usual safeguarding principles are followed, contacting CADS for further guidance. Sarah Sexton has attended Prevent training in 2023.

We are aware that Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

* identifying individuals at risk
* assessing the nature and extent of that risk
* developing the most appropriate support plan for the individuals concerned.

Our SLP would attend and support Channel panel meetings when relevant. In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and Norfolk safeguarding childrens partnership procedures on responding to radicalisation.

We can help the children stay safe by incorporating British Values into our day-to-day routines:

**Rule of Law** – The setting has rules and boundaries in place, we also follow our golden rules that we have agreed with the children e.g. share the toys, no running inside, (pictorial evidence). Staff actively encourage children to speak to one another to discuss how they are feeling and emotions.

**Democracy** – Giving children choices and showing them that views and opinions are valued and taken into account. We do this by promoting independent access to the toys and equipment, following the children's interest when planning, shared discussion throughout the day e.g. choosing to play outside.

**Individual Liberty** – Creating high self-esteem and self-worth. We do this by positive reinforcement with behaviour, children are given lots of praise, children can see their pictures on display giving them a sense of self pride.

**Mutual respect and Tolerance** – The Pre-School is inclusive of all cultures/religions/gender and abilities, occasions are celebrated in different religions ie) Diwali, Chinese New Year and the children are given learning opportunities, each child has the opportunity to express themselves, visuals are used for those that do not yet use speech to communicate.

**Female Genital Mutilation**

If a member of staff or parent has any concerns about this please follow Stoke Holy Cross Preschool Safeguarding procedure, report to Safeguarding lead, date, time and record all findings, notify and inform the local LADO team who will advise

**County Lines**

County lines is a form of criminal exploitation where urban gangs persuade coerce or force children and young people to store drugs and or money and transport them to other areas in the UK.

This is against the law and a form of child abuse.

If anyone suspects a family is involved it should be reported to the Lead safeguarding person, LADO or the Police.

**Witchcraft**

Abuse linked to faith or belief is where concern for a child’s welfare have been identified and could be caused by a belief in witchcraft, spirit or demonic possession, ritual or satanic abuse features or when practices linked to faith or belief are harmful to a child.

Please report this to the lead safeguarding person. If child is in immediate danger ring 999. Or follow the LADO procedures

**SECTION SIX – SPECIAL EDUCATIONAL NEEDS**

(See also Section 7-Equal Opportunities Policy)

Children with disabilities/special needs are welcomed into the Group. The Group recognises the wide range of special needs of children and families in the community and will consider what part it will play in meeting these needs. Planning for group meetings and events will take into account the needs of people with disabilities.

We aim to follow the requirement of the EYFS 2023 and provide an inclusive environment for all children and their families. We are required to comply with the requirements of the Equalities Act 2010 and the special educational code of practice 2015

The Special Educational Needs Co-ordinator (SENCO) for the Group is Sarah Sexton and the deputy is Emma Stohlner.

Our setting uses the DfES Code of Practice on the Identification and Assessment of Special Educational Needs to devise policies and procedures which will ensure all children have the appropriate opportunities to learn through play, and that all families will feel welcome. We will assess, plan, do and review, monitor and evaluate the effectiveness of our practices.

We have a responsibility to identify groups of disadvantaged children who attend our setting and will apply for additional funding available locally, if families meet certain criteria, we will use this funding to ensure support is in place to improve children’s outcomes.

We will work with the local authority via ‘SEN Local Offer’ to ensure information is available locally to parents to ensure they are able to make choices about the right childcare provision for their child with SEN.

Consultations between parents, manager and key person will take place to plan the settling in programme for each individual child. Children’s progress and needs will be monitored by carefully planned methods of observation by all staff and will be shared with parents. This will take in to account the information given by parents.

Each child will have a key person who will take a close interest in their progress and individual needs and will work one to one with the child if extra support is required.

Children’s specific needs will be monitored, supported and reviewed by appropriate staff (in consultation with and receipt of parental authorisation) and other professionals including, speech therapists, psychologists, paediatricians, social workers and health visitors.

Staff will attend relevant training to ensure that they keep up to date with the requirements of all children with special needs and regarding specific conditions and disabilities.

