



THE ORCHARD

Policies and procedures 2020

“Learning through play”

**Lead in Safe Guarding at The Orchard:
Jess Ford and Clair West**

The Orchard Pre-School Thame Road Little Milton Oxfordshire OX44 7PZ- Telephone: 01844 279989

Ofsted Report 2017 - Good

Registered Charity Number - 1028227

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Accident, Incident and Illness Records

Across the setting staff hold full and relevant paediatric first aid certificates which are renewed every three years.

Accident Records

A folder for recording all accidents is kept in the office. The records allow us to record the time, date and nature of any incident along with any action taken at the time or after. The record also gives details of the staff member who dealt with the accident and any witnesses. Upon collection of your child a member of staff will explain the accident to you and ask you to sign the record to as proof of you being notified. Accidents are monitored to identify any patterns in the environment which may require further risk assessing.

First Aid

The Orchard Pre-School, will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept in their packages until needed.

Cuts or grazes are the most common injury within The Orchard's environment and will be cleaned with water or anti-bacterial wipes. The injury will then be covered with a plaster or an appropriate dressing if needed.

Parents are informed of all moderate head injuries (not including any minor grazes) by telephone immediately and will be given a copy of the accident form

Emergency Medical Advice or Treatment

In the event of a child requiring emergency medical advice or treatment we will contact a parent or carer by using the information given on the registration form. It is important that we are informed with any changes regarding contact details to keep them up to date for this reason. Ofsted will be notified of any serious accidents, injury, illness or death of any child whilst in our care.

Incident/Injury and Physical Intervention Records

All incidents are recorded in detail including; the trigger of the incident, its nature and how the situation was handled. Upon collection of the child a member of staff will explain the incident and ask the parent to sign the record as proof of notification. An incident form is completed for the child that causes the incident this could be; biting, pushing, scratching or any significant incident that affects a child. When an incident form is completed this is written on the corresponding accident form in the action taken box.

Existing Injuries Record

Parents or carers must notify practitioners of any significant injuries that have occurred outside of pre-school as they may affect your child's nursery day. Practitioners will ask parent or carers to record the details on an existing injuries form. If a practitioner notices any un-notified existing injury a form will be completed and discussed on collection.

Admissions Policy

Our Aim:

The Orchard Pre-School encourages all children from the community to access the setting. This is achieved through sharing our policies and procedures with potential and current families at appropriate times and locations.

The Orchard Pre-School is registered with Ofsted.

- We accept nursery children from the age 2 years
- All bookings are on a first come, first served basis.
- A waiting list is in place for fully subscribed sessions, also operated on a first come, first served basis.
- The Orchard Pre-School does not discriminate against any child on the grounds of sex, race, religion, colour or creed. Families, staff and volunteers are not excluded or discriminated against. Any guardians or children demonstrating behaviour that is discriminatory will be asked to leave.
- Parents and carers will be asked to complete a Registration Form, which allows parents to give their requirements, child specific information and emergency contacts.

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Anti-Bullying Policy

We aim to provide a caring, friendly and safe environment for all our children so they can learn in a relaxed and secure atmosphere.

- Bullying of any nature is unacceptable.
- If bullying does occur, children in the older age group are encouraged to confide in a staff member.
- Incidents will be dealt with promptly and effectively.
- For younger children, especially those at the pre-language stage, high staff ratios and close observations will give an indication of any bullying concerns.

Arrival and Departure Policy

Our Aim:

To register all children, staff and visitors attending the setting daily and showing their times of attendance. The Orchard Pre-School keeps an up-to-date record of each child's name, address, date of birth and key person.

IN and OUT Policy as follows.

- All arrivals will enter in through gate marked IN, which will be the gate with accessible entrance to the right of the building
- Once children have arrived safely into the main building by their Parents/Carers they will be registered as being dropped off (this does not include the cloakroom by the front door)
- On departure, all Parents/Carers will leave the building by the OUT gate, which is down the few steps, allowing a steady flow for arrival and departure
- The IN-OUT system will also apply when Parents/Carers are returning to pick up their children. All Parents/Cares will have to come right up to the front door, to collect their children and their belongings
- All children will be greeted at the front door for a safe departure
- When arriving, please do ring the intercom system, so we may see who has arrived, if we are participating in an activity with the children
- Please could we all remember to keep the gate locked when entering and leaving

Daily registration

- Staff ratios and child numbers are checked weekly in advance for the following week.
- The time of arrival and departure is recorded
- Children on holiday are marked as this or H, sickness is recorded as S and unknown absence is marked as U.
- The Orchard Pre-School register is completed each day by 9.15am and 12:00pm for children attending afternoon sessions. If a child does not appear by 10.00am or an hour after their session start time and the setting hasn't been notified of their absence, a courtesy call or email is made to their family.
- In the event of a child being collected by someone other than immediate family, we must be informed and the parent is required to fill out appropriate form with the name of the individual who is authorised to collect.
- The child will not be released from our care until we have permission from their parent.
- In event of evacuation at The Orchard Pre-School, our Supervisor, **Jessica Ford** or **Deputy Supervisor, Clair West** will complete a full register check at the fire assembly point.

The following information is kept centrally in the Office in case of emergency evacuation:

- Children's and Staff register
- Emergency Contact information for all children and Staff

Visitors

- All visitors will be escorted around the premises by a member of staff.
- Visitors are asked to complete the Visitors Book stating their name, organisation, job title or link to child, purpose for visit and accurate arrival and departure times.

- Each visitor will be asked to produce identification which will be checked against the appointment diary. All discrepancies will result in the individual returning to their car whilst further checks can be made.
- All visitors will be asked to respect our safeguarding policy with regards to recording devices and using mobile phones.
- If an individual arrives at the setting under the influence of alcohol or any other substance, they will be escorted off the premises. Should this individual be a parent the setting will follow the Safeguarding Policy.

