**The Treehouse**

 **Preschool Policies and Procedures**

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**1.Accident and Injury Policy**

The purpose of this policy is to ensure that when an accident occurs at Treehouse Pre-school appropriate action is taken and accurate information is recorded and communicated. An accident is classed as an occurrence which has resulted in an injury to one or more persons.

Responsibilities?

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the manager to ensure that all members of staff have knowledge of first aid and that there is at least one member of staff on duty at all times who has a valid first aid certificate.

It is the responsibility of the member of staff who has administered the first aid to write the accident report and ensure that it is signed by the parent or carer of the child or children involved.

All members of staff have a responsibility to ensure that the manager is informed when items from the first aid box are used. A system of recording is in place to ensure that the first aid box is restocked on a regular basis.

How the Policy is Implemented?

A sign must be displayed on the notice board or information board which states who the first aider on duty is and where the first aid box is situated. The manager will check the first aid box each term to ensure that the box is fully stocked, if there are any items that need to be ordered this should be done as soon as possible.

The manager is responsible for making sure that all medical information and emergency contact details on the children's registration documents are up to date and accurate. When an accident occurs, it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required.

Minor Injuries

If the injury is minor and does not require medical assistance, the first aider should address the injury and complete an accident record, this record will be signed by the first aider and by the parent or carer of the child.

Serious Accidents and Injuries

If the injury is serious and hospital treatment is required a member of staff should call an ambulance immediately and a member of staff should accompany the child to the hospital. The child's registration form containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and inform them of the accident and what hospital the child has been taken to.

Ofsted and RIDDOR will be contacted and notified for all serious accidents, injuries or near-misses in adherence to our legal responsibility.

Recording Accidents

All accidents and injuries, however minor must be recorded and places in the accident and incident folder. Parents and/ or guardians have access to their child's records and those alone. The accident record should include the following:

* Name of the child
* Date and time of accident
* How the accident occurred
* The extent of the injury
* What treatment if any was given
* Regular monitoring

**2.Administration of Medicine Policy**

Aim

The aim of this policy is to ensure that any and all medication administered to children has been authorised by the child's parent/carer. Only authorised members of staff (qualified practitioners) will be allowed to administer medication and accurate records of any medicine administered must be kept.

Responsibilities

It is the overall responsibility of the manager to ensure that there is written parental/guardian permission to administer medication to children during the session.

It is the responsibility of the staff to ensure that parent / carers complete a medication form prior to any medication being administered and a signature is obtained giving authorisation.

The medicine administration form must be signed again by the parent or carer signs when they are collecting their child. There will be no medication stored at nursery (only inhalers & skin creams will be stored), all medication will now be returned to parents each day.

Procedure

The procedure that follows must be adhered to by parents/carers and practitioners for the health and well-being of all children in the administration of medication:

* Staff members will not administer the first dose of medicine to the child – the child should have been given their first dose outside of the nursery to ensure that no allergic reaction is caused by administering medication
* Prior to the administration of medicine, we require written permission from parents/carers which clearly shows the dosage, date and expiry date of medication with the child's name clearly labelled.   We will **NOT** administer any medicinethathas not been prescribed for the child by a Doctor. We request that all medicines which are non-prescriptive, such as Calpol, are accompanied by a form which is signed by the parent/carer.  The form indicates when the child last had the medicine, and the dosage and frequency required.  As the medicine is non-prescribed, parents/carer will sign a disclaimer to say that they are happy for staff to administer the medicine without having to first seek medical consultation.
* Our practitioners will administer non-prescribed medication for a maximum of 2 days, after which time they will no longer be able to continue giving the medication.  At any time during the 2 days, if the practitioner believes that the child's health has deteriorated or they have concerns for his/her health, the parent/carer will telephone to collect the child (or make arrangements for the child to be collected by another named person).
* The Treehouse request written permission for emergency treatment of continual illnesses, such as asthma where inhalers may need to be given on a long-term basis.
* Practitioners will be asked to attend training to meet specific needs relating to the administration of medication, or other health related matters.
* Practitioners will sign a consent form to say they are willing to administer medicine.  The Setting Manager will make parents/carers aware of any changes in information.
* In any emergency circumstances, an ambulance will be telephoned and parents notified directly.
* No medication should be left in children’s bags

The manager and staff must ensure that all medications are inaccessible to children, stored out of children's reach, in their original containers and clearly labelled with their contents and the child's name. It should be noted that specific medications have storage implications for the setting:

* Controlled Drugs: We will not be storing any controlled drugs within the nursery at any time. If a child requires administration of a controlled drug, then the parent must come along to the nursery to administer when required.
* Pain medications: All medications will be kept in a cupboard out of the children's reach; each child's medication will be kept in the “medication” container with the child's name on the bottle / box. Staff should record when medication comes into nursery, detailing the name of medication, child's name, date when the medication was given to the setting and date returned home. Treehouse has a policy of keeping a minimum supply of pain medication (Calpol) for children in emergency situations.
* Allergy Medication/Antihistamines: These will be kept out of the children's reach and stored in the “medication” box within the nursery room with the child's name on the bottle / medication box. All details should be recorded on our medication record form. Returned home daily.
* Epi-pens: Where a child requires an epi-pen for allergic reactions, the child must carry one with them at all times, the setting should also be issued with one if possible. Only members of staff who are trained to administer this medication will be allowed to do so, whilst Treehouse aspires that all members of staff receive the required training parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Treehouse is kept up to date.
* Asthma Medications: The child should have an inhaler with them, which will be stored at nursery in the case of an emergency, each child's inhaler should be kept in our “medication” container, all details should be recorded on our medication record form. The form should also detail the date when the inhaler was given to the setting and returned home if applicable.

Monitoring

The Setting Manager will monitor practitioners to ensure the procedures are being carried out. Practitioners will be asked to give feedback on any areas of concern at meetings and to identify training needs that they may have.

**3.Behaviour Management**

**AIMS / OBJECTIVES**

**Aims** - the aims of our behaviour policy are to support a child to:

* Develop a positive self-esteem so that the child feels secure, happy, respected and valued
* Reach their full potential
* Be aware of and accept their own emotions and those of the setting environment
* Encourage the children to respect themselves, each other and their possessions and to make them aware that it is their behaviour that is not acceptable not the actual child.

**Objectives** of our behaviour policy (the importance of adults as a positive role model is paramount in these):

* To care for each other
* To treat each other with fairness and respect
* To learn the value of friendship
* To praise effort and to share in others success
* To behave within the socially acceptable boundaries encouraged within the group
* To provide a caring, positive learning environment which is safe, stimulating and appropriate to the stage of development of each child
* To respect and care for the building/equipment and other peoples’ belongings

Discipline in our setting involves early intervention to prevent disagreements children cannot handle, discouraging unacceptable behaviour and being positive about good behaviour. This involves encouraging the child to recognise that what he/ she done is not acceptable behaviour and why, and to give an apology.

If the unacceptable behaviour continues we will attempt to rectify it by: -

* Warning the child of the potential for removal from activity/ play
* Removing the child from the activity/ play for a short period
* Welcoming the child back into the group and offering them an interesting activity when he/ she has realised that their behaviour was unacceptable

To clarify we follow these three steps to help manage behaviour:

1. Explaining: explain to the child their behaviour is not kind because they are upsetting their friends and staff. As best as possible ensure that they understand what they have done and why they shouldn’t be doing it. Ask the child to apologise and not do the action again.
2. Warning: If the child carries out the action again in a short space of time, explain their actions to them again and explain that if their actions continue they will be sat on thinking time to reflect on their behaviour.
3. Thinking Time: If the child carries out the action for the third time, sit the child down in a calm space and tell them they need to think about what has been said. Leave the child for 2-5 minutes (depending on age)
* If a child has harmed another child, such as hitting or biting then we start on stage 3

As stated above it is our aim is to show the child that it is his/ her behaviour that is unacceptable and not the child in question.