Children’s right to privacy will be maintained while carrying out personal hygiene activities, by ensuring other children and adults are not able to observe the child.

**SECTION SEVEN - EQUAL OPPORTUNITIES POLICY**

Our Equal Opportunities Officer is Sarah Sexton.

This Pre-School follows the guidelines laid out in the Disability Discrimination Act.

# **Admissions**

Our Pre-School is open to every family in the community and each child will be offered a maximum of five sessions per week from the age of two years and six months. No child will be excluded on the grounds of gender, sexuality etc. as stated in ‘The Policy’ on page 5.

Families joining the Pre-School should be made aware of its Equal Opportunities Policy. We are committed to working with parents and other agencies as necessary. If difficulties are experienced in paying fees, the treasurer should be applied to in the strictest confidence. The treasurer will then explore any means by which funding assistance may be available.

# **Employment**

The Pre-School will appoint the best person for each job and will treat fairly all applicants for jobs and those who are appointed. No applicant will be rejected on the grounds of age, gender, sexuality, class, means, family status, disability, colour, ethnic origin, culture, religion or belief. Commitment to implementing the Group's Equal Opportunities Policy is part of the job description. Employees and volunteers who fail to comply may be asked to leave.

**Food**

Medical, cultural and dietary needs will be met.

# **Curriculum**

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities, and the use of play equipment, offer children opportunities to develop in an environment free from prejudice and discrimination. Opportunities will be given to children to explore, acknowledge and value both similarities and diversities between themselves and others and to have respect for each other.

# **Resources**

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society. Materials will be selected to help children to develop their self-respect, and to respect other people, by avoiding stereotypes and derogatory pictures or messages about any group of people.

# **Additional Needs**

The Pre-School recognises the wide range of additional needs of children and families in the community and will consider what part it will play in meeting these needs. Planning for Pre-School meetings and events will take into account the needs of people with additional needs.

(See also Section 6 - Special Needs Policy.)

# **Discriminatory Behaviour and Remarks**

These are unacceptable in Pre-School. Our response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudice. Any incident where a child is hurt by another child will be logged in an incident book and the parents/carers of both the children will be informed. However, under confidentiality rules, the name of the alleged offending child cannot be disclosed.

# **Language**

We will try to communicate information in as many languages as necessary. Multi-lingual parents are an asset and will be highly valued within the group.

# **Meetings**

The time, place and conduct of meetings will ensure that all families have an equal opportunity to be involved in the running of the Pre-School.

# **Data Protection**

As a setting we conform with the General data protection regulations 2018 (GDPR). Documents are retained following the latest legislation on retention of documents. After this time has lapsed then documents are shredded by either the committee chairperson or Pre-School manager. Any staff member has full access to any document they are named on. When collecting data we take into consideration the Principles of GDPR -

You must have a lawful reason for collecting personal data and must do it in a fair and transparent way.

You must only use the data for the reason it is initially obtained.

You must not collect any more data than is necessary.

It has to be accurate and there must be mechanisms in place to keep it up to date.

You cannot keep it any longer than needed.

You must protect the personal data.

Everyone within setting is accountable for ensuring these are in place, the manager and chairperson will act as our data protection officers and ensure we are up to date with current legislation.

**SECTION EIGHT - BEHAVIOUR MANAGEMENT POLICY**

Sarah Sexton is responsible for the management of our behaviour policy.

All staff have attended the Behaviour Management training, or equivalent and will continue to update this training.

# **Aims**

The aim is to encourage positive enjoyment and good/acceptable behaviour through appropriate activities.

The Pre-School will endeavour to:

* encourage good relations with other children and adults in the setting
* Encourage each child's confidence in themselves and heighten self-esteem so that each child feels a valued member of the Group.
* Promote safety

There will be a liaison between staff and parents, with opportunities to exchange positive information. If it is found to be necessary, children and situations will be observed, and ways found and agreed in order to solve any problems. The Policy outlines procedures to be followed in the event of inappropriate behaviour, as well as the importance of parental involvement.