Behaviour Management Policy

Our Aim:

The Orchard Pre-School believes in creating a positive environment where children are supported to learn and develop through behaviour management that is age and development appropriate.

Our Aims:

It is our aim that by working together every individual at The Orchard Pre-School feels valued and respected. Our behaviour policy is therefore designed to support the way in which we work together to develop the caring environment children are entitled to where they feel safe, secure and happy. We are committed to working in partnership with parents and carers to support development across all the areas of learning, including behaviour. Working closely with parents and carers we can explain the way in which we promote positive behaviour at the setting and how we can work together so that children receive a consistent message about expected behaviour at home and at Pre-School

The Orchard aims to provide all children with the opportunity to develop:

Respect: to have respect for themselves, others and The Orchard Pre-Schools environment developing their self-concept and self-esteem.

Understanding: to understand the consequences of their behaviour.

Responsibility: to take responsibility for their own actions and the environment. Working together to create their own ground rules.

Sharing and equality: to develop an understanding of how to be fair to all. Staff and volunteers will demonstrate this by being good role models and setting a good example.

Strategies we use to support our aims and expectations:

Praise and positive reinforcement: focusing on the positive actions of the children.

Modelling behaviour: staff and volunteers show children expected behaviour in everything they do.

We help children to be polite by: encouraging them to say please and thank you and to wait their turn.

We help children to care for their environment: through making the environment as accessible and attractive as possible we encourage the children to help us look after the environment; tidying up together, sharing and looking after resources.

Strategies of intervention:

Prompting: we offer children gentle reminders; giving choices, explaining any concerns we may have or by using a positive statement for example "If you would like to throw something, you could go and find a ball."

Interpretation: by putting what has happened into words and asking if there was another way they could have acted.

Proximity: by heading over to children usually encourages them to do something else.

Redirecting or distraction: to try and refocus a child's attention onto something else.

Directive statement: by giving a clear instruction to a child to stop a certain behaviour or start something else.

Time out: to give the child opportunity to calm down in a quieter area and then for a member of staff to discuss their behaviour with them. We always encourage the child to say sorry.

Physical intervention: staff do not use any form of physical intervention unless it is necessary to prevent personal injury to the child, other children, an adult or severe damage to property. All acts of physical intervention are recorded and shared with parents the same day.

Biting Policy

The biting phase can be a tough time, both upsetting and embarrassing. Being able to understand why biting is happening is helpful in controlling and dealing with it.

Helping the child who bites:

- We help the child to understand that biting is not acceptable. When a child bites, they will be told firmly 'Stop biting - that hurts',
- Children will be discouraged from biting during play
- If one child bites another, they will be immediately separated
- The hurt child will be reassured and have the bite attended to.
- Disapproval of biting will be shown through facial expression and tone of voice to the child doing the biting
- More appropriate ways of communicating will be explained to the child who has bitten
- The practitioners will act as good role models

When dealing with biting the practitioner will;

- Stay calm
- Try to find out why the child has bitten
- Focus on the biting
- Be consistent
- Remember that biting can be a developmental stage

The parents of bitten children will be informed of the incident through the accident report mechanism. However, the name of the other child involved will not be disclosed. The parents of the child who has bitten will be informed of what took place (in private) and together, the nursery and parents will work to address the behaviour.

Children's Activities and Play Policy

Our curriculum is based on the Early Years Foundation Stage 2017 (EYFS).

Our aims are:

- To develop through co-operative play— confidence, self-esteem and independence
- To promote a caring attitude towards others and their environment

We have a strong emphasis on the use of the outdoors and seasonal activities are embraced. A flexible approach in the daily routine allows time for observation. Activities are carefully assessed so that any element of risk is appropriate. All equipment is checked regularly and any broken items are discarded or repaired. Outdoor provision is an extension of indoor play and is accommodated in weekly planning.

Our outside facilities include:

- Fenced garden
- Fenced barked area
- Sensory Garden
- Mud Kitchen area
- Sand Pit
- Wendy House

Concern and Complaints Procedure

We firmly believe in a two-way process for successful partnership with our parents, one which includes sharing information daily and mutual respect. We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. It is our intention to work in partnership with parents and the community. We welcome suggestions on how to improve our provision at any time. Any concerns we hope can be resolved quickly by an informal approach to the appropriate member of staff. If this proves unsatisfactory, the following procedures should be used:

How to Complain

- A parent who is uneasy about any aspect of our provision should first talk over any worries and anxieties with the supervisor, Jessica Ford
- If this does not have a satisfactory outcome, or the problem reoccurs, the parent should make an appointment to see **The Orchard's Pre-School Committee** as soon as possible. We keep a confidential Incident Report book which is completed by the staff - kept in the office.
- If the matter is still not resolved to the parent's satisfaction, the parent should again contact **The Orchard's Pre-School Committee**. If the parent and **The Orchard's Pre-School Committee** cannot reach an agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties to listen to both sides and offer advice. A mediator has no legal powers but can help define the problem, review the action so far and suggest further ways in which it might be resolved.
- The mediator will keep all discussion confidential. They will meet the parent and **The Orchard's Pre-School Committee** if requested and will keep an agreed written record of any meetings that are held, and of any advice s/he has given.

Compliments

- Compliments are received in various forms i.e. email, letters, cards and verbal compliments.
- We do keep some of these as evidence for Ofsted.

Discrimination Log

- If an individual feel that that they have been discriminated against for any reason or have witnessed any form of discrimination this should be reported to the **Supervisor, Jessica Ford**
- If this is not resolved, the same procedure as above (how to complain) will be followed.
- If concerns are raised around an individual working for The Orchard Pre-School, then this will be investigated using our safeguarding policy and procedures and The Orchard Pre-School will follow their disciplinary policy and procedure if necessary.