If unacceptable behaviour recurs, practitioners will discuss the problem with the child’s parent/carer and a decision will be agreed upon how it is best to respond to it. Parents are also encouraged to discuss with the practitioners any concerns they may have in relation to unacceptable behaviour.

Children should **never** be punished by smacking, slapping or shaking. There are no circumstances in which such a punishment can be acceptable. Depriving a child or forcing a child to consume food or drink and embarrassing or frightening a child is also prohibited. The use of violence or abuse by a practitioner will result in disciplinary procedures.

Behaviours considered to be unacceptable are:-

* Physical abuse – including biting, hitting, punching, pinching, scratching, kicking and pushing
* Verbal abuse – including racist or sexist remarks and name calling
* Bullying – defined as persistent name calling, minor harassment (such as taking things, toys etc., away from someone) and more major incidents involving physical violence or a group of children picking on one child
* Spitting
* Screaming, shouting, running inside the nursery building

Practitioners will work with parents/carers in managing children’s behaviour.

At Treehouse, we are committed to providing the highest standards of quality care for your child.

At our setting the practitioners will set the required limits of acceptable behaviour for the children without using physical punishment.

Our theory is that a child needs to learn what is acceptable behaviour and what is not. Parents play an integral part in this.

We discourage negative behaviour and encourage positive behaviour.

The setting has incident forms, which record certain incidents, which if they occur over a period of time will be discussed with the parent/carer when necessary.

With younger children this will help them as they progress towards toddler age. It is our policy to help guide them with their behaviour.

When the child reaches pre-school age they will have some idea of what is acceptable and what is unacceptable behaviour. This will help shape their character and lead to better behaviour.

Treehouse are aware of bullying and that it is not acceptable behaviour.

We help and manage a child’s behaviour through distraction, discussion, praise and reward and if needed time out from the situation.

Practitioners who work with children have to learn to cope with all sorts of behaviour, which can range from children that are tired or are having an “OFF”  day to very serious negative behaviour.

Parents are informed verbally and consulted about their child's behaviour. If the incident persists a meeting will be called to discuss the problem.

Behaviour covers everything children do and is one of the principal means by which we can recognise what they are thinking, feeling, and experiencing. Behaviour is linked to their stage of development, personality and capacity to cope.

“The Oxford Dictionary defines behaviour as manners, moral conduct, and treatment shown towards others. This implies that there is a factor of judgement, which we use when talking of a person’s behaviour, based on values and, attitudes as well as training and skill”.

(Special issues in childcare (1993) O’Hagan & Smith)

Please feel free to request more information if you have any additional enquiries from our professional practitioners. We operate an 'Open Door' policy towards parents so please feel free to walk into our setting at any time to discuss any concerns about your child.

Promoting Positive Behaviour

Within Early Years our goal is to promote pro-social behaviour amongst our children.  We carry this out through being positive role models, rewarding good behaviour, ignoring minor misdemeanours, planning for stage appropriateness as well as age, differentiating (looking at individual needs) activities and language used and the use of reflective practice.

We use the following A B C model when dealing with behavioural issues.

**A is for Antecedent**

**B is for Behaviour**

**C is for Consequence**

The Early Years' Theorist, B F Skinner, is widely recognised and referred to in behavioural management and his theory takes into account what happened before the incident occurred and whether this caused or effected the negative behaviour.  This is referred to as the 'Antecedent' and is key in highlighting what may have been the trigger.  The importance of this is so that if there is a reoccurrence of the same behaviour, it may be that the 'Antecedent' or trigger can be prevented to stop a child feeling frustrated, angry or generally upset.

The use of the sticker chart is a good example of our recognition of not just good behaviour, but positive role models between peers, who are held up as good examples to the other children.  All children have an opportunity to shine in this manner.

The 'Consequence' would involve a practitioner talking in a quiet, but firm voice at the child's level and asking the child to stop behaving in the particular manner that has been inappropriate.  If that is ineffective a system of time out is used in order to give the child some time to reflect (obviously appropriate to their age).  Shouting is kept to an absolute minimum, and would only be used if a child's behaviour endangered either him/herself or another child.

**Biting Policy**

As with all negative behaviour we follow our behaviour policy when handling it. Though, The Treehouse incorporates a policy to prevent biting, which includes the following:

* Supervising the children at all times
* Exchanging information with parents and practitioners e.g. useful information such as teething
* If a child bites another child, the child who has been bitten will be comforted and appropriate first aid will be carried out. The child who has been bitten will be the priority and should be comforted and given reassurance.
* Once the child is calm staff should check for any visual injury. If there is a bite mark, this should then be washed with warm soapy water and wiped with an antiseptic wipe. Staff will explain to the child what is happening and support the child as this process may be painful.
* If bite breaks skin the setting will advise parents to seek medical advice
* The staff member who witnessed the incident should complete an Incident Form for all children involved.
* The Nursery Manager must be informed of all biting incidents.
* After a period of time the setting may need to take additional action, which could include seeking extra information or advice from other professionals e.g., health visitors
* The child who bit will be removed from the situation and explained that biting is unacceptable behaviour and the nursery will then act in accordance with the behaviour policy.

4.**Complaints Policy**

Treehouse strives to deliver a high-quality standard to all within our community, in which parents/carers and children are treated with respect and courtesy at all times.

We welcome suggestions on improvements and frequently asks for feedback from parents so that their needs can be met. Any concerns will be dealt with without delay and it is our aim that all parents feel comfortable to voice their opinions, safe in the knowledge that they will be listened and responded to, with a reasonable conclusion for all concerned.

METHODS

We are required by Ofsted to keep a summary of complaints that reach stage 2 and beyond and should be made available to parents as well as Ofsted. The Setting Manager follows the complaints policy using a complaint summary log.

MAKING A COMPLAINT

**Stage 1** - at this stage the parent and practitioner should be able to talk through complaints and deal with them to a reasonable resolution.

**Stage 2** - occurs if stage 1 either reoccurs or fails to meet a reasonable outcome. At this stage the parents put their concerns in writing to the manager, which is placed in a filing cabinet in the manager office. The Setting Manager must meet with the parents once the matter has been investigated to discuss the outcome.

**Stage 3** - if the parent is still unhappy s/he may request a meeting with the manager. The parents must be informed that s/he may bring a representative with them for support. Minutes of the meeting must be taken accurately including the decisions that have been jointly made. All parties must sign to say that they agree with the document, and they will receive a copy of it. At this point the signing should signify a conclusion to the matter, and the points must be logged.

**Stage 4** - If stage 3 is not completed through lack of agreement, an external mediator is invited in to help settle the complaint. The mediator would be someone who is deemed acceptable to all parties and an individual who can listen, offer advice and be impartial to the proceedings. Their role is to merely offer suggestions (it must be noted that they have no legal power to make decisions). The mediator keeps records of conversations and meetings (and his/her advice) and can hold separate meetings with both parties if deemed a more acceptable form of resolution.

