

Policies & Procedures - August 2008

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Health and Safety Policy / Safeguarding Our Environment

It is paramount for every child to be safe in their immediate environment. Staff at Buntings Nursery will, therefore, ensure that the appropriate environment for your child to eat, sleep and play in is maintained at all times.

A Daily Risk Assessment is carried out by staff every morning to ensure that each day is started with a risk free environment. Risk assessments will be designed to safeguard vulnerable people such as pregnant workers or young helpers.

All of our staff and children have the right to work and play in a safe environment. Buntings will monitor everyone wishing to enter the nursery and record all visits. We hold the right to refuse entry to anyone without reason or notice, particularly if threatening behaviour is used. In this instance the police will be contacted immediately.

It is our policy to promote and encourage good health and hygiene for children of all ages. Staff will observe hygiene practices aimed at prevention and control of infectious illnesses.

Those preparing food will hold, or be under the supervision of someone who holds a food hygiene certificate. A registered First Aider will be present at all times. Every effort will be made to contact the parents/carers of a sick or injured child as soon as possible. However, if the sickness/injury is serious enough then the manager will summon an ambulance and a member of staff will accompany the child to hospital.

All staff that work with in the nursery have undergone an enhanced criminal records check (CRB) and clearance to be able to work as a member of our team.

Accidents will be recorded in the accident book, showing the place, time/date and the nature of the incident and if any treatment was administered. The person collecting the child will be informed and asked to sign a copy. This will be kept in the child's record file and a copy will be sent home. All accident forms will be reviewed by management quarterly. Parents/Guardians may view these upon request.

When the nursery is in operation there will always be a minimum of two staff present. Volunteers and students will not be included in the ratios and will not be left alone with the children.

On departure children will only be released into the care of an appropriate adult approved by the child's parent/carer. Buntings operates a 'password' system. If the person collecting the child is not recognised by the nursery and that person does not know the password then the child will remain at nursery until the parents can be contacted.

Equal Opportunities Policy

Buntings Nursery values and respects each child and adult as an individual regardless of their racial, cultural, dietary, disability, ability, ethnic, linguistic, gender, marital status and philosophical views. We will always work towards encouraging every one to achieve their full potential. We understand that everyone is an individual with individual needs and as a nursery we will work together to ensure that these needs are met to the best of our ability.

Buntings is committed to providing a learning, working and social environment in which the rights and dignity of all are respected. This environment will be free from discrimination, prejudice, intimidation and all forms of harassment including bullying. We acknowledge that, in society, discrimination does occur and if discrimination is encountered it will always be challenged. Any member of staff, parent or child of the nursery who is being discriminated against will always receive the nursery's full support.

All toys, books, displays and language used at Buntings will reflect and celebrate the diversity of the nursery group as well as the wider community.

Please see links to legislations and key guidance for further information

Equal Opportunities

Links to Legislation and Key Guidance

- Children Act 2004
- Conventions of the Rights of the Child, the United Nations International Children's Emergency Fund (UNICEF) 1989
- Data Protection Act 1998
- Employment Equality (Religion and belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Equal Pay Act 1970
- Every Child Matters 2004
- Freedom of Information Act 2000
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discrimination Act 1986
- The Human Rights Act 2000

Uncollected Child Policy

In the event of a child's Parent or Guardian not arriving to collect them, their safety is of the utmost importance. On no account is a child to be handed over to any unauthorised person.

The Nursery Manager/Deputy Manager will attempt to contact the Parents/Guardian of the child to ascertain why no one has arrived to collect the child. Should contact not be established within a maximum of an hour of the closure time of the Nursery then the Children, Schools and Families are to be contacted and advised of the circumstances in respect to the child. Two members of staff will remain with the child at all times.

A written report on all circumstances in relation to the situation and the outcome is to be recorded by the Manager/Deputy Manager and is to be kept in the child's file.

Medication Policy

If antibiotics have been prescribed, the child should be kept away from the nursery for 24 hours, firstly for the child's comfort and well-being, and secondly to minimise the risk of cross-infection. Furthermore, children should not attend nursery if they have vomited, had diarrhoea or a high temperature within a 48 hour period.

Any medication that is sent into nursery must be in its original container with the child's name written clearly on it and full instructions of dosage. We will only administer the recommended dose that is written on the medicine. 2 qualified staff will be present when medicine is given to a child to ensure that the correct dose is given quickly and safely.

Parents will need to sign their authority on the medication form for the nursery to administer medicines.

We will not administer over the counter medicine such as Calpol unless written permission has been provided, prior to the child needing the medicine. Parents may not give permission to administer these medicines over the telephone. However, a suitable adult instructed by the parent of the child may bring the medicine and provide written permission providing they hold the family password and the child's parents has given verbal permission over the telephone to the duty manager.

A Staff member will record medicine administered and the parent will be asked to countersign on the collection of their child.

Teething gels will be used as per parents/carers instructions and it is advised that these instructions are recorded in the child's day book.

Homeopathic/herbal medicines will be administered providing they are in the original container which states the intent of the medicine, ingredients and dosage to be administered.

