



### PK Preschool

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### Outline of Policies and Procedures

PK Preschool Settling in Policy	2
Food and Drinks policy	3
Working in Partnership with Parents/Guardians	4
Confidentiality	5
Students and volunteers	5
Car Park	6
Nappy Changing	6
Potty Training	6
Children's Dress Code	7
Behaviour	8
Safeguarding children	9
Photographs	10
Social Media	10
Equality and Diversity Policy	10
Special Educational Needs	11
Health and Safety	12
First Aid	13
Sun Protection Policy	13
Medication Policy	13
Exclusion procedure for Illness/Communicable Disease	14
Accident's policy	15
Major Accident	15
Uncollected Child Policy	16
Fire evacuation Policy	16
Outings and Local Visits Policy	17
Equipment and Resource Policy	18



## **PK Preschool Settling in Policy**

The settling in period is paramount to your child feeling safe and secure in the Pre School environment. The Pre School wants parents/guardians to have confidence in both their child's wellbeing and their role as active partners with the Pre School.

The Pre School allocates a Key Worker to each child and family.

All parents/guardians are encouraged to visit the Pre School with their child before an admission is planned. During the visit the Pre School works with the parent/ guardian to decide the best induction plan to meet the needs of the individual child. During this visit we will discuss your child's individual settling in plan. Some children need more than one visit with a parent, some will need to be left for short periods of time at first, building up to longer stays. Once agreed we will work with each parent/guardian to put the plan into action and review as we go adapting where necessary.

Every child and family are unique, subsequently their induction visits will be different. The Pre School will support all families to ensure that every child feel safe and secure before their parents/guardians leave them in the Pre School.

You are welcome to phone the Pre School as frequently as you like to enquire on how your child has settled. The numbers are on the notice board and will be in your welcome pack.

Parents/guardians will always be contacted if their child becomes distressed during the Pre School session.

## **Food and Drinks policy**

The Pre School regards snack and meal times as an important part of the school day. Eating represents a social time for the children and adults and helps children learn about healthy eating. The children will be provided with 1/3 pint of milk, or water from their own drinking bottle, if preferred.

Snack time is between 10am and 11am each day. We aim to promote healthy eating. The Pre School endeavours to meet every Child's individual dietary needs. We ask parents provide a healthy snack of a maximum of two items of fruit or vegetables that their child likes to eat.

If your child is staying for a full day you will need to provide a packed healthy lunch each day. Please ensure you put a freezer pack in each day to keep your Child's food cool.

We highly recommend healthy foods, sandwiches, pitta breads, cheese, yogurts, and fruit for example. Please avoid sweets, and chocolate. If you would like more ideas for a healthy lunch, please speak to a member of staff who will be happy to help. A healthy balanced diet is an important part of your child's wellbeing, learning and development.

If your child has any dietary requirements, please let us know at enrolment or as soon as you become aware and we will be happy to accommodate.

### **Nuts**

Some children have life threatening allergy to nuts, therefore the Pre School requests that **NO** nut products are bought into the Pre School. This includes peanut butter. If you are unsure if a product contains nuts, please don't send it in but ask a member of staff who will be happy to advise you if it is suitable for future packed lunches.

### **Other Allergies/dietary needs**

The Pre School realise that there are a wide variety of other allergies and food intolerances that children experience. We are experienced in dealing with these issues and will work with the parents/guardians to ensure the child's needs are met and any relevant training is undertaken by Pre School staff.

## **Working in Partnership with Parents/Guardians**

At Little Treasures Pre School, we encourage all parents/guardians to actively participate at all levels, as partners of the organisation and in the planning of services for their children. We aim for parents to feel comfortable, respected and valued.

The Pre School aims to achieve this by;

- Ensuring all parents/guardians are made welcome to visit the Pre School at any time.
- Ensuring parents/guardians have the opportunity to review their children's progress as often as requested.
- Ensuring parents/guardians are involved with the reviewing of policies, procedures and guidelines of the Pre School.
- Ensuring that parents/guardians can meet with staff and other parents/guardians to discuss issues and concerns.
- Ensuring that the Pre School values parents/guardian's comments regarding the strengths and areas requiring development within the Pre School.

The Pre School welcomes parental support with activities. If you have a skill you would like to share with the children, or you would like to be included in an activity, please see a member of staff.

We welcome parents who want to volunteer at our settings and join in with our fundraising and family events. Please speak to any member of staff for more details.