**Stage 5** - occurs when the mediator calls a meeting for all parties and the advice is delivered in order to make a decision, which is acceptable to all parties. A record is kept of the meeting and everyone is asked to sign the record and then receives a copy of it. If signed, this indicates that the matter is resolved.

THE ROLE OF OFSTED

Parents may contact [Ofsted](http://www.ofsted.gov.uk/) at any stage of the proceedings if they have concerns regarding the settings registration requirements. The details of which are located on the parents notice board, together with the [Ofsted](http://www.ofsted.gov.uk/) registration number. [Ofsted](http://www.ofsted.gov.uk/) will investigate any claims that they feel is necessary, which may result in actions being taken for the setting to address, evaluate and monitor. The outcome of all complaints is recorded in the complaint’s summary record, which is available for parents and [Ofsted](http://www.ofsted.gov.uk/) inspectors on request.

Early Years Funding

Any complaints with regards to how we deliver funding or how we offer the free entitlement should be made to Early Education Funding Team -01865 894811

**5.Equal Opportunities Policy**

At Treehouse we aim to provide a setting that is free from discrimination, either direct or indirect, by educating our young children to celebrate cultures, religions and races throughout the world.  Our children are looked after and educated in a setting which is non-gender stereotypical and promotes positive role models globally in many facets of life, such as religion, politics and sport.  Our policy and procedures adhere to the Race Relations Act 1976 in that we will not discriminate on grounds of sex, race, colour, religion, nationality, ethnic or national origins.

We achieve this by:

* Removing barriers to learning so that every child has an equal access to the full range of educational and care aspects of attending our setting
* Employing staff who receive training and support to ensure their delivery is reflective of current government legislation with regards to Equal Opportunities
* Practitioners being positive role models who treat all within the community of the setting with respect, without exception
* Adhering to the Government legislation of 'Every Child Matters' (2003)

**THE ROLE OF THE practitioner**

**Practitioners are expected to adhere to this policy and to carry out procedures to reduce or eradicate any aspects of equal opportunities that may be encountered by:**

* Ensuring that all children are treated fairly and with equal regard
* Ensuring that children with disabilities are included fully in activities or that 'reasonable adjustments' are made for them (Disability Discrimination Act 1995)
* Reviewing policies yearly to ensure they are up-to-date and reflective of current practices
* Safeguarding children from discrimination, and acting on any issues that may arise or by seeking support from a senior manager
* Providing toys and activities that are gender non-stereotypical and fully inclusive
* Ensuring that colour is not accredited to gender
* Planning carefully and using supporting literature which promotes the significant contributions of women, for example, or people from non-European countries
* Dispelling urban myths

**THE ROLE OF THE MANAGER**

The Manager is responsible for ensuring equality throughout the setting.  S/he is expected to:

* Implement and explain the Equal Opportunities Policy to practitioners and their roles within it
* Provide training for new practitioners and refresher courses for practitioners who may not have attended training for some time
* Be involved with the recruitment of new practitioners with keen regard to the role of the practitioner with a particular emphasis on equal opportunities
* Treat and deal quickly and effectively with any reports of anti-discriminatory practice throughout the setting
* Deal with any incidents and to log and monitor them for quality assurance

Treehouse are committed to developing awareness within the setting of the needs of those who face discrimination and the effects of discrimination on society. Thus, racist and sexist comments are dealt with in a sensitive and tactful manner in order that positive discussion promotes understanding.

Anti-Racism

The following procedures have been highlighted for the welfare and safeguarding of all children:

* Treehouse has zero tolerance of racism or any forms of discrimination within the setting, and will act promptly to address any matters that are raised by children, practitioners or parents.  Action will be taken directly should this be the case
* We promote an international image and endeavour to make our setting welcoming and friendly for all.  Children's work displayed is reflective of the developmental area of Knowledge and Understanding of the World (Foundation Stage 2000) which promotes cultural awareness
* We use multicultural books which allows us to celebrate daily events from different parts of the world which we can include in our planning for the benefit of all children
* Our partnership with parents is designed to meet the needs of all parents/carers. Events that are special to a particular family are identified and are effectively planned for
* We support children to understand the importance of caring, consideration and fairness to all, and concentrate on pro-social behaviour which works in partnership with behavioural management

Anti-Sexism

At Treehouse we understand that different people have different attitudes regarding sexism and different understandings of what constitutes a sexist action or comment. All members of staff will use their own informed judgement in deciding the manner in which and situations are dealt with. If a member of staff is unsure as to the manner in which they should deal with a situation, they should report the issue to the manager who will advise them on the action that should be taken.

We believe that members of staff should act as role models for children, therefore, if a member of staff is concerned that colleagues are behaving in an unacceptable manner regarding sexism (or any forms of discrimination) this should be reported to the manager who will deal with the issue through appropriate channels.

Sexual Harassment

Treehouse believes that all employees are entitled to be treated with dignity and respect whilst at work and when representing the setting in any capacity outside of the nursery.

As such we will not tolerate the sexual harassment of on employee by another. For the purposes of this policy, sexual harassment is defined as ‘unwanted conduct directed towards an employee by a fellow employee which is of a sexual nature, or which is based on the person’s gender and which is regarded as unwelcome and offensive by the recipient. This may include but is not limited to:

* Unwanted physical contact
* Unwelcome sexual advances, propositions, suggestions or pressure to participate in social activity outside work, where it has been made clear that this is not welcome
* Conduct which is intimidation, physically or verbally abusive, including the display of explicit material, the use of sexually explicit humour and comments of a sexual nature whether directed specifically at any particular individual or not
* Suggestions that sexual favours may further an employee’s career or that refusal may hinder it

Treehouse regards sexual harassment as a form of intimidation, which has the effect of insulting and demeaning the employee against whom it is directed and is therefore unacceptable. All complaints will be dealt with by the manager, if appropriate, who will assess the complaint and agree on the action to be taken. If the complaint relates to the manager, the member of staff is welcome to seek other resolutions either by contacting those in authority of the manager or contacting employment tribunals.

**MONITORING AND REVIEW**

The overall responsibility for monitoring and the review of the effectiveness of the policy lies with the Setting Manager. This must include:

* Monitoring the progress of minority groups and making comparisons with the rest of the group (looking at stage of development)
* Monitoring and reviewing the practitioner’s recruitment policy
* Monitoring the outcomes of complaints relating to equal opportunities and to review the effectiveness of the outcomes

Monitoring and reviewing the Behavioural Policy and procedures, and to ensure that they are working in partnership

**6.E-safety policy**

Treehouse accepts that in the 21st Century the internet and social media are inherent to people’s lives and important for sharing information as well as a learning tool. However, we are also aware that this global network comes with its own risks and dangers. We therefore set out the following guidelines to protect the children, staff and parents who use the setting. This policy applies to all members of Treehouse (including staff, students/children, volunteers, parents, carers, and visitors).

**Purpose of the policy**

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. This can increase creativity and awareness of context to promote effective learning. Children should have an entitlement to safe internet access at all times. The requirement to ensure that children are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in nurseries are bound. The nursery e-Safety policy should help to ensure safe and appropriate use. The development and implementation of such a strategy should involve all of the stakeholders in a child’s education from senior management to staff members, parents and the children themselves. The use of these new technologies can put children at risk within and outside of the setting. Some of the dangers they may face include:

* Access to illegal, harmful, or inappropriate images or other content
* Unauthorised access to / loss of / sharing personal information
* The sharing / distribution of personal images without an individual’s consent or knowledge
* Inappropriate communication/ contact with others, including strangers
* Access to unsuitable video/ internet games
* An inability to evaluate the quality, accuracy and relevance of information on the internet
* Illegal downloading of music or video files
* The potential for excess use which may impact on the social and emotional development and learning of the child

**Who is responsible?**

Management are responsible for ensuring the safety (including e-safety) of members of the Nursery. They will also ensure that there is a system in place to allow for monitoring and support of those in nursery who carry out the internal e-safety monitoring role. This is to provide a safety net and support those colleagues who take on important monitoring roles. Management and other members of the Senior Management Team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.