Confidentiality Policy

- All staff are required to keep sensitive information they may acquire as private to that family and our setting.
- Staff are to keep within the setting information regarding children and families.
 - We refer to Department for Children, Schools and Families Publications on Information Sharing: Guidance for Practitioners and Managers.
 - We adhere to the requirements of the Data Protection Act (1998) and Data Protection Act (1998) Non-Statutory Guidance.

Disposal of nappies, aprons and gloves, and Toileting Procedures

- Disposable gloves and aprons are always used when changing nappies and clearing spills. There is a separate waste disposal bin for nappies, aprons and gloves.
- The nappy changing mat and surrounding area is wiped after every use with disinfectant spray the toilet seats are regularly wiped with disinfectant spray.
- Spare laundered pants and clothing are kept in the toilet areas in case of accidents
- Polythene bags are available in which to wrap soiled garments.

Toileting and Nappy Changing Procedures

- All staff receive training on our procedures for nappy changing and toileting.
- No staff member can carry out these duties until an enhanced DBS has been received.
- It is our policy to encourage the child's independence by learning to toilet and clean themselves
- It is good practice to ensure that a member of staff is always close to the toilet when children are toileting.
- If a child needs assistance in the toilet area to change out of wet or soiled clothes or needs help with hygiene a member of staff will enter the toilet area with the child after notifying another member of staff in the room.
- When a child is assisted by a member of staff in the toilet area it is recorded on the nappy changing and toileting record sheet kept in the toilet area.

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Emergency Procedures:

Minor Accidents

- If no hospital treatment required, first aider to cleanse wound with water and apply lint free dressing plus bandage if required.
- All accidents are entered on Accident Forms and signed by Parent/Carer.
- Accident Forms can be found in each the office
- Parent/carer will be informed of all head injuries (apart from minor grazes) and advised to have a check up with a Medical Professional.

Major Accidents

Jessica Ford, the supervisor will assess seriousness of accident and inform The Orchard Pre-School's Committee

Procedure for Calling Emergency Services

- Dial 999/112 and state which emergency service you require.
- Give out telephone number we are using and include dialling code: **01844 279989**
- State nature of emergency, giving the full address **The Orchard Pre-School Thame Road Little Milton Oxfordshire OX44 7PZ**
- Parents will then be contacted – if unobtainable a message will be left on answer phone stating nature of emergency contacts and next steps.
- If child is unconscious, a First Aider will check ABC and carry out 'Emergency Procedures CPR' if not breathing (2 members of staff).
- Staff will clear room or building to isolate child and others from danger or distress.
- One staff member will go in ambulance and take copy of child's Registration Form.
- RIDDOR documentation is kept in office in case of staff member/child having a serious accident on site. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**))

Procedure for Emergency Closure

We will follow Local Authority guidance as to opening/closure in event of epidemics. Otherwise our policy is to remain open if possible

- Committee Members will telephone parents of children booked in for that day – all telephone numbers are in Registration Folder.
- A notice will be placed on the gates to explain closure.
- The diary will be checked and any appointments cancelled.

Procedure for staff absence

The Supervisor **Jessica Ford** will analyse the room numbers and answer the following questions to determine the best course of action:

1. Are the setting in ratio because of children on holiday or absent?
2. Are any cover staff available that can be called upon to cover?
3. Can members of the committee cover?

Equal Opportunities Policy

The Orchard Pre-School is committed to provide equality of opportunity for all children and families and to take positive action to eliminate discrimination in all areas of their work. The Orchard Pre-School works in accordance with all relevant legislation, including:

- Disability Discrimination Act 1995
- Race Relations Act 1976
- Sex Discrimination Act 1986
- Children Act 1989 and 2004

We believe that the group's activities should be open to all children and families and to all adults committed to their education and care. We aim to ensure that all who wish to work in, or volunteer to help with our setting have an equal chance to do so.

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The Orchard Pre-School will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed. Commitment to implementing the group's Equal Opportunities Policy will form part of the contract of employment for all employees.

Festivals/Celebrations

Our aim is to show respect for all the major events in the lives of the children and families at The Orchard Pre-School and to embrace the diversity of backgrounds from which they come. To achieve this;

- We aim to acknowledge all festivals which are celebrated in our area and/or by families involved in the setting.
- Children will be made aware of festivals celebrated within the community and will be introduced where appropriate to the stories behind the festivals/celebrations.
- Children will become familiar with and enjoy taking part in a range of festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

The Curriculum and Resources

All children will be respected and their individuality and potential recognised, valued and nurtured. The use of play equipment offers children opportunities to develop in an environment free from discrimination and prejudice.

- The Orchard Pre-School will manage the resources to ensure that both girls and boys have full access to all kinds of activities and equipment and are equally encouraged to enjoy and learn from them.
- Appropriate opportunities will be given to children to explore, acknowledge and value similarities and difference between themselves and others.
- Resources will be selected to ensure that the children are given 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 respect other people by avoiding stereotypes and by using images and words, which reflect positively the contribution of all members of society.

Fire Safety and Emergency Evacuation Procedure- Jessica Ford- Fire Safety Officer and Health and Safety Officer

On discovering fire or smoke we will raise the alarm, collect the register and proceed to take all children and adults out to the Fire Assembly point. Making sure no-one is left inside.

The Emergency Services will be called, dial 999 or 112. Stating clearly which service we require and give precise details of our location:

In the meantime, a head count and register, including staff and visitors that are present.

Report back to office when all are accounted for.

Each half term we practice emergency evacuation procedures.

All fire drills are recorded in the Fire log book.

Independent Fire risk assessments are completed periodically or when there is a change to the premises. The last review was conducted in September 2017- With Termly assessments and daily assessments conducted.

Food and Drink Policy

Meal times play an important part in the day of our setting as well as reinforcing children's understanding of the importance of healthy eating.