Buntings will not provide or administer unidentifiable medicines to children or those that are not appropriate for their age or those prescribed for others.

Special Needs Policy

The aims of Buntings Nursery is to provide a secure, caring and supportive environment in which all children are valued individually and given equal opportunity to develop their full potential.

Children with special needs are most likely to have their needs met where the registered person and staff have a secure knowledge and understanding of the individual needs of every child in their care. Our staff work together with parents/ carers to organise the environment and plan activities to ensure that all children can take part.

A child has special needs if he/she:-

- Has a significantly greater difficulty in learning than the majority of children of the same age.
- Has a disability that either prevents or hinders the child from making full use of the usual Nursery facilities.
- Is gifted and requires greater stimulation to satisfy their needs.
- Has special dietary needs.
- Has differing ability to levels to other children.

A child must not be regarded as having learning difficulties solely because of his/her first language being different from that of the Nursery.

Aims of the Nursery

We aim to:

- Provide a broad balanced curriculum for all children, whilst recognising that individual children's progress may differ in various ways.
- Take account of each child's educational needs and cater for them where there facilities to provide effectively for such a child, including to ensure risk assessments are carried out to include and support the child's needs.
- Make sure that all special dietary needs are catered for at all times.
- Encourage all children to make a positive contribution. (Every Child Matters)
- To work in partnership with parents and other working professionals to ensure information sharing occurs and that the child and family's individual needs are met inclusively. This may be achieved through meetings etc...
- To work using the correct and current guidance available from the DFES, DH and Ofsted with the additional guidance of the area SENCO and other professional such as the advisory teacher team.

Objectives:

- Ensure the most appropriate environment within which all children's expectations and aspirations are raised and emphasis placed on individual skills.
- All children are valued positively and their culture and identity respected.
- The quality of experience enjoyed by all children will be of the highest standard.
- Monitoring, systematic recording and assessment of each child's progress within a full, broad and balanced curriculum.
- Ensure that the Nursery works in partnership with parents external agencies.

The Role of the Special Educational Needs Coordinator (SENCO)

To inform parents if their child shows signs of having learning or behaviour problems.
To work with parents/carers to ensure that their child's needs are met enabling them to reach their full potential. They must also ensure that any plans or practice guidelines that are in place for children are understood and followed by all.

At Buntings we follow a gradual response programme for children who we feel may need additional support or who have special educational needs. The gradual response programme is as follows;

Early Years Action- Buntings will gather information and take action to meet the child's needs within our setting. An Individual Education Plan (IEP) will be devised between the SENCO and key worker as well as the parents (and where appropriate the child too.) The IEP is devised to help the child move forward and is reviewed every 4-8 weeks.

Early Years Action Plus- This encourages the continuing use of an IEP but other professional may begin to be involved such as a speech and language therapist, advisory teacher, health visitor, GP etc...

Statutory Assessment- This is an assessment of the child's needs and is carried out by the local authority. This may lead to a statement.

Statement- This is something that is recognised by all professions working with children and specifies the special help that a child may require.

Links to other key guidance and legislation:

- | Special Educational Needs & Disability Act (2001).
- | The Children Act 2004
- | Disability Discrimination Act (2005)
- | National Standard 10 – Special needs
- | Buntings Nursery Equal opportunities Policy 2008

The Senco at Buntings is Mrs Shelley Ward

Sick Children Policy

Buntings recommends that no child attends the nursery while suffering from one of the communicable diseases and they should be excluded for the minimum periods required.

Coughs and colds do not normally require the child to be absent from the nursery but this does depend on the severity and how the child is able to cope with being in group care. A child who is, or who appears to be unwell may be refused admission.

Although exposure of children to a communicable disease is not in itself sufficient reason to require their exclusion from nursery, if any child becomes a home contact of diphtheria, poliomyelitis, typhoid and paratyphoid fevers, they will be excluded.

Should a child become ill whilst at nursery, the manager will contact the parent. Staff will refer concerns over children who they think may be unwell to the acting manager. It will then be their decision of what action needs to be taken. The manager will monitor the child's progress and either contact the parents of the child or report back to them at the end of their child's day. A child who is sick or has diarrhoea whilst at the nursery is to be collected immediately and kept away for 48 hours following the last bout of the sickness and or diarrhoea.

Parents will always be contacted and informed if their child has a high temperature of 38c or above (unless written guidelines are provided for individuals, such as a usually high temperature or medical guidance which advises differently).

To prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents who will be requested to take their child from nursery to be seen by a doctor. Parents will also be contacted if their child develops a rash or suspected thrush. This will also need to be checked by a doctor whose advice should be followed.

We suggest that children who need to see their doctor for treatment should be excluded from nursery until the conjunctivitis shows definite signs of improvement (usually 24-48 hours after treatment has started)

With regards to chicken pox, children need to be absent from nursery for a minimum of 6 days from when the rash first appears. After this time, if all spots have dried and scabbed over then the child may return to nursery.

If your child has not been his/her normal self at home but is not showing any sign of illness when brought into nursery, please mention this to a member of staff and let them know how best to contact you throughout the day if needed.