**Use of the internet at nursery**

The staff are permitted to use the internet on nursery computers and technology devices, providing it is for the educational benefit of the children. This may be for gathering information, images or to use an age-appropriate learning programmes or video footage for the children. If a staff member wishes to access the internet for their personal use this must be at the strict request of the management team Lily Hazelton and Kyla Weller who must approve the specific web site that is to be accessed. Staff may access the internet for personal use via their personal Smart phones in their own time and only during their staff breaks. Use of E mail can be used by staff for work purposes from the nursery computer but only sent through the nursery’s e mail account (emails provided for each room). Where a member of staff wishes to send information via the nursery e mail account, they must obtain strict permission from the manager. Emailing of personal, sensitive, confidential, or classified information should be avoided and if required necessary to do so should be completed by the manager. Staff are asked not to contact parents from their personal e mail accounts nor give out their personal e mail addresses.

**Publishing Children’s Images**

On a child’s entry to the nursery, all parents/carers will be asked to give permission to use their child's photos in the following ways:

• For display in classrooms and the nursery building

• For the nursery prospectus and other printed publications or displays that the nursery may produce for promotional purposes beyond the nursery building

• For the nursery website

• For the nursery social media pages

• For general media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)

• For use in sharing at training events or for staff member’s continued education purposes.

This consent form is considered valid for the entire period that the child attends nursery unless there is a change in the child’s circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc. We will keep a list of children for whom permission has and has not been granted and all staff will be provided with this information. Parents or carers may withdraw permission, in writing, at any time. Children’s’ names will not be published alongside their image and vice versa. If we use an individual image of a child, then we will not use the name of that child in any accompanying text. If we name a Child, no photograph will accompany the article. We will not use the full names of any child or adult in a photographic image or video in any of our publications or on our website. We may include pictures of pupils or teachers that that have been drawn by pupils. We will not use the full names of any child or adult in a photographic image or video in any of our publications or on our website. We may include pictures of pupils or teachers that that have been drawn by pupils. Where newspapers insist on using the full names of pupils with photographs, as long as the nursery has secured parental consent and parents know that their child will be named in the newspaper, and possibly on the newspaper website, then we will have met our safeguarding obligations. If the Nursery or Parents have any concerns regarding the use of photographs by the press, they should contact the Press Complaints Commission. To safeguard your children all photographs are taken ONLY on the nursery’s camera and not individual’s cameras or mobile phones unless there are issues with this, then the nursery managers phone (or deputy in the manager’s absence) will be used. Once pictures are taken, they must be transferred to the management computer and deleted immediately. A witness will be present to ensure photos are properly deleted. Photographs are then stored on the nursery or manger’s computer only. ONLY photographs to document children’s development or to share information on the web site/ displays in the setting should be taken whilst at nursery.

**Parents taking pictures**

We will also make the request of visitors that they take no unauthorised photographs of their, or other children at the nursery. Any students wishing to use photographs for their study purposes will be asked to gain permission of the parents beforehand. We appreciate that many parents will want to take pictures or record their children at special events. However, with respect to other family’s privacy we ask them to agree to only taking and publishing pictures or video footage of their own children on social media sites. Any reports of parents not complying with this request will be dealt with by the manager. Parents will only be able to take personal pictures of children in designated areas such as nursery foyers and the garden. Nursery staff and management must monitor the use of these phones by parents to ensure they are taking pictures only of their children and using the designated photo spaces.

**Mobile phones with cameras**

Staff will be asked to leave all their mobile phones in the safe on entering the nursery. The same request will be made of visitors and any volunteers/ students who are on site. Phones are then available for others to contact staff in emergencies but not available for the staff’s own use on nursery premises. If a member of staff needs to use a phone they may use the nursery’s own phone, or their own whilst on a break off site. When we go off premises for an outing or visit, phones may be left locked in the safe. Two phones should be taken on off site visits to ensure reception can always be had. The policy of phone use applies whilst on off site visits.

**Storage of Images**

Images/ films of children are stored on the nursery computers. Staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the manager. Rights of access to this material are restricted to the nursery Management staff. On a regular basis the nursery management should delete images when they are no longer required, and when children have left the nursery.

**Social Media**

Treehouse accepts that staff may use social media sites. However, this policy sets out to ensure that they are all aware of the following risks and applies the relevant precautions.

* No pictures taken on the nursery setting should be published on personal social media pages.
* Under no circumstances should friend requests be accepted from current parents or children currently or previously attended the nursery who are under the age of 13.
* Social media sites other than the setting’s own Facebook page should not be accessed on the nursery computer.
* Staff may access their own social media pages from their own phones but only during their agreed breaks.
* Do not make disparaging remarks about your employer/colleagues. Doing this in the presence of others may be deemed as bullying and/or harassment.
* Other users could post a photo on their profile in which you are named, so think about any photos you appear in. On Facebook, you can ‘untag’ yourself from a photo. If you do find inappropriate references to you and/or images of you posted by a ‘friend’ online you should contact them and the site to have the material removed.
* Parents may access your profile and could, if they find the information and/or images it contains offensive, complain to your employer. A way to minimise this is so set your social media accounts to private. This means people accessing your page can only see limited information and not access posted pictures.
* If you have any concerns about information on your social networking site or if you are the victim of cyberbullying, you should contact your Manger immediately.
* It is not advisable to publish your date of birth and home address on Facebook. Identity theft is a crime on the rise with criminals using such information to access to your bank or credit card account.
* Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation.

**Enforcement**

Any breach of the terms set out below can result in the application or offending content being removed in accordance with the published complaints procedure and the publishing rights of the responsible nursery employee being suspended. The nursery reserves the right to require the closure of any applications or removal of content published by nursery representatives which may adversely affect the reputation of nursery or put it at risk of legal action. Any communications or content you publish that causes damage to the nursery, any of its employees or any third-party reputation may amount to misconduct or gross misconduct to which the nursery Dismissal and Disciplinary Policies apply

**Misuse**

Misuse of nursery electronic and telecommunications equipment is a serious disciplinary Offence. Nursery management can exercise a right to monitor the use of nurseries information systems and internet access. This includes the right to intercept email and delete inappropriate materials where unauthorised use of the nursery’s information system may be taking place, or the system may be used for criminal purposes, or for storing unauthorised text, imaginary or sound. Staff must be aware that improper or unacceptable use of the internet, email and equipment could result in legal proceedings and the use of the nursery’s disciplinary procedure. Sanctions will depend on the gravity of misuse and could result in dismissal. All employees should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and freedom of information legislation, the Safeguarding Vulnerable Groups Act 2006 and other relevant legislation. They must also operate in line with the nursery’s equality and diversity policies and procedures. If a member of staff is believed to misuse the internet in an abusive or illegal manner, a report must be made to the nursery management immediately and then the nursery Allegations against Staff procedure must be followed to deal with any misconduct and all appropriate authorities will be contacted. Allegations are defined as information relating to either potential criminal conduct or a conduct raising concerns about a person’s suitability.