- Snacks provided are healthy i.e. milk/water, fruit and vegetables
- Before a child joins our setting, staff discuss with parents/carers the child's dietary needs, including any allergies, specific diets due to cultural beliefs and make appropriate arrangements to meet them. If a child has a severe allergy, an agreement is made between parents and The Orchard Pre-School to ensure that emergency procedures are in place in case of allergic reaction.
- Details of children's severe allergies and emergency procedures are displayed for all staff members to see
- Water is constantly available throughout the day.
- We require parents to help us reduce the risk of choking by cutting spherical fruits and vegetables into strips rather than discs.
- Parents are informed of our NO NUT Policy and NO GRAPE policy
- Parents provide a packed lunch for midday meal

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Food Hygiene

The Orchard Pre-School Staff observe the current legislation regarding food hygiene, registration and training. Staff must:

- Wash hands with soap after using the toilet and specifically under running water in the appropriate sink before handling food.
- All children wash hands under running taps prior to eating and use an air hand dryer or clean, disposable hand tissues
- Different cleaning cloths are used for kitchen and toilet areas (chart in kitchen areas).
- Food is kept covered in refrigerated
- The fridge and freezer temperatures are checked daily and any significant changes noted and acted upon.
- Stored foods in fridge and in the cupboards, are checked weekly for use-by dates. Plans to use the items is made and discarded if date is reached.
- All staff who prepare snacks and work in the kitchen have training to attain Level 2 Certificate in Food Hygiene.
- In the event of an outbreak of food poisoning where 2 or more children are affected, Ofsted will be notified as soon as is reasonably possible but within 14 days.

Healthy Eating Policy

At **The Orchard Pre-School** we promote a healthy lifestyle and a high standard of hygiene in our day to day work with children and adults. This is achieved in the following ways:

- All meals and snack provided will be nutritious and pay attention to children's dietary requirements.
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet. Biscuits and cakes etc. will be baked in moderation.
- Fresh water is available to all children throughout the day.

Health & Safety Policy

The Orchard Pre-Schools named Health and Safety Officer is Jessica Ford, Supervisor

All practitioners on site are responsible for the day to day health and safety checks of their environments. The named Health and Safety Officer carries out in-depth annual risk assessments, checks first aid kits are replenished monthly, ensures that all practitioners are aware of emergency procedures regarding accidents, incidents and fires.

The Health and Safety Law poster is displayed in the cloakroom to ensure the well-being of both children and adults

Environment

- Safety checks on premises, both outdoors and indoors, are completed before each session.
- Thorough risk assessments are conducted annually on each environment.
- Security intercom is fitted at the entry door. The Orchard Pre-School's doors remain constantly locked and require a member of staff to grant entry from inside.
- The fences and gates that secure each outdoor area are routinely checked with a more thorough review termly.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- The layout and space is reviewed daily to allow children and adults to move safely and freely between activities.
- There are appropriate systems and equipment for the detection and control of fire. The building is fitted with smoke detectors.
- Heaters and electric points have cover guards.
- Large equipment is erected with care and checked regularly.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less able children.
- Internal safety gates/barriers will be used as necessary.
- Fire exits are left clear and accessible.

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Supervision

- Children are supervised by adults always and will always be within sight or hearing of an adult.
- Children will leave the group only with authorised adults.
- An adult will not be left in sole charge of a child/group of children unless they are accompanying them to another building or another adult is in hearing distance of them.
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- If a small group goes outside, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on premises.
- Whenever children are left on the premises at least two adults will be present.

Adult Safety

- All adults in the group, both staff and visitors, are made aware of and respect the setting's safety policies.
- Adults have access to advice on safe lifting
- Heavy materials are not stored above head height. Items not required are removed from the room.
- If a staff member incurs a minor injury at the setting they are to complete an accident form. Any major injuries will be recorded via a RIDDOR form and reported to the HSE.
- All adults, including parents and other carers, are made aware of the system(s) in operation for children's arrivals and departures as part of the 'Checklist for New Children'. An adult is available close to the door at these times to provide parents with an account of the child's session.
- Adults will keep hot drinks and adult tools (i.e. adult scissors) out of reach from children.

Illness and Injury Policy

- Children should not be left at the setting if they are unwell. If a child is unwell, they will prefer to be at home with their parent rather than at the setting with their peers. An unwell child will usually require a one to one ratio which affects the rest of the group and limit adult input. We will follow these procedures to ensure the welfare of all children within The Orchard Pre-School
- If a child becomes ill during the day, their parent will be contacted and asked to pick their child up as soon as possible. During this time a child will be cared for in a quiet calm area.
- An illness form will be completed to be reviewed and signed by the child's parent on collection. This includes details of the child's symptoms, health on arrival, action taken and temperature recordings. Parents may take a copy of this form home.
- Parents are asked to keep their child at home if they have any contagious infection, and to inform us of the nature of the infection.
- If a contagious infection is identified in the setting, parents will be alerted to this by a notice being displayed on the doors to both buildings enabling them to spot the early signs of the infection. On occasions e-mails are sent to all parents if they need to be alerted of infection earlier than their next session.
- The setting follows the guidance of the Health Protection Agency and this includes that children and staff do not return to the setting until at least 48 hours after their last attack of sickness or diarrhoea.
- Please do not bring your child to the setting during the first 24 hours of administering antibiotics in case of an adverse reaction.
- Children with an elevated temperature should not return to pre-school until they are 24 hours clear.
- The setting will not allow parents to sign in Calpol as although it is effective at reducing a temperature it is also very good at masking symptoms when there may be something more seriously wrong.
- The setting has the right to refuse admission to a child who is unwell. This decision will be taken by the supervisor **Jessica Ford** and is non-negotiable.