## **Confidentiality**

The Pre School aims to ensure that all parents/guardians can share their information in confidence and that it will only be used to enhance the welfare of their child. We respect confidentiality in the following ways;

- To ensure that Data Protection is maintained, personal information about children, families and staff is kept in a locked cupboard. Information held in digital form will be password protected
- Information containing children's personal details and development are not accessible to other parents.
- Staff will not discuss personal information given by parents/guardians with other members of staff, except on a need-to-know basis or when it affects the well-being of the child.
- Staff will not discuss children/families with work experience students.

The Pre School works closely in partnership with other childcare providers. For the benefit of the child, practitioners from different setting will exchange information.

## **Students and volunteers**

The Pre School recognises that qualifications and training make an important contribution to the quality of the care and education of young children. As part of our commitment to quality we offer places to students undertaking their Early Years Qualifications and training.

- All students/volunteers are checked for criminal records through the Disclosure and Barring Service in accordance with Ofsted requirements.
- Students/volunteers are not included in staff ratios
- The Pre School supervises students at all times and does not allow them to have unsupervised access to the children.
- The Pre School has employers' liability insurance (displayed on notice board)
- Every student has a full induction.
- The induction includes a talk on health and safety, the layout of the setting and the performance expectations of the Pre School. Every student has their own personal copy of the Pre School prospectus. Students sign to acknowledge that they have read this and agree to abide by the policies and procedures contained therein.
- Students are only permitted to change nappies or take children to the toilet under strict staff supervision.
- The Pre School promotes positive messages to students regarding the value of qualifications and training.

## **Car Park**

There is a car park outside our Pre School for staff only. Parents and visitors are requested to park on Whitmore Vale Road and walk up the path to the preschool.

## **Nappy Changing**

Please ensure that you provide enough nappies and wipes to last your child throughout their session.

If your child needs nappy cream, please ensure it is sent in in the original packaging with clear instructions for its use. Make sure you have signed our permission form which gives us permission to apply the cream on your child.

## **Potty Training**

It is important for your child's routine that parents/guardians and the Pre School staff work closely together. When you think your child is ready for toilet training please speak to your child's key worker.

Signs to look for include;

- Nappy is frequently dry
- Your child is able to tell you when they have a wet/soiled nappy
- Your child is able to follow simple instructions consistently

We strongly advise that you start potty training at home over a weekend (or longer period if possible) this will mean your child's first experience of potty training will be at home and you will be able to give them your full attention to support their first efforts.

In case of little accidents please provide enough clean clothes that are clearly labelled with your child's name.

## **Children's Dress Code**

The Pre Schools aim is for all children to enjoy and achieve. We do not want for children's play to be inhibited by the clothes they are wearing.

Footwear –Please – No flip flops or crocs.

Old clothes – we want children to have fun and we will not inhibit their play to stop their clothes from getting dirty. Please bear this in mind when dressing your children for the Pre School.

Weather – The Pre School provides a continuous free flow provision. This means regardless of the weather all children will be outside at some stage. We therefore ask that all children are provided with clothing that helps facilitate this (hats, coats, gloves, sun, welly boots)

Sun cream – during hot weather please apply sun cream to your child prior to attending Pre School we advise the 8-hour protection cream that will last the full session. Alternatively, 4-hour sun cream can be sent in with your child's name clearly labelled and a consent form signed which allows the Pre School staff to apply sun cream at lunch time.

Jewellery – The Pre School recognise some families want their children to wear jewellery. For health and safety reasons though we ask you to avoid, necklaces, bracelets or hoop earrings.

## **Behaviour**

The Pre School believes that children will flourish when they know how they are expected to behave. All children should be free to learn and play without fear of being hurt or unfairly restricted by anyone else.

The Pre School aims to provide an environment where all children learn to respect themselves, other people and their environment.

The Pre School staff set a positive example at all times by treating children, parents and each other with friendliness, respect, care and courtesy.

The Pre School use positive strategies for handling behaviour and conflict by helping children find solutions appropriate to their age and stage of development. This might include distraction, praise and reward.

The Pre School praises and endorses desirable behaviour such as kindness and wiliness to share at every opportunity.

The Pre School avoids creating situations in which children receive adult attention only in return for undesirable behaviour.

In cases of serious misbehaviour, the child will receive an immediate and clear explanation of why their behaviour is unacceptable and the details of the behaviour and action taken reported to the parents.

Parents/guardians may be asked to speak to a member of staff about their child's behaviour to discuss ways the Pre School can support the family and ensure a consistent approach between the Pre School and home.

The Pre School can call on outside agencies for additional support for families.