**7.Fire Evacuation Procedure**

Treehouse will carry out termly fire drills to test and improve on the effectiveness of our fire evacuation procedure.

The fire drill will be on different days and at different times, staff will not be informed in advance about when these will happen. It is the staff’s responsibility to follow the procedures below in the event of the alarm sounding.

There is a named fire officer for the setting. The named fire officer is Lily Hazleton

**Available fire exits**

Large Hall- Evacuation Route 1

Entrance Hall- Evacuation Route 2

Small Hall – Evacuation Route 3

**Fire Evacuation Procedure**

* If fire breaks out in the setting the smoke alarm will go off
* If any member of staff discovers a fire, then they MUST immediately alert those around either by shouting ‘FIRE’ or by sounding the fire alarm (if available)
* The fire brigade should be contacted by management
* On hearing the smoke alarm, the room leader will gather the registers, visitors book and nursery mobile phone and proceed to the fire exit door (the front door)
* Practitioners will help assemble the children
* The practitioners and children assemble and proceed to the relevant door to evacuate (depending on where fire is) and check registers for all children being present
* The practitioners and children walk across the road to the assembly point (located opposite the building)
* Once outside, the room leader will check the registers to account for all the children and practitioners present.
* Parents must not remove children from the setting in an emergency without the knowledge of our practitioners.
* All children must be accounted for.
* All practitioners/children must not return to the setting until the building has been declared safe by the fire brigade.
* Manager / person in charge will notify all parents of their child’s wellbeing and arrange for their child to be collected from the Community Centre.
* On arrival of emergency services, the Manager / person in charge will speak with fire crew / emergency services

**Staff are responsible for the following:**

* Registers
* Checking all areas of the playrooms / toilets
* List of the children’s contact details

**Fire Evacuation Plan**



**8.Health and Safety Policy**

Treehouse will ensure the health, safety and welfare of all staff, children, visitors and other individuals who attend, work at or visit the premises.

Treehouse will at all times comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACOP) and guidance will be complied with at all times.

The following steps will be followed:

* Create an environment that is safe and without risk to health.
* Prevent accidents and cases of work-related ill health.
* Use, maintain and store equipment safely.
* Ensure that all staff are competent in the work in which they are engaged.

The manager shall be responsible for the day-to-day implementation, management and monitoring of the health and safety policy.

The Health and Safety Officer Lucy Pemberton will be made jointly responsible with the manager for the health and safety and risk assessment, as set out in this and other policies.

A Health and Safety Poster shall be displayed in the nursery and staff must be made fully aware of their health and safety responsibilities.

**Risk Assessment**

Lily Hazelton, Kyla Weller and Lucy Pemberton shall conduct a risk assessment and review it regularly, at least once a year or more frequently where the need arises. The risk assessment is to identify high, medium, and low risks to adults and children.

The risk assessment will identify aspects of the environment that need to be checked on a regular basis. Treehouse shall maintain a record of these particular aspects and when and by whom they have been checked. We will determine the regularity of these checks according to their assessment of the significance of individual risks.

All reasonable steps are taken to ensure that hazards to children both indoors and outdoors are kept to a minimum.

The risk assessment should cover anything with which a child may come into contact.

**Role of Health and Safety Officer**

The Health and Safety Officer, and/or the manager are responsible for:

* Carrying out regular safety checks and accurately logging reports
* Taking any action required as a result of a health and safety inspection is taken as rapidly as possible
* Distributing information received on health and safety matters to all members of staff (including volunteers/students)
* Adequately training staff to fulfil their role within the Health and Safety policy
* Ensuring that there are adequate First Aid arrangements including a qualified first aider/s

**Role of Staff**

All Staff and any volunteers are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

* Have regard for any health and safety guidance issued by the manager or the designated member of staff, and act upon it whenever appropriate
* Take reasonable care for their own health and safety as well as that of other persons who may be affected by their acts or omissions at work
* Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out on the premises, are safe
* Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events
* Undergo relevant health and safety training when instructed to do so by the manager
* Inform parent/carers of safety issues For example, through discussion, leaflets, brochures, newsletters, notice boards etc
* Increase children’s awareness of safety issues. For example, through discussion, planned activities, routines etc

Both the manager and Health and Safety Officer are responsible for assessing risks to health and safety arising out of Treehouse activities and introducing suitable steps to eliminate or control any such risk identified.

The manager and health and safety officer are responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The manager will ensure that adequate arrangements exist for the following:

* Monitoring of the effectiveness of the health and safety policy and authorising any necessary revisions to its provisions
* Provision of adequate resources, including financial, as is necessary to meet the nursery’s health and safety responsibilities
* Provision of adequate health and safety training for all staff. Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate)
* Investigate any reported accidents, incidents and dangerous occurrences
* Review all reported accidents, incidents and dangerous occurrences, and the manager’s response, to enable corrective measures to be implemented

**Insurance**

**Treehouse**  have insurance cover appropriate to the duties under Employer’s Liability Insurance.

**Liability**

Treehouse has a duty to ensure that both children and any visitors are kept reasonably safe.

**Standard Health and Safety Guidance**

Treehouse shall comply with the following requirements as a minimum:

* The rooms used in the nursery should be free of stacked chairs and tables (or anything on shelves) which can be pulled over by young children
* Ensure that any trailing flex is made safe
* Where the room radiators and hot pipes are protected with a guard or strategically placed furniture
* Check for everyday hazards on the floor. Young children will put small items in their mouths, e.g. drawing pins, used staples, safety pins, pen lids etc
* Ensure that windows at the children’s height have safety locks. Otherwise ensure that children do not have access to them
* Ensure that the room is well ventilated, warm, draught free and cleaned each evening
* If a room has a door without a window panel, it is important to have a note on the outside of the door advising people to “open the door carefully, as children may be behind it”
* Where only adult toilets are provided then a non-slip child step will be required with adult supervision
* Toilet area are frequently checked for cleanliness and separate cloths provided to clean seats, handles etc
* Cleaning equipment must be kept out of the reach of children
* Bins must be emptied daily
* Have separate washing up bowls for hands, dishes etc must be provided
* Disposable gloves and baby wipes are provided
* Potties are washed after each use and sprayed with an antiseptic spray, or use a portable potty where the bag can be thrown away after each use. This needs to be disposed of in the nappy bin.
* The parent/carer should provide spare clothes when accidents occur
* All spillages are cleaned up immediately
* Hot drinks are not be taken into areas where children are based not unless they are in safety cups
* All fire doors and exits remain free of toys and clutter
* All gas and electric appliances and fittings conform to safety requirements

**Supervision**

Children are not left unsupervised at any time during activity sessions. In the event of staff shortages, available space will be restricted to ensure that children are adequately supervised. The manager will allocate responsibility to individual members of staff for observing and supervising the main entrance and exit points at the beginning and end of the session.