Medication Policy

If the child needs (non-prescribed) medicine to relieve their symptoms, they should not attend pre-school. This ensures that illnesses are contained as much as possible. If the child is on short term or long-term medication prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor), the following procedures will be followed:

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- If possible, the child's parents will administer medicine.
- If not, then medication may be signed in and administered throughout the day according to the prescription label on the medicine.
- Medicine must be stored in the original container and clearly labelled, with child's name, dosage and any instructions.
- The medication must be handed to a member of staff – not left in the child's bag.
- The parent/carer will complete our 'Administration of Medicine' Form, to include the following information:
 - Name/Manufacture/Batch Number of Medicine
 - Dosage
 - Times to be given
- Signatures of parents and person who administers medicine and dosage

Conjunctivitis

Providing there are less than two children with viral conjunctivitis, we will admit the child. If these numbers are exceeded, then the cases of conjunctivitis are not isolated and The Orchard Pre-School will have no option but to request the child remains at home to prevent an epidemic.

If medication is prescribed, the child can attend Nursery 24 hours after commencing the medication and providing the parent has signed the medication sheet with dosage and times. Please note: without prior written consent we will not be able to administer medication.

The Orchard Pre-School reserves the right to send any child home the supervisor **Jessica Ford** feel that the child is not well enough to attend that day

Lost or Missing Child Policy

- Every member of staff is expected to know the exact number of children in their care always.
- If a child is suspected of being missing, this procedure is followed:
 - The Supervisor **Jessica Ford** and The Committee must be informed
 - A member of staff will be allocated to supervise the children, preferably in the quiet area of the relevant building and take the register.
 - A search will be organised– making sure that staff in all buildings know about the search.
- **Phase 1** is the **immediate area** i.e. the buildings and play areas; the walkway; parking areas; the immediate entrance and road outside; close the big gate across with member of staff at gate area. This will be recorded on an incident form and shared with parents upon collection.

If the child is still missing,

- **Phase 2** – The parents and emergency services will be informed. More people will join the search with mobile phones and mobile numbers given to each group. A wider search area will be defined to cover buildings/shops/then the fields
 - An individual will be appointed to respond to **The Orchard Pre-Schools** telephone
 - A record of the incident will be made throughout capturing all activities, including times/staff present/areas search etc.
 - About the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, an agreement will be drawn up between the parent/carer and The Orchard Pre-School as to the procedure to be followed.

No Smoking, Alcohol and Drugs Policy

The Orchard Pre-School has a policy of no smoking, this includes e-cigarettes, consuming of alcohol or taking recreational drugs in or around the premises.

- We would ask staff to be mindful of aroma associated with smoking and the side effects.
- **The Orchard Pre-School** takes drug and alcohol abuse very seriously.
- Any consumption of recreational drugs or alcohol taken before or during worktime may result in dismissal.

Non-Collection of Child Policy

- Supervisor **Jessica Ford** to telephone parent/carer.
- If no reply, a message will be left where possible, stating the time and the importance of returning the call a.s.a.p.
- A call to the first of the two emergency contacts will be made.
- 2 members of staff will remain with the child and re-assure him/her.
- If one of the emergency contacts collects child, get contact to sign 'out' in the collection book and inform parents a.s.a.p.
- If a child is left indefinitely, i.e. longer than one hour, with no contact from family, the supervisor will contact committee to inform and then they will contact the police. These services should contact Accident and Emergency on our behalf to check if parent/carer has been involved in an accident.

Outings Policy

All outings are assessed for risks prior to the visit. Details such as journey time, transport to be used, access to toilet facilities, security of venue, shelter, tide tables if beach visit, safe mini bus parking, headroom of vehicle, nearest hospital, garage and shop are investigated.

Parents are notified of outings via a letter home including the below details and a request for permission which must be signed and returned before children can attend the outing. The cost of the outing, if any, will be included on the letter.

Details to parents include, venue, date, timetable for the day, staff to child ratio, provisions taken i.e. water, mobile phone and dress code for children and what the children should bring. Three emergency contacts are recorded for each child for the day of the visit. Short or long term prescribed medication and allergy information will be carried with us and administered as required. All lists of children and staff attending the visit are kept in the office

Child Protection and Safeguarding Children Policy

Our Aim:

The Orchard Pre-School believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. To achieve this every member of staff has an enhanced DBS, verified references and safeguarding training at the earliest opportunity. Each staff member and volunteers has a copy of the policy and procedures on safeguarding and this is regularly reviewed by the team.

Our Designated Safeguarding Lead (DSL): Jessica Ford (Supervisor)

Deputy Designated Safeguarding Lead (DDSL): Clair West (Deputy Supervisor)

These officers have undergone specialist training which is updated on a regular basis. They are responsible for liaising with the Multi-Agency Safeguarding Hub (MASH), Social Services, The Local Safeguarding Children's Board (LSCB) and Ofsted in any child protection matter.

The Orchard Pre-School's child protection procedures comply with all relevant legislation:

The Orchard Pre-School also complies with other guidance; for example, Working Together to Safeguard Children; A guide to inter-agency working to safeguard and promote the welfare of children, March 2015 along with advice from the Local Safeguarding Children Board.

Brief Overview for Practitioners of What to Do If...

If you are concerned about a staff members behaviour towards children, then you must follow the whistle blowing procedure that is laid out in **The Orchard Pre-School** staff handbook.