By promoting good behaviour, valuing co-operation and praising a caring attitude we hope to ensure that children will develop as responsible members of society.



## **Safeguarding children**

The Pre School works with children, parents/guardians and the community to ensure the safety of children. Every child has the right to be safe.

The Pre School will create an environment that allows the children to develop a positive self-image regardless of race, language, religion or cultural and social background. We will help children establish and sustain positive relationships with their families, peers and other adults. We aim to enable children to have self-confidence and the vocabulary to resist inappropriate approaches.

The Pre School works with the **Hampshire Safeguarding Children Partnership (HSCP)**

As a professional establishment we are legally bound to report any form of suspected abuse that may have become apparent whilst the child is in our care. If we feel a child is unsafe, we are bound by law to report it to the HSCP.

The Pre School will notify Ofsted of any serious accidents or incidents that take place within the setting. This will include any serious or unexplained injuries a child receives whilst in the care of the Pre School.

The Pre School recognises that abuse can take many different forms, physical, emotional, sexual and neglect. A child can show symptoms of abuse in many different ways. All staff are trained to recognise this behaviour. Where such behaviour occurs and staff have cause for concern, they have a moral and professional duty to investigate and if necessary, make a referral.

Useful numbers for parents/guardians

Hampshire Children's Safeguarding Board – 01962 876355.

Hampshire Children's Services (24 hours) – 0300 555 1373

Hampshire Constabulary – 01962 841534

Ofsted – 0300 123 1231

## **Photographs**

Pre School practice includes taking photographs of the children during their daily experiences. This is an important visual display of the children's progress. The photographs may be included in wall displays, as evidence in their memory books (both yours and other children), Only Pre School cameras. If you do not wish your child's photographs to be used then please inform the manager. We must insist you do not put any photos from the Pre School on any social media platform without other parental permission!

Occasionally we use photographs in marketing material, we will always ask for individual permission for this to happen.

## **Social Media**

Although the Pre School appreciates that Facebook and other forms of social media are a great way to keep in touch and communicate, the Pre School does not believe that it is good practice between staff and parents. Please do not be offended if a member of staff declines your request to become friends.

We have a Facebook page for the Pre School that we encourage all parents to follow as it keeps you up to date with events in the nursery and local community events. We do not put pictures of the children on our Facebook page without your consent. If you wish to post any pictures of your child on our page you are welcome to do so.

## **Equality and Diversity Policy**

The Pre School is committed to providing equality of opportunities and anti-discriminatory practice for all the children, employees and families. No one should be excluded from any activities within the Pre School on the grounds of age, gender, sexuality, class, family status, means, disability, ethnic origin, culture, religion or belief.

We will aim to;

- Create a secure environment where all children are valued and in which all contributions are respected and listened too.
- Include and value the contribution of all our families to our understanding of equality of diversity.
- Not stereotype different ethnic groups or people with disabilities.
- Improve our knowledge and understanding of issues relating to equality and diversity.

We develop action plans to ensure that people with disabilities can participate fully in the services we provide and the curriculum offered. Discriminatory remarks are unacceptable in the Pre School. Our response will be sensitive to the victim of any such remarks and will aim to help those responsible understand and overcome their prejudices.

## **Special Educational Needs**

The Pre School is committed to the integration of the children with additional needs. Our belief is that children with these needs have the right to be educated alongside other children and that everyone stands to gain by sharing the same opportunities. Children will be helped to overcome any disadvantages they may have to face.

The Pre School will assess each child's needs and where possible adapt our facilities as appropriate.

The Pre School adheres to the DfES and Department of Health Special Educational Needs and Disability Code of Practice (Jan 15).

The Pre School has a SENCO (Special Educational Needs Co-ordinator) whose role it is to support children, parents/guardians and key workers. Where appropriate they will make referrals to outside agencies. The SENCO will have received additional training and/or have a lot of experience in supporting children with additional needs. The SENCO will undergo additional training to keep up to date with current best practice and guidelines. The training will be shared with all Pre School staff as all staff are equally responsible for meeting the individual needs of every child.

As a team (including parents/guardians) the needs of all the children will be discussed and the suitability of the setting to meet those child's needs will be assessed.

Our inclusive admission practice allows equality of access and opportunity. All children will be involved in the daily routine. All children will be involved in Pre School outings. Parents/guardians may be asked to come along to provide additional support.

The Pre School ensures that the physical setting, as far as possible is suitable for the children and parents/guardians or carers with disabilities.

The Pre School ensures that parents/guardians are informed at all stages of the assessment, planning, provision and review of their child's education.