**Additional health and safety for children in nappies.**

Treehouse ensures that:

Any soiled nappies are immediately placed in a bag and disposed of in a separate lidded bin. Gloves are always worn when dealing with bodily fluids

* Changing mats need to be as close as possible to hand-washing facilities. Have a paper roll available to cover the mat for each change or use a sterilising spray. Torn mats must be promptly thrown away

**Infection Control**

In order to avoid spreading infectious diseases, the following must be observed:

* Excluding children with infectious illnesses and infections for the recommended period of time (please see the NHS Exclusion Guidelines for further information on this, a guide of the more common illnesses and exclusion periods are shown below).
* Excluding all members of staff with infectious illnesses and infections for the recommended period of time (please see the NHS Exclusion Guidelines for further information on this).
* Identifying signs of illness in children and staff whilst they are in the setting
* Informing parents and carers of sick children that their children are ill and arranging for them to be collected at the earliest opportunity.
* Limiting the contact of sick children with other children until they can be collected from the setting, taking into account the sensitivity of the situation and that the child does not feel bad as a result of any action.
* Preventing the spread of infection by adhering to the setting's health and safety policy, personal hygiene policy and food safety policy and procedures.
* Reporting incidences of certain infections to other parents and members of staff whilst maintaining the anonymity of all children and members of staff involved.

Parents must phone the setting as soon as their child is diagnosed with an infectious complaint.

The child needs to be away from the setting after the start of the illness, for a period as follows:

|  |  |
| --- | --- |
| Chicken pox  | 5 days (from rash or spots have healed / doctors advice)  |
| Measles | 2 weeks |
| Mumps | 2 weeks |
| German Measles | 1 week |
| Whooping Cough | 3 weeks |
| Sickness / Diarrhoea      | 48 hours after both have ceased |
| Ringworm | Until treatment has commenced |

HEAD LICE - PLEASE DO NOT BRING YOUR CHILD TO THE SETTING UNTIL YOU HAVE TREATED THEM, THE CHILD CAN RETURN ONCE THEY HAVE BEEN TREATED OR ARE CLEAR OF HEAD LICE.

If a child is poorly whilst in our care the child's parent/carer is contacted to collect the child immediately. If required we will contact a nominated person from the child's record file to collect your child.

Treehouse will inform Ofsted of any occurrences of notable diseases, in this instance a child's return to our care would be arranged in discussion with a doctor and possibly environmental health.

**10.Lockdown Policy**

This policy explains what we should do in case of an emergency and the nursery has to go into either partial or full lockdown.

Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

1. A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
2. An intruder onsite (with the potential to pose a risk to children and adults in the setting)
3. A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the setting
5. The close proximity of a dangerous animal

Partial lockdown

During a partial lockdown parents should not:

* Contact the setting during lockdown as this could block telephone lines that are needed for contacting emergency services
* Should not come to the setting during lockdown as this may place themselves and others in danger
* Wait for the setting to contact them about when it is safe for them to come and collect their child

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No-one should be allowed to enter or leave the building; however, the setting can continue as usual.

What usually happens during partial lockdown?

* All outside activity to cease immediately, children and staff return to building. (There needs to be a means of communicating the alert to staff). All staff and children should remain in the building and external doors and windows should be locked.
* Free movement may be permitted within the building dependent upon circumstances
* In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
* Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants

Full Lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown Immediate action:

* All children and staff should return to/stay in the building, take the children to Small hall or kitchen
* External doors should be locked
* Internal doors might be locked (where a member of staff with a key is present)
* Lock windows, draw blinds and curtains, cover internal door windows (so an intruder cannot see in)
* Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls.
* Turn off lights
* Turn off mobile phones (or at the least turn onto silent so they cannot give away your position)
* A register should be taken and headcount completed of all staff and children at the setting
* Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so

Lockdown Procedure:

During Lockdown parents should not:

* Contact the setting during lockdown as this could block telephone lines that are needed for contacting emergency services
* Should not come to the setting during lockdown as this may place themselves and others in danger
* Wait for the setting to contact them about when it is safe for them to come and collect their child

Our Procedure:

1. Staff should be vigilant and if they see something which is likely to cause harm to immediately shout ‘LOCKDOWN’” so that everyone can hear, alerting staff outside by opening the door and shouting the alarm call. Count the children as they come inside, checking the total with the register. Immediately check in the garden if any children are found to be missing.
2. On hearing this alarm call all staff to bring registers, telephone and guide children and any visitors/students etc down to the small hall. Checking each area is empty as they go, locking external doors and windows; turn off lights and turning off any monitors. Then…
3. One member of staff immediately counts the children/ staff and check against totals in register. If a child or staff member is missing the Manager (or senior staff member in their absence) to search in the building and bring them back to the small hall as quickly and quietly as possible.
4. One member of staff to double lock front door
5. Remaining staff sit in the book corner, away from windows, with the children to help keep as calm and quiet as possible.
6. TURN LIGHTS OFF AND KEEP THE GROUP AS QUIET AS POSSIBLE
7. A contact list of parents is kept in the cupboard by the stairs
8. A senior member of staff to ring 999 to report the incident and follow their instructions
9. On the authority of the police, we will now notify parents that we are currently following our lockdown procedure
10. If a group are on an outing when the incident occurs, a staff member to telephone them to tell them NOT to return to the nursery until the all clear has been given. If it is safe to do, the group should stay where they are e.g., in the library/museum. If they are on their way back to the nursery, to stop and go back to the venue and stay there until advised otherwise. (This group will have a nursery mobile and parent contact list with them). The staff on the outing to ring the police for advice.
11. On being told to do so by police, the staff would contact the parents and notify them of the incident. If safe to do so, we would suggest to parents to collect their children from the venue. If not, we would remain there until it was safe to leave and return to the nursery.
12. Both staff and children should have access to drink and snacks to help keep all parties calm
13. The entrance could be barricaded if necessary
14. We would remain in small hall until told otherwise by the authorities, supporting the children and each other, for as long as necessary
15. If the incident is being dealt with by the authorities and we are not directly affected and have been told to do so by the police, we will leave the kitchen area and return to the classrooms in the hope to reduce the stress on the children as much as possible.
16. We would remain within the building (not venturing into the garden) until the all clear has been given by the authorities.
17. On being told to do so by the police, we would email parents to notify them of the incident. The telephone would be manned to receive incoming calls.

After lockdown has taken place:

A letter to parents will be sent home as soon as possible following any serious incident to inform parents of context of lockdown.

Following the need for lockdown, the setting management will create a full record of the event.

Policies and procedures will be reviewed as soon as possible to identify any areas for potential development.

A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

Date created: 16.04.2024

Created By: Kyla Weller

Date it will be reviewed: 01.04.2024

I have read and understood the lockdown policy

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| --- | --- | --- |
| Name | Signature | Date |
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Lockdown Drill

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| --- | --- | --- | --- | --- |
| Date | Duration | Persons involved | No. of Children | Comments(e.g. what could be improved was it successful)  |
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**11.Parent Partnership Policy**

We believe that children benefit most from Early Years Education and Care when parents and settings work together in partnership. Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the setting.

Treehouse welcome all parents to be involved within the setting and is open to any new suggestions. We try to involve parents by implementing the following things:

* All parents to receive daily feedback for the child informing the parent of how their child's day has been.
* A notice board is displayed in the nursery and parents are updated on any new information that arise, this is achieved through letters, questionnaires or verbally.
* Feedback sheets and questionnaires are issued to parents on a yearly basis, this helps us to continue to improve and maintain a good quality standard of childcare. This also helps provide a good parent partner relationship.
* Parents are provided with all information from Ofsted.
* Parents also are given the opportunity to talk to practitioners to discuss any concerns or issues they may have.
* Parents will have the opportunity to speak to their child's key person on a regular basis.
* Parents can also access lots of different information from our website / eylog and also anything of relevance will be on display in our entrance area

**12. Risk Assessment Policy**

Treehouse aims to ensure that all activities, trips and outings, materials and equipment are safe for the children. The purpose of this policy is to ensure that any hazards associated with these are identified and removed or minimised to an acceptable level of risk.