If you have safeguarding concerns around a child's welfare then you must inform your DSL, DDSL or in the unlikely circumstance they are both unavailable, please contact **The Orchard Pre-School Committee**

Monitoring and reviewing our policies and procedures

The Orchard Pre-School is committed to constantly monitoring and reviewing its policies and procedures. They are immediately updated if there is any new legislation and in the light of serious case reviews. All updated policies are shared with staff, volunteers and students. They are also shared with parent/carers during their settling in period when their child first attends the pre-school:

- The Children Act 1989
- The Children Act 2004
- Disability Discrimination Act 1995
- Equality Act 2010
- Human Right Act 1998
- Prevent duty guidance for England and Wales (June 2015)
- What to do if you're worried a child is being abused (March 2015)
- Counter Terrorism and Security Act 2015
- Serious Crime Act 2015
- The Data Protection Act 2018
- Working together to Safeguard Children (March 2015)
- Protection of Freedoms Act 2012
- Childcare Act 2006
- Keeping children safe in education: for schools and colleges
- Statutory Framework for the EYFS (2017)
- Levels of need when working with children, young people and their families in Surrey

If an allegation is made against a member of staff, the individual is suspended immediately on full pay pending further investigation by the DSL who will follow the procedure laid out in our child protection and safeguarding children policy. The person making the allegation must put it in writing. If an allegation of abuse is made against the DSL or DDSL, the owners will deal with the allegation.

Dealing with Allegations

The **Orchard Pre-School** is committed to ensuring that it meets its responsibilities in respect to child protection by treating any allegation seriously and sensitively. On discovering an allegation of abuse, the DSL or DDSL will immediately refer the case to the Multi-Agency Safeguarding Hub (MASH). In addition, the following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will immediately report this to the DSL and the DDSL. This includes any allegation about a staff member.
- Staff members are encouraged and supported to trust their professional judgement and if they suspect abuse has, or is taking place, to report this.
- Full written factual records of all reported incidents will be produced and kept confidential, dated and signed. This will include:

1. Full details of the alleged incident.
2. Details of all parties involved.
3. Any evidence or explanations offered by interested parties.
4. Relevant dates, times and locations and any supporting information or evidence from members of staff.

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

- Listen fully to what the child has mentioned.
- Make no observable judgement.
- Ask open ended questions that encourage the child to speak in their own words.
- Ensure the child is safe, comfortable and not left alone.
- Make no promises that cannot be kept, such as promising not to tell anybody what they are being told.

Where possible, The **Orchard Pre-School** will respect the wishes of children who do not consent to share confidential information. However, the lack of consent can be overridden in the child's interest, or if the facts of the case are in the public interest.

Staff will be made aware of The Department of Health's Booklet 'What to do if you are worried a child is being abused?' (March 2015) and 'Working Together to Safeguard Children; A guide to inter-agency working to safeguard and promote the welfare of children (March 2015, DfE).

Referring Allegations to Child Protection Agencies

If The **Orchard Pre-School**, DSL or Deputy DDSL has reasonable grounds for believing that a child has been, or is in grave danger of being, subject to abuse the following procedure will be activated:

1. Immediate contact to the Multi-Agency Safeguarding Hub (MASH) on 0300 470 9100 and in emergencies the police on 999.
2. The DSL or Deputy DDSL will communicate as much information about the allegation and related incidents as is consistent with advice given by Social Services and the police.
3. Always the safety, protection and interests of children concerned will take precedence. The Committee, Supervisor and staff will work with and support parents/carers as far as they are legally able.
4. The Orchard Pre-School will assist social services and the police during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
5. Ofsted will be informed of any allegations of abuse against a member of staff, student or volunteer or any abuse alleged to have taken place.

Disqualification by Association

In addition to ensuring staff are made aware of the relevant legislation, The Orchard Pre-School needs to take steps to gather sufficient and accurate information about whether any member of staff is disqualified by association. To identify cases where a staff member at The Orchard Pre-School may be disqualified 'by association', The Orchard Pre-School asks staff to provide to best of their knowledge, information about someone who lives or is employed in their household.

This is obtained through a suitability check carried out during induction, supervisions and appraisals. Staff are asked to inform the committee of any changes in circumstances between supervisions and appraisals as soon as possible.

Use of Mobile Phones, iPads, iWatches and cameras in the setting

At The Orchard Pre-School staff must not use personal mobile phones, cameras, iPads, iWatches, camcorders and any other equipment (which includes; technology, computers, e-mail and the internet) that would enable them to take photos of children. All photographic equipment belonging to staff will be kept in the Office or left in their vehicles and mobile phone calls may only be taken within staff breaks. If a personal emergency should occur, staff will be able to call from the phone in the office or from their mobile in designated area away from the children. Parents/carers or visitors must not use their phone on whilst visiting the nursery. If parents/carers or visitors need to take a call it must also be taken away from the children. Any parents/carers or visitors including Ofsted inspectors carrying out routine inspections spending time in The Orchard Pre-School for anything other than a visit will be asked to leave their mobile phone in their car or sign it in to the office.

By exception an Ofsted regulatory inspector is entitled to keep their business phone if investigating a complaint as they may be required to take photographs as evidence. No children will be included in these photos.

In accordance with our duties under the, The Data Protection Act 2018, The Orchard Pre-School strictly prohibits the use of any photographic equipment (cameras, camcorders, mobile phones or any other medium used to take still or moving images) by staff, parents or visitors on our premises without the consent of the Committee

One of the key ways that staff support children's development and engage parents in children's learning is through photographs and videos that record their activities and achievements. Photographic and video evidence will only be collected after obtaining written formal consent from the parent/carer during the initial settling in session when the 'checklist for new children' is completed. There may be times when children are captured in the background of photographs or in group activities. Parents should make Practitioners aware during settling in if they do not wish to give consent for their child to appear in another child's learning journey.

Settling in Procedure

It is important that staff build up good relationships with children and parent/carers during settling in and there are steps we take to help this:

- Explaining how our setting operates and how we aim to achieve the EYFS framework by providing a safe learning environment to promote all areas of development.

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- All parents and children are invited to our settling in session in the week before their child is due to start. This can vary from child to child and the settling in sessions can be adapted as necessary to meet the needs of individual children and families.
- Children will experience different level of separation anxiety and we will support this by encouraging parents/carers to separate for brief periods at first, building up to longer absences.