Examples of inappropriate behaviour include; biting, spitting, kicking, hitting, verbal aggression, vandalism, pinching, inappropriate language, pushing/shoving and refusal to follow the instruction of an adult. This behaviour is not acceptable at pre-school.

**Strategies**

Positive behaviour should be promoted by adults using the following broad strategies:

# **Equal opportunities**

All children should be treated equally and be given the same opportunities (see Equal Opportunities Policy) regardless of race, gender, religion, family circumstance, age or stage of development. Each child should be valued for what they are themselves and not compared to other children.

# **Listening**

Always listen to the child and give him/her your full attention and if necessary, repeat back to him/her what he/she has said to show your comprehension, and get down to his height to maintain eye contact. Never shout or speak down to a child.

# **Consistency**

Encourage children to trust adults by not making promises that cannot be carried out. Make sure all rules are applied consistently to all children.

# **Praise**

Make sure that positive behaviour is always praised rather than "bad" behaviour being criticised -"catch them while they are good". This will increase confidence and build up the child's self-esteem.

# **Appropriate Activities**

Always ensure that all activities are appropriate to the child at his/her level of development to avoid frustration, but also be aware when they are ready to move onto the "next" stage, again to heighten self-esteem. Also make sure activities are rotated regularly to avoid boredom.

# **Language**

Make sure children understand the rules that they are supposed to follow and that these rules are kept as simple as possible. Talk to the children about the rules and, if possible, encourage them to contribute ideas of their own.

# **Distraction**

Try to divert situations before they develop by providing activities that follow the childs particular interests or by supplying more or alternative materials. Never force a child to take part in an activity in which he clearly does not wish to participate, but always gently encourage him/her to join in.

# **Role Models**

Adults should endeavour to be good role models within the Group and present positive images. They should act towards the children, and other adults in the Group, in a way that they would wish to be treated themselves and SMILE!!

# **Criticism**

Criticise the behaviour of the child not the child itself. Emphasise that you value and accept the child even though you might not like what he/she has done.

# **Referral**

Any behavioural problems should be referred to the supervisor to ensure consistency in handling the situation.

**Strategies/treatment to be avoided**

Children should never be:

* inappropriately handled
* physically punished
* made to sit on 'naughty' chairs
* left alone
* labelled e.g.,” you are naughty", "you are a little monkey" etc.
* shouted at or otherwise spoken to or treated so that he/she feels belittled in front of his/her peers
* criticised personally or compared to other children
* threatened.

# **Parental Involvement**

Any problems regarding behaviour should always be discussed with the child's parent/carer in complete confidence and if necessary recorded (again in the strictest confidence). Written observation can be used in the case of continuing unacceptable behaviour and staff and parents/carers can then agree on a strategy to improve the situation. A one-to-one worker may be allocated if it is felt necessary.

Parents should always endeavour to inform staff of any events at home which may affect a child's behaviour e.g., the death of a pet, parent working away from home etc. or any physical conditions which may affect the child's relations with others, such as glue ear.

The preschool staff are always available to families who need support and advice on behaviour management or will signpost to where other information can be obtained.

# **Physical handling policy**

All staff at Stoke Holy Cross Pre-School aim to help children take responsibility for their own behaviour. This can be done through a combination of approaches which include: -

• positive role modelling

* setting and enforcing appropriate boundaries and expectations using visual aids and speech
* planning a range of interesting and challenging activities
* staff reflection and positive feedback.

However, there are very occasional times when a child’s behaviour presents particular challenges that may require physical handling:-

* Physical intervention; - can include mechanical and environmental means such as stair gates or locked doors. These may be appropriate ways of ensuring a child’s safety.

* Restrictive physical intervention: - The Pre-school aims to do all it can to avoid using restrictive physical intervention. However, there are clearly rare situations of extreme danger that create an immediate need for the use of this. All staff have a duty of care towards the children in the setting, when children are in danger of hurting themselves, others or causing significant damage to property staff have a responsibility to intervene. In most cases this involves an attempt to divert the child to another activity or use of a simple instruction to “stop”. However, if it is judged necessary, staff may use restrictive physical intervention with reasonable minimal force for a short a period as possible.