Treehouse appreciates that children and young people need some level of risk in their activities, trips and outings in order to ensure that children continue to develop, but these risks are assessed to ensure that any risks are appropriate to the age and stage of development of the children and young people involved.

Who is Responsible?

It is the responsibility of the nursery manager under the Health and Safety at Work Act 1974 to ensure that risks to staff, parents and children are minimised or eliminated whenever possible.

It is the responsibility of the nursery manager to ensure that risk assessments are completed for all setting activities.

How the Policy will be Implemented

Risk assessments must be carried out on all existing and new activities that take place in the setting. It is identified that some activities with a low level of risk will not be assessed for risk on every occasion; however, these risk assessments will be reviewed on a termly basis and signed by the member of staff reviewing the risk assessment to ensure that it is still valid.

Risk Assessments are carried out in order to turn identified hazards into risks that are acceptable for the children and young people in the setting. Risk assessments commonly look at the activity that is planned; identify hazards associated with the activity and come up with strategies to reduce the hazard to an acceptable risk.

Hazards are identified as something that will cause harm to one or more people if controls are not put in place to minimise their impact.

Risks are identified as something that may cause harm to one or more persons depending on what controls are put in place.

Risk Assessment Procedure

When performing a risk assessment, the member of staff looks at the following elements:

* The Activity
* The Hazard (the hazards identified from the activities and the frequency of injury if no control measures are put in place
* Outcome and potential severity (what is the worst that can happen and to how many people)
* Risk reduction and control (what measures will you put into place to reduce the hazard)
* Evaluation (what is the frequency of injury occurring now that control measures have been put into place and what is the worst that can happen and to how many people now that control measures have been put into place)

**13. Sleep and Rest Policy**

Older Children also need sleep and rest periods in order to help development. As all children are individuals who develop at different rates, we must ensure we meet their needs throughout the day. As they grow, their routine will change as will their need for sleep during the day. All children will be given the opportunity to rest or sleep in a quiet area. Here they can cuddle up with a book, listen to music or just relax.

Sleep Monitoring

Children will be placed on a sleep mat in the Sleep Room and a staff member will stay in the room with the children.

Checking a child whilst sleeping will involve:

• ensuring they are not too hot or cold

• placing a gentle hand on the child’s chest to check they are breathing or putting the back of their hand near the child’s mouth to feel for breath

• ensuring the child is not tangled in the sheet/blanket. Parents are welcome to bring in a sleep bag for their child, which they can leave in Nursery. Parents will be responsible for the laundering of the sleep bag

• sleep mats are washed daily.

Partnership with parents/carers – Detailed information sharing and smooth communication between the key person and the child’s family is essential. Building a trusting relationship so close attachments can form will ensure parents/carers and practitioners openly discuss the child’s sleep, any changes in routine and provide consistency of care. A child’s sleep routine then remains individual and personalised.

Many parents/carers believe that children should not sleep near to being collected, especially in the evening for fear that the child’s sleep pattern at night will be disrupted. This can be a conflicting issue between parents/carers and the child’s key person with parents/carers often requesting their child is kept awake after a certain time period. While we take these concerns into account we will always put the needs of the child first and work with parents to find the best solution as a child cannot be woken up before they are ready.

Therefore, having an open, trusting relationship where discussions remain informal and valued and parents/carers feel secure that the child’s key person has the child’s best interests at heart, will assist with the individual development of the child. The child’s sleep or rest routine will be discussed between key person and parent/carer during the child’s home visit and continue through their time at Treehouse as the child’s routine changes.

Practitioner’s at Treehouse are confident and knowledgeable regarding our safe sleep policy, which adopts the procedure that, ‘Children are allowed to sleep to their own individual routine anytime during the day’. The child’s key person will feedback appropriately to parents/carers the importance of rest and sleep periods when attending Treehouse.

**14.Special Educational Needs Policy**

Treehouse is a fully inclusive practice, which supports all children to achieve their highest potential.

**AIMS**

In order to meet our aims:

* The Setting Manager has a copy of the Department for Education and Skills Special Educational Needs Code (SENCO) of practice, which is shared with all practitioners
* Treehouse is an equal opportunity, anti- discriminatory setting with concise and rigid policies and procedures on inclusion, equality and diversity
* Treehouse has a designated Level 3 Early Years SENCO to help and support parents and children with SEN/ disabilities
* We work in partnership with multi agencies, and are in receipt of relevant information regarding the Common Assessment Framework (2006)
* We monitor and review our practice and provision regularly and self-assess our working practices to ensure continuity and high standards for all

**CHILDREN HAVE A LEARNING DIFFICULTY IF THEY:**

* Have a significantly greater difficulty in learning than the majority of children of the same age.
* Have a disability that prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local education authority.

**METHODS**

Below are the methods by which we will achieve our aims:

* By ensuring that all practitioners meet the needs of a child with SEN disabilities within the setting
* Regularly review our environment to discuss improvements, modifications or amendments to the layout
* Establish a strong and supportive relationship with parents, which build up trust and mutual respect
* We will research and gather SEN information on up-to-date findings and government legislation
* We will liaise with other professional to provide the best possible service to our children
* We will adopt and deliver a broad and balanced curriculum for all children with SEN and/or disabilities, as can be viewed in our curriculum policy
* We will keep record of assessment, planning and provision for the review of children with SEN/disabilities
* All members of our setting neighbourhood will sign a confidentiality policy for the protection of all within
* We will provide a complaints procedure
* We implement an individual education plan/ targeted plan which includes:
	+ Short-term strategies set for the child.
	+ Teaching strategies.
	+ The provision to put in place.
	+ When/how the plan is to be reviewed.
	+ The outcome of the action taken.
* We will respect parent’s rights to confidentiality when supporting children with Special Needs; we will always discuss any possible referrals to other services with parents to seek their agreement before we make such referrals. All meetings with parents other than the normal parent staff contact will take place in private. Parents will be involved in setting all targets for their child. Targeted Support will be reviewed regularly and parents will be invited to contribute to this review.

**MONITORING AND REVIEW**

All practitioners will keep records of all children with SEN and/or disabilities and will ensure that their progress is being monitored, evaluated and assessed on a regular basis. The manager will be responsible for checking pupil progress and holding meetings with the key worker of the child who has any additional needs.

**15.Whistleblowing Policy**

What is whistleblowing?

Whistleblowing is when someone raises a concern about a dangerous or illegal activity or any wrongdoing within their organisation.

Raising a concern is known as "blowing the whistle" and is a vital process for identifying risks to people's safety.

Sharing information or talking through a concern is the first step to helping us identify problems and improve our practices.

Whilst it is expected that there should always be a professional approach and that everyone should hold the welfare and safety of every child as their paramount objective, there may be occasions where this may not be happening. It is vital that all team members talk through any concerns they may have with their manager at the earliest opportunity to enable any problems to be ironed out as soon as they arise.

Disclosure of information

Where a member of staff becomes aware of information that they reasonably believe tends to show one or more of the following, they MUST use the nursery’s disclosure procedure set out below:

* That a criminal offence has been committed or is being committed or is likely to be committed
* That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. National Care Standards)
* That a miscarriage of justice that has occurred, is occurring, or is likely to occur • That the health or safety of any individual has been, is being, or is likely to be, endangered
* That the environment, has been, is being, or is likely to be, damaged
* That information tending to show any of the above, is being, or is likely to be, deliberately concealed.