The Pre School works closely with other professionals involved with children with SEN/disabilities and their families, including transfer arrangements to other settings and schools.



## **Health and Safety**

The safety of the children is of paramount importance and all children are supervised by adults at all times.

Risk assessments have been carried out as the need is recognised.

The Pre Schools aim is to make all the children, staff and parents/guardians aware of health and safety issues and to minimise the risk and hazards so children can thrive in a healthy and safe environment.

The Pre School staff conduct a daily safety inspection before the setting opens. This includes the outside areas. We will from time to time engage the services of outside professionals to advise us on health and safety issues and best practice.

There is **no** smoking/vaping permitted in the Pre School grounds and we ask parents not to smoke in the vicinity of the setting.

All electrical sockets are protected by safety plugs and all electrical equipment is PAT tested annually.

All cleaning materials are controlled by COSHH (Control of Substances Hazardous to Health) are placed in a locked cupboard out of the reach of young children.

Unless prior notification has been received the Pre School will **not** allow children to leave with anyone other than those listed as nominated persons on the child's enrolment form.

All our fire extinguishers and smoke alarms are checked regularly with regular fire drills.

The entrance to the Pre School will be locked while the setting is in operation. There is a door bell at the entrance. To gain entrance please ring the door bell and someone will let you in.

**Only** Pre School staff should unlock the front door. We respectfully ask parents/guardians not to open the door to other parents, even someone you know.

Fire doors and emergency exits should be kept closed at all times except to provide free access to the garden area under staff supervision.

All visitors are required to complete the visitor's book upon admittance to the Pre School.

Mobile Phones are not permitted to be used in the setting.

## **First Aid**

The Pre School has a first aid box in the office. Accident forms are used to record any injuries your child may sustain whilst in our care. A parent/guardian are asked to sign the form and it is kept securely by the Pre School.

All staff are required to hold a qualification in paediatric first aid. New staff must complete this course within their first year of employment. No untrained staff will be allowed to administer first aid to any child.

## **Sun Protection Policy**

The Pre School would like all children to be able to enjoy the sunshine safely in our outdoor area. To achieve this, we need the support of all parents/guardians.

On warm days we ask that parents/guardians apply sun cream to their children before dropping them off at Pre School.

Please also ensure your child is provided with a sun hat clearly labelled with your Child's name.

The Pre School staff will ensure children are not in direct sunlight for any length of time and that suitable shaded areas are provided. Drinking water will be available at all times.

If your child arrives at Pre School with sunburn, we will ask you to complete a form confirming that this occurred outside the Pre School setting.

## **Medication Policy**

For children to receive medication in the Pre School please ensure the following procedure is followed;

- All medication must clearly display the label applied by the pharmacist/doctor.
- The medication will be stored safely out of the reach of children and in the refrigerator if necessary.
- The Pre School must have clear written details on how much medication is to be given and when signed by the parent/guardian.
- Staff will keep a written record of medication administered.
- All medication administered will be done in the presence of another member of staff.

The Pre School welcomes children with asthma and will ensure all staff are trained to administer inhalers and are confident in doing so.

In emergency situations the Pre School staff will meet the individual child's needs.

## **Exclusion procedure for Illness/Communicable Disease**

The Preschools aim is to provide the best possible environment for all the children in a safe and happy setting. We are therefore unable to accept sick children in to the Preschool. In order to avoid embarrassment for staff and parents please do not try and leave a child that you suspect is unwell.

If your child has sickness or diarrhoea, please keep your child at home for 48 hours after the last occurrence.

If your child has a temperature, please keep them at home for 24 hours after it has returned to normal.

If your child becomes unwell at Preschool, we will make every effort to contact parents/guardians and ask them to collect their child as soon as possible.

We appreciate that children often have a runny nose or display signs that can be associated with illnesses. Whilst every child is different and you know them best, we would ask the following questions in assessing if your child is well enough to come to Pre School;

- Can they get through the day without Calpol or similar medication?
- Is their temperature normal?
- Are they well enough to take part in all Pre School activities?
- Do they have a normal appetite?
- Are they happy and sociable?
- Will they manage without more staff attention than they would normally require?

If the answer to any of these is no your child should not attend Pre School.

It is not fair on your child, other children or staff if you send them to Pre School knowing they are not well.

If your child has a contagious illness, please notify the Pre School (even if they are not due to attend that day).

The Pre School has an obligation to notify the Environmental Health Department and Ofsted of any child believed to be suffering from a notifiable disease.