Staff might have to use restrictive physical intervention if a child is trying to leave the site and it is judged that the child would be at risk. Staff should also use other protective measures, such as securing the site and ensuring adequate staffing levels. This duty of care also extends beyond site boundaries when staff have control or charge of children off site i.e., on trips.

The aim of using restrictive physical intervention is to restore safety, both for the child and those around him/her. It must never be used out of anger as a punishment or as an alternative to measures which are less intrusive and which staff judge would be effective.

Where it is judged necessary to use restrictive physical intervention staff should: -

* aim for side-by-side contact with the child. Avoid positioning themselves in front (to reduce the risk of being kicked) or behind (to reduce the risk of allegations of sexual misconduct)
* aim for no gap between adults side and child’s body, where they are side by side. This minimises the risk of impact and damage.
* beware in particular of head positioning to avoid head butts from the child
* hold children by “long bones” i.e., avoid grasping at joints where pain and damage are most likely • ensure that there is no restriction to the child’s ability to breathe. In particular this means avoiding holding a child around the chest cavity or stomach
* avoid lifting children (unless lifting is unavoidable, for example, if the child has a disability and parental permission has been sought.

In an emergency, staff do their best within their duty of care to use reasonable minimal force. After an emergency the situation is reviewed based on a risk assessment which considers:

• the risks presented by the child’s behaviour

* the potential targets of such risks
* preventative and responsive strategies to manage these risks.

If restrictive physical intervention is used, then it is recorded. Records will show who was involved (child and staff including observers), the reason why intervention was considered appropriate, how long the child was held, when it happened (date and time), any subsequent injury or distress and what was done as soon as possible. Where it is deemed appropriate parents/carers are to be notified and informed.

# **Touch Policy**

At Stoke Holy Cross Pre-school we recognise that forming close relationships with children in their early years is essential to enable children to develop and grow as confident individuals with a real understanding of social responsibility and self-esteem. As practitioners we acknowledge that touch is necessary and a desirable part of the development, emotional wellbeing, care and education of all young children. we identify touch as an everyday act of communication by physical means and this touch policy demonstrates what that might consist of.

To facilitate this, all children at Stoke Holy Cross pre-school will have a named Key Person and named “buddy” key person. This person will offer a close relationship and genuine bond with said child. Although, all staff believe physical contact is central to warm, personal relationships and to the good quality practice encompasses a full understanding of child protection and this is reflected in our policy and practice.

Touch is therefore appropriate for: -

* Providing emotional support - i.e., comfort and reassurance (such as placing an arm around a distressed child)
* Physical/intimate care (such as first aid, toileting, nappy changing)
* Giving guidance to children (such as help when climbing, how to hold a paintbrush)

Supervisors Signature ............................................ Print .................................... Date .................................

Chairperson Signature............................................. Print ..................................... Date ................................

Date of next review July 2024Appendices & Guidance

Appendix 1

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

Norfolk continuum of need 2023

EYFS 2024

Working together to safeguard children 2023

Prevent duty 2023

**STAFF POLICIES AND PROCEDURES**

The following Staff Policies and Procedures are to be complied with by all Staff / Committee members involved with Stoke Holy Cross Pre School. Any not undertaken may be a breach of their contract terms and conditions.

**Recruitment - Aims**

To comply with all employment legislation, and to pay adequate salaries to staff and expenses to volunteers.

To recognise the responsible and skilled nature of working with children, and to protect the rights of employees.

**Recruitment and Selection of Staff**

All staff vacancies will be advertised on Indeed, Early Years Job Finder website and on social media. Completion of a job application pack and relevant qualifications will be required. References will also be sought. The committee may use recruitment guidance packs obtained by the Norfolk Early Years Support Network. These will be stored in the back filing cabinet and used to draw up job descriptions.

When short lists are prepared, equal opportunities will be observed. The officers on the committee will draw up the appropriate short list, and unsuccessful applicants will be advised in writing. Candidates on the short list may be encouraged to visit the Pre-School during a session, by prior arrangement with the committee.