Special Educational Needs Policy

The Orchard Pre-School follows the Code of Practice (COP) on Special Educational Needs (SEN). We aim to welcome and provide appropriate learning opportunities to all children. The Orchard Pre-School identifies that children have a wide range of needs, which change over time. We will ensure that all children have equality of opportunity in all areas and that their rights are met. The Orchard Pre-School has accessible doors available for wheelchair access and ramp to the entrance of the building.

This policy is in keeping with our wide philosophy and the aims should be read alongside our Equal Opportunities, Inclusion and Admissions policies. These have been written to conform to the Disability and Discrimination Act.

- The Special Educational Needs Co-Ordinator (SENCO) is **Jess Ford**. Attendance at courses keeps us up to date on current good practice, addressing various aspects of Special Educational Needs (SEN).
- The Orchard Pre-School staff are aware of the Code of Practice on the identification and assessment of special educational needs.
- Staff attend in-service training on special needs whenever possible, including behaviour management and relevant other training.
- The SENCO will liaise with the staff and parents or carers if a child gives cause for concern in any area of development and will monitor the child's needs and progress.
- Our system of observation and record keeping, including the Individual Support Plan, are shared regularly with the parents, enabling us to monitor the child's needs and progress on an individual basis.
- If appropriate an Ann Locke assessment will be completed.
- Any concerns will be shared with the parents or carers and appropriate action recommended.
- Advice may be sought from the Early Years Improvement Advisor at this stage.
- If it is appropriate a specific program of activities may be planned for the child and written up as targets on an Individual Support Plan (ISP). This will be done with the help of the parents to allow a common approach at home and in our setting.
- If necessary outside agencies, e.g. Speech and Language Therapists, Educational Therapists, Educational Psychologists, Health Visitors, ELA, SENA etc., may be asked to offer advice. Parents or carers will be involved at every stage.
- Observations on the targets set in the ISP will be recorded and progress will be monitored at a half termly review of the ISP with input from the parents, SENCO and staff.
- The Code of Practice has introduced the Common Assessment Framework (CAF) as a central recording system for children with additional needs and those with safeguarding concerns.
- Parents/carers are always involved with this process and the completion of any paperwork.
- In rare circumstances if the child's progress over a period falls below criteria set by the Local Education Authority (LEA) a request for statementing would be started. This process is regulated by the LEA and involves extensive evidence of the child's specific needs being submitted to an educational panel.
- If additional resources are required to allow the child to access a broad and balanced curriculum. Further funding may be requested from relevant sources to help us in the delivery of the curriculum.
- At all stages of this process parents are involved in every decision, working in partnership with the staff along with other agencies.
- The Orchard Pre-School Complaints procedure may be used at any stage of the Special Needs process. Information can be obtained from the Local Area Education Office regarding appeals or representations about a statement of Special Educational Needs.
- The Orchard Pre-School liaises with the local feeder schools sharing relevant information contained in profiles and ISP's with representatives from the school.

- Transition meetings will be set up to write ISP targets to allow a smooth transfer to the next setting/school for a child with Special Educational Needs.
- This policy and procedure will be reviewed each year with the staff at a meeting to be held annually. It will be updated to reflect current changes in the Special Needs Code of Practice and the local Authorities provision for special needs.

Staffing and Recruitment Policy

We invite applications from individuals with the relevant skills or interest to train and qualify. We are committed to recruiting, appointing and employing staff in accordance with relevant legislation and about equal opportunities regardless of gender, religious, ethnic, cultural, physical and social background.

Recruitment Procedures

- We advertise; using recruitment websites, facebook and display posters locally.
- Prior to any appointment, two references and an enhanced DBS are initiated.
- Management team have attended 'Safer Recruitment' training.
- If applicants have unexplained gaps in their employment history, explanations will be sought.
- Newly appointed staff are given a Staff Handbook and a copy of all our policies and procedures. New staff are required to attend safeguarding children training as soon as possible.

Staff Liaison

- Regular staff meetings are held for training and development.
- The Orchard Pre-School staff will plan weekly activities alongside medium and long-term planning.
- Observations and profiles are completed on each child by a key-person and shared with parents/carers.
- We encourage all members of staff to gain a qualification appropriate for their position in the setting.
- We support the work of our staff and identify their on-going training and development needs by means of regular monitoring/appraisals. If needed we will seek advice from external professional training bodies.
- Supervision is a scheduled and unscheduled time for staff to see a member of the committee team on a one-to-one basis for professional development and discuss any issues.
- Staff are encouraged to attend training/network meetings
- We liaise with our neighbouring schools, in Little Milton and Great Milton

Whistle-blowing

In accordance with the Public Interest Disclosure Act 1998 commonly referred to as 'Blowing the whistle' the staff at The Orchard Pre-School follow the policy in their handbook. Staff who genuinely believe that people they work with are behaving in a way that seems wrong or have a sincere concern about an aspect of service will be doing their duty and acting in the public interest by speaking out. The full whistle blowing procedure is available in the staff handbook.

Social Media Policy

The Orchard Pre-School takes data protection and confidentiality very seriously and can assure parents that children's names, personal information or facial photos will never be used on the pre-school website. All children will remain completely confidential without prior written permission from their parent.

Parents are asked for their permission on the Registration form that confirms they are happy for a photo that may feature their child's hands, feet or back of head to be posted to the Orchard website. Parents will also sign to confirm they have read and understood this policy. At all events, parents are reminded that any photos taken of children must not be uploaded to social media, including Facebook, Twitter and Instagram.

Promoting Fundamental British Values

The DfE have recently reinforced the need "to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs."

The Government set out its definition of British values in the 2011 Prevent Strategy. At, The Orchard Pre-School, these values are reinforced regularly and in the following ways. We keep an up to date audit of all such teaching and learning opportunities.

The Key Values are:

- democracy
- rule of law
- individual liberty
- mutual respect
- tolerance of those of different faiths and beliefs

Democracy

All the children contribute and discuss The Orchard Pre-School class rules at registration in the morning. Children have many opportunities for their voices to be heard. We have a school committee which meets regularly to discuss issues raised in our setting council meetings.