## **Accident's policy**

All accidents are recorded in the accident book regardless of how minor they are. Parents/guardians are given a copy of the report if required. They are asked to sign the report to acknowledge they have been notified and are aware of the treatment their child has received.

All Pre School staff are first aid qualified and are required to maintain their certificates. All new staff are requested to train within their first year of employment. No new untrained staff, will be allowed to administer first aid.

### **Accident reports will contain the following information**

- Child's name and address
- Date and time of accident
- Where the accident happened
- How the accident happened
- Details of the injury
- Treatment received
- The name of the member of staff who witnessed the incident and administered the first aid.
- Signature of the parent acknowledging that they have been informed of the accident.

## **Major Accident**

In the event of a major accident the following procedure is followed;

- Give the child any first aid that can be given.
- The child will be comforted and made comfortable.
- The member of staff will assess if the child needs to go to hospital or if they can wait for a parent/guardian to arrive and collect them.

If deemed necessary an ambulance will be called. Parents will be notified immediately after the ambulance is called with details of which hospital the child has been taken to. A member of staff will accompany the child to the hospital and take the child's personal details with them.

The Pre School staff will stay with the child until the parent/guardian arrives. The Pre School will make every effort to comfort and support the child and family.

## **Uncollected Child Policy**

The following procedure will be followed if a child has not been collected from the Pre School.

- Parents/guardians will be contacted after 10 mins of due collection times.
- If parents/guardians cannot be contacted then the Pre School will contact the emergency names on the child's registration forms.
- If no contact has been made with either parent/ guardians or emergency contact after 30 minutes then the Pre School have a duty to call the police.
- The Pre School staff will stay with the child throughout any situation on non-collection and ensure the child's welfare is at the forefront of all action taken. The staff will try to reassure and comfort the child throughout.
- Staff will document all actions taken during the course of an incident.

## **Fire evacuation Policy**

There are four extinguishers situated throughout the setting and two fire blankets one in the main playroom and the other in the scout hall kitchen the kitchen.

In the event of a fire the person discovering the fire will raise the alarm and the building will be evacuated as quickly, calmly and safely as possible. To ensure a smooth evacuation staff have specific responsibilities.

The assembly point will be under the trees (behind the PK car park) in Grayshott Primary school grounds.

The children will be familiar with the assembly point as we will have regular fire drills with all children.

Parents will be contacted if necessary. If not able to return to the building and the weather is bad, the children will be taken to an agreed site at the school while they wait to be collected.

All necessary checks are completed on all extinguishers, call points and fire exits.

Visitors are made aware of evacuation procedures and any planned drills on arrival at the setting.



## **Outings and Local Visits Policy**

The Pre School will from time to time organise educational trips that link with our curriculum planning.

The following procedure is followed;

- A full risk assessment will be carried out before the trip
- Care will be taken to ensure the children's safety throughout the trip
- Any travel will be booked with a reputable coach company and a copy of their insurance details obtained in advance.
- Seatbelts and booster seats will be used.
- Staff ratios will be determined in the risk assessment depending on the outing.
- The preschool mobile phones will be taken by members of staff with key contact numbers in it.
- Essential records, first aid kits, medication etc will be taken

Prior notice of trips and outings will be provided, parental consent will be required.

We may ask parents/guardians to contribute to the cost of some trips.

## **Equipment and Resource Policy**

High quality care and education is promoted by providing children with safe, clean, attractive and age-appropriate resources, toys and equipment.

We aim to provide children with resources and equipment that will meet their individual needs and consolidate and extend their knowledge and skills and aptitude for learning.

The Pre School provides the following;

- Play equipment that is safe and conforms (where applicable) to BSEN safety or Toys (Safety) Regulations (1995)
- Sufficient quality of equipment and resources for the number of children
- Resources which promote all areas of children's learning and development.
- Books, equipment and resources which present positive images of people of all races, cultures and abilities and that are non-discriminatory.
- Play equipment that promotes continuity and progression and that provides sufficient challenge to meet the needs and interests of all children.
- Age and stage appropriate furniture.
- Resources and equipment that allows children to make independent choices.
- Our book library allows children to make choices relating to their age, stage, and current interests. Promoting sharing stories with members of their family.

All resources and equipment are checked for safety and cleanliness at the beginning and the end of every session. Anything found to be dirty or damaged is immediately removed.

We clean our resources regularly and more often if we have an outbreak of a contagious illness.

The Pre School keeps an inventory of all resources and equipment.

If there are any toys or resources that you would like to see, please speak to a member of staff.