The panel for interviewing candidates will consist of no more than five and no less than three members. This will consist of up to three members, usually two officers of the committee and the manager. An interview format will be discussed beforehand based on Pre-School requirements. Interviews will be conducted in accordance with equal opportunities. All the candidates on the short list will be called for interview. The secretary will inform them of the date, time and place of interview.

After interviewing all candidates, the panel will compare notes on each applicant to reach a consensus on who should be offered the post. The successful candidate will be telephoned as soon as possible and offered the position. If he/she does not accept, the second choice will be offered the post, if there is an alternative candidate. However, if no candidate meets the group's requirements, then the selection process will be repeated.

The job offer will be in writing and will include the starting date and rate of pay (subject to verification of references and criminal record checking) and will be subject to a trial period.

**Induction Policy**

New staff will receive training as laid out in the training pack. This will include a tour of the premises, copies of appropriate documentation and an opportunity to ask questions. Once employment begins, questions will always be welcomed and answered without patronising – if in doubt, ask.

**Employee and Employer Rights**

A contract of employment will be offered to the successful candidate, with a three-month probationary period. Along with the contract of employment, the candidate will receive a copy of the Pre-School pay scale which is reviewed annually in September and is in line with the governments minimum wage, also a copy of their contracted hours of work and the Disciplinary and Grievance procedures. A copy of the offer letter and contract will be added to the candidate’s personal staff file. The Group will comply with legislation covering employees’ statutory rights.

All employees have rights regardless of length of service. They include the right:

* not to be discriminated against on grounds of race, sex or marital status
* to equal pay regardless of sex
* to an itemised pay statement
* to a safe working environment in line with requirements of Health and Safety at Work Act 1974 and subsequent regulations
* to a reasonable time off for public duties (unpaid)
* to paid time off for ante-natal care
* to belong to a trade union and take part in its activities  not to be unfairly dismissed for union activities.

All staff will be paid by online transfer on by the last day of the month. The pay Scale is reviewed each April, but additional salary reviews may take place after gaining extra qualifications, after training has taken place, or after an appraisal. Holiday pay is in line with national legislation.

All staff will be registered with the local Inland Revenue office.

After one month’s employment, all members of staff require four weeks’ notice. Each member of staff (not including the Manager or Deputy Manager who will refer to their contracts) will give four weeks’ notice of termination of employment. This is unless serious disciplinary action is warranted for gross misconduct as outlined in the disciplinary and grievance procedures below. Otherwise, an employee will not be dismissed without the appropriate warnings.

**Appraisals /supervisory meetings**

Staff members have an annual appraisal. These are usually completed during the summer term but may be held sooner if requested by either party. The chairperson will complete the managers appraisals and ensure that all staff members appraisals have been completed by the manager to a satisfactory level and shared with the appropriate member of staff. The chairperson/manager will set the date, time and venue of the appraisal and ask the staff member to complete a Self-Evaluation form to bring to the appraisal. These are located in the Pre-School forms folder.

During the appraisal, training needs and goals will be set. All paperwork/forms completed during the appraisal will be added to the staff member’s personal file / sharepoint. The chairperson will then complete a summary form to then feedback to the committee.

The manager will complete termly supervisions for the staff, once these have been completed then the chairperson will complete the managers supervision. All staff will have peer observations completed in the lead up to their supervision.

Any significant concerns/findings from the supervisions will be discussed confidentially with the chairperson.

**Disciplinary and Grievance Procedures**

The aim will be to settle the grievance fairly and as near as possible to the point of origin. The procedure is intended to be simple and rapid in operation.

**Disciplinary Rules**

Disciplinary procedures apply to all employees and are used when concerns about conduct or job performance cannot be resolved by more informal measures.

Disciplinary procedures are intended to ensure that the full facts are established, that all disciplinary problems are resolved quickly and fairly, to give both parties the opportunity to state their case and that any disciplinary action is constructive.

The disciplinary procedure must follow this three steps process:

**Step one**

The disciplinary issue must be put in writing to the staff member, together with a copy of this

Disciplinary Procedure. The chairperson should assemble a panel, of not less than three members of the committee to examine the disciplinary matter, who, if possible, should not be directly involved in the case. Both parties must be given time to consider the issue before the meeting.