The Rule of Law

The importance of Laws, whether they be those that govern the class, the school, or the country, are consistently reinforced throughout regular school days, as well as when dealing with behaviour and through school assemblies. Pupils are taught the value and reasons behind laws, that they govern and protect us, the responsibilities that this involves and the consequences when laws are broken. Visits from authorities such as the Police and Fire Service help reinforce this message.

Individual Liberty

Within our Pre-School, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a Pre-School we educate and provide boundaries for children to make choices safely, through provision of a safe environment and empowering education. Children are encouraged to know, understand and exercise their rights and personal freedoms and advised how to exercise these safely, for example through example and discussions. Whether it be through choice of learning activity, of how they record, of participation in our planned activities, which have been thought out to deliver and promote fundamental British values

Mutual Respect

As a Rights Respecting Pre-School, mutual respect is at the heart of our values. Children learn that their behaviours influence their own rights and those of others. All members of the school community treat each other with respect.

Tolerance of those of Different Faiths and Beliefs

The Orchard Pre-School places a great emphasis on promoting diversity with the children. Registration and group sessions are regularly planned to address this issue either directly or through the inclusion of stories and celebrations from a variety of faiths and cultures.

The Orchard Pre-School we will actively express concern and investigate children, staff or parents expressing opinions contrary to fundamental British Values, including 'extremist' views.

New policies 2020

Payments and fees

Fees

Autumn Term 2020 onwards

Morning session: £15,50 (9am to 12 noon)

Lunch club: £5,25 (12 noon to 1pm)

Afternoon session: £15,50 (12 noon to 2.45pm - includes lunch club)

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Fees will be reviewed annually with increases taking effect each September. We endeavour to give one term's notice of any increase in fees.

Funding

All three and four year olds are entitled to 15 hours of free government funded education per week at the Orchard over 38 weeks of the year. This is offered flexibly and applies until the child reaches compulsory school age (the term following their fifth birthday).

We participate in a number of different childcare voucher schemes for working parents, and are often able to sign up with new voucher schemes if necessary.

Parental involvement

We actively encourage parental involvement.

As a parent run organisation, we feel that parents have a real opportunity to help shape their children's education. The Orchard is managed by a Committee of parents and supporters working in close partnership with the teaching staff. New parents are very welcome to join the Committee. Feedback is encouraged and the school is very responsive.

In addition, parents are encouraged to stay for one morning session each half term as a "Stay and Play Parent". Not only are the children very keen to show parents what they have been doing, it offers an invaluable chance to see children in their daily surroundings and to witness first-hand how they are getting on at school and how the school is run.

Parents are also invited to regular "Parent Consultation" sessions to discuss their child's progress.

Tapestry, our online learning journal system, encourage parents to share "home learning" on their child's profile where a photo, observation and comments can be added for the key worker to view and respond to.

The Orchard website has a parent log in portal which allows parents to view letters and necessary information. Parents are given a new password every term to keep it secure for current parent access only.

Our 'Story Box' and 'Show and Tell' allow parents to support their children at home to prepare and share their child's interest and choices when sharing with the Orchard children and staff.

Managing children with allergies

When children join The Orchard parents are asked if their child has an allergies. Details of the allergy are recorded by parents on an Individual Care Plan, which includes signs to look for in an allergic reaction, action to be taken, any required medication and preventative methods. Allergy information is displayed clearly for staff in the kitchen. At snack and lunch time children with allergies sit near to or next to a member of staff to oversee the meal. All staff have up to date First Aid training. In case of allergic reaction, either parents or emergency services and parents are contacted immediately, depending on the case. We remind all parents not to include allergens when providing food for the whole school, eg. Christmas party. We also have a no nut and no grape policy.

Supervision of children on Outings

At The Orchard, we believe that Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents are then asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.

- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Outings are recorded in an outings record book kept in the setting.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff take a list of children with them with contact numbers of parents/carers.
- A minimum of two staff should accompany children on outings and a minimum of two remain with the children who do not attend if necessary.

Snow policy

We endeavour to keep the Orchard open every day where possible to ensure consistent childcare is provided. However, we also have to keep the health and safety of the children and staff as our main priority. The Supervisor will make the final decision if The Orchard has to close, or remain closed due to adverse weather such as snow, ice or extreme cold. In this event, the parents will be contacted by the Committee via text or email as soon as possible. A message will be posted on the Orchard website and if possible a notice displayed on the front door. If parents are asked to collect children early we ask this is a priority. At least two members of staff will stay in the setting until all children are collected.

Tapestry

All children attending The Orchard have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage. This builds up a record of the children’s experiences during their time with us and records the progress that they make here. We use Tapestry, an online system, which is hosted within the EU on secure servers. Tapestry accounts are updated twice per half term for the parents to view. The observations are normally made by a child’s key worker, and approved by the Supervisor, before being published. Parents have the opportunity to securely access their child’s Learning Journey by logging on with a secure username and password. They can see the photos, comments and observations made only of their children. Parents sign to say they agree to the e-safety guidelines before they are given an account.

Online safety

At the Orchard we take e-safety very seriously. At all events, parents are reminded that any photos taken of children must not be uploaded to social media, including Facebook, Twitter and Instagram. Parents also sign to say they agree to the e-safety guidelines before they are given a Tapestry account. Within the setting, children have access to a PC. This is monitored closely by staff and only a specified number of websites are ‘white-listed’ to ensure that the children only have access to pre-approved websites. Children are reminded regularly to report anything they see that is strange online.

The Policies and Procedures are next due for routine review and adoption at the Orchard Pre-School AGM in 2021, provided that an earlier review shall take place if required.

Signed on behalf of The Orchard Pre-school by:

..... **Nicola Rogers** (Chair)

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