If Buntings identifies a health related issue or infection such as verrucas, head lice, thread worms etc... Parents will be immediately notified. This will be so that they can arrange collection of their child to seek medical advice/treatment. The child may return to nursery on their following session providing that treatment has been sought and followed so that the chance of spreading the infection or health problem to others is reduced.

Should the manager consider the illness to warrant immediate medical attention, the emergency services will be contacted to take the child directly to hospital and the parents/carers notified accordingly.

Please refer to the following information related to this policy:

- Buntings list of minimum exclusion periods for infectious illness
- Diseases notifiable (to Local Authority Proper Offices) under the Public Health Regulations on Infectious Diseases (1988)

This Policy links to Helping Children to be Healthy and Protecting Children from Harm and neglect in regards to Every Child Matters (2004).

June 2007

Parental Involvement Policy

At Buntings we recognise the importance of and are willing to spend time conversing with parents/carers:

- To explain how the experiences we offer the children contribute to their learning and to describe how their child is progressing
- To draw on parents/carers detailed knowledge of their own child
- To offer help and support where necessary

However, it is the parent responsibility to collect their child in plenty of time to be able to discuss their child's day with a member of staff.

In our diverse nursery, we recognise a valuable resource in our parents/carers and we welcome their help and support in our efforts to encourage positive attitudes towards diversity.

Once a year the nursery will send out a questionnaire regarding the provision of care we provide for parents/carers and their children. We appreciate parents/carers time in completing this, as it will aide the nursery in it's continual improvement and aim to provide a high provision of care.

If a child's parents/carers are separated, our policy is to deal with the paying parent and all correspondence, agreements and contracts will be made with and signed by the paying parent. All parents/carers involved will be informed of development issues regarding their child but we will not discuss confidential information regarding the contract between the paying parent and Buntings unless agreed in writing by the paying parent.

The nursery will also provide one occasion each year for parents/carers to attend the nursery, where there will be an opportunity to discuss their child's needs. This may be in the form of a 'special day' or parents evening.

Buntings Outings Policy/Procedure

Buntings has received written consent from parents that their children are able to take part in short supervised walks in the local area. The following procedures will be followed for these walks:

- Ratio's for walks will not exceed the following:

- 1 Adult : 4 children aged 3-5 years old

- 1 Adult : 3 Children aged 2-3 years old

- 1 Adult : 2 children aged 1-2 years old

Ratios are generally kept at 1 adult to 2 children but different occasions may warrant different ratios to be used. The duty manager holds the responsibility to be flexible. This is so that they may consider factors such as walking capabilities, ages, individual needs/support needed and children travelling in buggies. These factors may increase or reduce the ratios used. The children's safety is paramount and Buntings will ensure that all children have the adult support they need.

- A first aid kit will be taken on any walks and carried by the duty manager who holds a first aid certificate..
- Children's day bags are to be taken containing:
 - Spare nappies
 - A change of clothes
 - Wet wipes and nappy sacks
 - Children's drinks
- A mobile phone will be carried by the manager on duty in case of emergencies
- A notice will be displayed on the front door explaining where were are planning to walk and what time we plan to arrive back at the nursery. It will also display the manager on duty's mobile phone number.
- All walks will be recorded in the children's day books.

Any planned outings for the children that are outside of the local area or that will last longer than an hour, the following procedure will be followed:

- A letter will be sent home seeking permission for Buntings staff to take their child on the outing purposed. The letter is to include the details of where we will be taking the children, times of departure and arrival and a contact number for during the outing. Other information will be included as required.

- Ratio's will be explained in the letter sent home (usually one to one on outings to ensure learning intentions are met) and your child will be assigned a key worker for the outing.
- A first aid kit will be taken on any walks and carried by any member of staff who holds an appropriate first aid qualification.
- Children's day bags are to be taken containing;
 - Spare nappies
 - A change of clothes
 - Wet wipes and nappy sacks
 - Children's drinks
- A mobile phone will be carried by the manager on duty in case of emergencies
- A notice will be displayed on the front door explaining where we are going on our outing and what time we plan to arrive back at the nursery. It will also display the manager on duty's mobile phone number.
- All outings will be recorded in the children's day books.
- Buntings will ensure adequate insurance cover is in place for all the outings that the children attend.

Buntings will encourage all trips and visits into the local community, visits for people in the local community and also the wider community. We see that these trips and visits are an important part of a child's knowledge and understanding of the world which also relates to the Every Child Matters Framework.

The safety of the children and their well-being will always be of high importance when we travel outside of the nursery. We will follow accurately are procedures to ensure the safety of each child and will happily follow any further suggestions from parents/carers. If we believe for any reason that the trip is deemed dangerous or that it is unsafe to continue, it will be immediately terminated.

Travelling in Cars

When travelling in cars, parents will be notified with advanced warning and requested to provided a suitable car seat. Car seats (not boosters) will need to be fitted by the child's parent or carer. No member of staff will fit a car seat.

Parents will be informed who will be driving their child and they will hold a full uk driving licence and have appropriate insurance to be carrying children whilst at work. Parents may request to see either of these documents.

June 2007