**Step two**

A face-to-face meeting must take place between the staff member and the panel of committee members. The staff member has the right to be accompanied by someone, usually a colleague or trade union representative, who may speak on his or her behalf. The staff member and the Pre-School representative will state their case, calling witnesses if necessary and appropriate. The committee will consider their decision in private. At the end of the meeting the committee must inform the staff member of their decision. The staff member has the right to appeal the decision.

**Step three**

If required, an appeal meeting can be requested within five working days of the disciplinary hearing. The staff member or their representative will be given the opportunity to state their case. Witnesses for both sides may be called and questioned. Again, a panel of committee members will consider the case in private and give the staff member their decision which is final.

If the complaint is found to be upheld, with the exception of Gross Misconduct, there are usually three stages to the Disciplinary Procedure.

**Verbal Warning**

If the complaint is upheld, the staff member and the panel will discuss and agree what action is necessary to prevent further disciplinary action taking place. A time limit will also be set, by the end of which the employee will be expected to have rectified matters and brought the complaint to an end. The verbal warning is confirmed in writing and held on the staff members file for three months, after this time all records will be destroyed. The employee has the right to appeal.

**Written Warning**

If the issue persists within the period of time set by the verbal warning, the panel of committee members will issue a written warning. In this circumstance a letter will be sent to the staff member stating clearly the nature of the complaint, what corrective action is required, and by when. Failure to rectify the matter will result in further action being taken. The written warning will remain on the staff members file for six months, after this time all records will be destroyed. The employee has the right to appeal.

**Notice of dismissal**

If there is a further recurrence of the disciplinary offence, or if serious misconduct occurs, the panel will dismiss the staff member. In these circumstances the staff member will be given written notice of termination of employment, which will clearly state the reasons for the decision. The employee has the right to appeal.

If the initial disciplinary issue is of a serious nature but does not justify instant dismissal, the panel has the right to enter the disciplinary procedure at the written warning stage.

**Gross Misconduct**

Acts of Gross Misconduct may result in instant dismissal without notice. In this case the employee may be suspended on full pay whilst an investigation is carried out.

After the investigation has been carried out a disciplinary meeting will be held.

If the complaint is found to be upheld by the panel the staff member has the right to appeal. Acts of Gross Misconduct include:

* criminal acts
* abusive behaviour or ill treatment towards children
* serious breaches of Pre-School policies and procedures
* being unfit to work through drugs or alcohol.
* gross carelessness which threatens the life or health of anyone else  the disclosure of confidential information.

**Grievance Procedures**

Grievance Procedures exist to try to ensure that any concerns or complaints that staff members have, are settled quickly and as fair as possible. If a staff member feels they have any grievance about their employment, it should be initially raised with the individual concerned, if appropriate. If the grievance persists, or if the concern relates to working conditions, or it is with the committee itself, the staff member should seek advice from the chairperson, or other officer if the grievance is with the chairperson. The chairperson or officer will then seek to resolve the matter on the staff members behalf. If the matter cannot be resolved informally, the grievance is dealt with using the three-step process below.

**Step one**

The staff member must put their grievance in writing to the committee, clearly outlining the reasons for the grievance. The committee will then give the staff member full details of their rights under the Grievance procedures, including relevant timescales.

**Step two**

A face-to-face meeting must take place between the staff member and the panel of committee members. The staff member has the right to be accompanied by someone, usually a colleague or trade union representative, who may speak on his or her behalf. The staff member and the Pre-School representative will state their case, calling witnesses if necessary and appropriate. The committee will consider their decision in private. At the end of the meeting the committee must inform the staff member of their decision. The staff member has the right to appeal the decision.

**Step three**

If required, an appeal meeting can be requested within five working days of the disciplinary hearing. The staff member, or their representative will be given the opportunity to state their case. Witnesses for both sides may be called and questioned. Again, a panel of committee members will consider the case in private and give the staff member their decision which is final.

Each staff member has a copy of the Pre-Schools Grievance and disciplinary procedures.

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**Time Sheets**

All staff members are required to complete a weekly time sheet. This must then be authorised by the manager. These time sheets are completed online on SharePoint, where at the end of the month they will be authorised, checked and processed by the treasurer and bookkeeper. The date for this is to be arranged between the chairperson and treasurer.

**Expenses**

If a staff or committee member is going to purchase an item for the Pre-School, then they must first obtain authorisation. This is normally from the treasurer or chairperson. Any expenses incurred must have a receipt, covering all items. The expenses form will be uploaded at the end of each month on the SharePoint, along with copies of the receipts too. The treasurer will then issue a bank transfer.

**Training**

As employers, the committee requires all employees to have read and comply with these Policies and Procedures and to be willing to attend relevant training where necessary. The Group agrees to pay for training deemed beneficial to the Group. Regular in-service training will also be required. A request for training must be completed and authorised by the committee before any training course takes place. Records must be kept of training courses attended. All staff will complete the Step On refresher every 2 years and their first aid training every 3 years.

**Staff Illness**

If a member of the staff suddenly becomes ill or has an accident, a member of the committee will be contacted to take over, in order to keep child: adult ratio in accordance with regulations.

**Short term sickness**

The staff member should notify the manager or deputy before their usual start time giving details of the illness and a likely return to work date (if this is possible).

**Long Term sickness**

The staff member and manager/deputy/chair should maintain regular contact during the periods of absence. A doctors note (now referred to as a “statement of fitness for work”) should be obtained if the absence exceeds 7 days. This will advise whether a staff member is “fit for work” or “unfit for work”. If appropriate, a meeting between the staff member and the manager/deputy/chair can be held and consideration will be given for a refresher induction, phased return, reduced hours and/or a period of reduced responsibility. The emphasis is to support the staff member.

**Sick Pay**

For the support and wellbeing of staff and to discourage staff from coming in and spreading illnesses to other staff or children unnecessarily, the staff member is entitled to a limited amount of sick pay, paid as per the standard daily hours normally worked and applied to the days which would normally be worked only. This will be limited to the number of hours the employee normally works in a week, per full school term. The sick pay entitlement will not roll over from one term to the next if unused. For example, a full-time staff member contracted to work a standard 7 hours per day, 5 days per week would be entitled to up to 35 hours of sick pay per school term. A part time staff member contracted to work 4 hours per day, 2 days a week would be entitled to 8 hours of sick pay per school term. The sick pay entitlement resets on the first day of each full term. The treasurer shall maintain a record of sick leave taken to check when authorising timesheets. This shall be stored in a secure and confidential area of the Committee Sharepoint site with access for Chair and Treasurer only.

**Acting up allowance**

If the manager or deputy is absent for a period of two weeks, it will be necessary for another staff member to “act up” on their behalf. In recognition of this, the staff member will receive acting up allowance which will be paid at the lowest pay point of this higher grade to cover the period concerned. If the period of increased responsibility exceeds 6 months, a meeting between the chair and all staff members (including the sick member of staff) will be held to consider the intentions of the sick member, the long-term viability of sustaining the acting up position and the implications for the management of the Pre-school.

**Confidentiality**

Files are held in a locked filing cabinet which can be accessed by the manager and chair. Digital files are password protected and limited access given where required.

**Students**

Please refer to our separate Student policy document. This is stored in the corner cupboard in the Pre-school Kitchen or ask a member of staff to locate it for you.

**Baby Sitting**

Individual staff members or volunteers are **NOT** allowed to babysit/nanny for children and their families which are on the pre-school register outside working hours.

By operating a no babysitting policy, we are:

* Actively safeguarding our staff and all the children who attend our setting.
* Protecting the confidentiality of the setting
* Promoting equal opportunities
* Preventing any conflict of interest

**Uniform**

All staff members whilst working in the setting must wear their Pre School tabard.

**Phone and Smart watch policy**

All phones must be kept in the kitchen out of reach of children. Phones must not be used during session time unless on an allocated break time. Smart watches should be used as a watch only, if this is not adhered to then the member of staff will be asked to remove it during working hours.

This policy and procedure document has been agreed by the Manager, Chairperson and the Committee of Stoke Holy Cross Pre-school and shared with all staff who have signed a hard copy version of this policy stating their understanding and agreement to comply with the content.