Disclosure procedure

Where it is believed that one or more of the above circumstances listed above has occurred staff should promptly disclose this with their manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to the manager (i.e., because it relates to line manager) the member of staff should speak to a member of the management team or nursery owner.

Staff will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, staff should speak in confidence to the Nursery Manager/ Nursery Owners.

Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner and will be followed through in a detailed and thorough manner

Any staff member who is involved in victimising staff that make a disclosure, takes any action to deter staff from disclosing information or makes malicious allegations or disclosures in bad faith will be subject to potential disciplinary action which may result in dismissal.

Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal

Any manager who inappropriately deals with a whistle-blowing issue (e.g. failing to react appropriately by not taking action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal

16. **Physical Restraint Policy**

Treehouse operates a positive Behaviour Policy. It is our aim to establish good behaviour from our children in a caring and supportive environment where the welfare of the children is paramount.

The purpose of this policy is to outline the procedures to be followed in the rare case of a restrictive physical intervention being used by a member of staff towards a child.

The use of physical intervention/restraint is wherever possible avoided. However, where necessary and appropriate, reasonable force will be used to control or restrain children.

It is our aim to:

* Create a warm, calm and orderly atmosphere that promotes a sense of community
* Achieve a consistent attitude by all staff that gives a sense of security and safety whilst promoting clear expectations on acceptable behaviour
* Ensure that all staff, relevant directors, children, parents/carers understand their roles and responsibility regarding behaviour management
* Promote the continual development of staff and appropriate documented training necessary
* The attitude and behaviour of all staff is essential in creating and maintaining a positive ethos within the nursery, the committed team approach will help provide a positive role model for children where they respect themselves and others.

Definition:

Physical intervention is any method of physically intervening to resolve a difficult or dangerous situation and is not necessarily physical restraint.

Physical restraint is defined as when a member of staff uses force with the intention of restricting a young person’s movement against their will.

Physical intervention and restraint should be used as last resort to support children and young people in times of crisis. Restraint should be avoided wherever possible. It is never a substitute for good behaviour management. Other methods (such as defusing conflict, non- physical calming, etc) of managing the situation should always be tried first, unless this is impractical.

The degree of force used should be the minimum needed to achieve the desired result. Physical restraint should only be considered an option if:

* Calming and defusing strategies have failed to de-escalate the situation
* The response is in the paramount interests of the young person
* Not intervening is likely to result in more dangerous consequences than intervening.

Using force

Before using force, staff should, wherever practicable, tell the child to stop misbehaving and communicate in a calm and measured manner throughout the incident. Staff should never give the impression of acting out of anger or frustration or to punish a child and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary.

Certain types of physical contact to “punish a child or cause pain, injury or humiliation” is explicitly forbidden (Educational Act 1996). Examples of this contact would be as follows:

* Kicking, slapping, punching
* Tripping
* Holding child face down to the ground
* Any contact/hold that may restrict breathing/airways
* Forcing limbs against their joint

In all incidents where physical restraint has been used, the following actions must be taken:

* The manager/owner (highest authorities’ member of nursery) must be informed as soon as possible.
* The manager’s owner is responsible for ensuring parents are informed as soon as possible
* Staff involved must complete a written record as soon as possible and always within 12 hours of incident taking place

 Risk management

Any child who has needed to be restrained or who has challenging behaviour which might make this necessary should have a risk assessment and a behaviour plan specifying situation most likely to trigger difficulty behaviour. Any strategies should be agreed with parents/carers and communicated to all staff who work with the child. (This must be reviewed every half term)

Health & safety

The young person’s health and safety must always be considered first and monitored. Any restraint must be ceased immediately if significant signs of physical distress are seen. i.e. sudden changes in colour, difficulties in breathing, vomiting.

Staff are not under a duty to run the risk of personal injury, by intervening where it is not safe to do so. If the situation is assessed as being too dangerous, staff should remove other children, retire to a safe distance, and call for another member of staff to help.

If a child and his/her parents/carers wish to make a complaint about physical restraint used by a member of staff or other authorised person, they will complain to the manager/owner in the first instance (or to the directors if the managers are subject of the complaint).

The incident will then be investigated under the relevant disciplinary procedure.

Legalities/context and framework

Section 93 of the Education & inspection act 2006 stipulates that reasonable force may be used to prevent a pupil/child.

* Committing a criminal offence (or for a pupil under the age of criminal responsibility, what would be an offence for older pupil)
* Where there is a risk of injury to others or to the pupil (child)
* Where there is a risk of significant damage to property
* Where good order and discipline is compromised

**17.Allergy policy**

**Purpose of the policy**

All staff at Treehouse work closely with families to support children with allergies or intolerances.

This policy sets out how The Treehouse will meet the needs of any child with an allergy or special dietary requirement. We aim for all children with allergies to take a full and active part in nursery life by the careful monitoring of materials and substances used in play and food, and by making necessary adjustments to activities and meals.

Treehouse also takes staff allergies/intolerances seriously and will do all they can to ensure staff do not come into contact with activities and foods that may affect them.

**Who is responsible?**

It is the responsibility of all staff at Treehouse to ensure they know and understand children’s and Staff’s allergies and intolerances.

It is the management’s responsibility to attain information from the parents or staff member with the allergy and complete a care plan with the information on their allergy/intolerance.

In the case of a child, parents are responsible for notifying nursery management if there are any changes to their child’s allergies/intolerance. In the case of a staff member, it is the staff member’s responsibility for notifying nursery management if there are any changes to their allergies/intolerance.

**How we support the inclusion of children with allergies**

We seek information from parents or staff member, and they fill out a care plan, which informs us about any known allergies. This is to clarify what the allergy is, what this means for the person with the allergy, what are the signs of a reaction, what procedures the setting needs to follow if an allergic reaction occurs, what steps need to be taken to avoid contact with identified causes of an allergic reaction.

The care plan is filled with accurate information about the allergy and inform all Nursery Practitioners in which they read and sign. A care plan record is kept in each room for staff to refer to at any time. The nursery regularly checks and updates the allergy chart which is displayed in each room as well as the kitchen.

The nursery cook checks all foods, materials and products for substances known to cause a reaction as well as the staff when they use products for activities. Staff make substitutes where possible known allergy.

Management provides regular updates and training for all practitioners, in particular Key Persons, Room Leaders, Senco and Nursery Cook with any known allergies and intolerances.

**Food**

Staff are very aware of the importance of respecting individual requirements without making children feel awkward or embarrassed; where children must be given something different it is done without fuss, but our preference is all children to eat the same food as far as possible.

Individual requests are listed within each child’s personal file and learning journey, on dietary information boards within the rooms for all practitioners and students to view and in the kitchen for the cook to access daily. Special diets are respected and catered for, in consultation with parents.

The nursery will provide alternatives food for children with different requirements, and plates are colour coded e.g., red for children with allergies. Should parents or carers wish to bring in cakes or other treats to celebrate a child’s birthday or other special occasion, we ask that any homemade birthday cakes, biscuits, etc. are brought into nursery in a sealed container with a list of ingredients and the date they were made, and shop-bought cakes are in their original box.

**Administering of medication due to allergies**

Staff at Treehouse will always revert to the care plan of the person with the allergy to identify the triggers, and the emergency procedures in the case of an allergic reaction. If a person is suffering from a “flare up” of an allergy, staff will follow the emergency procedure.

If medication is to be administered, a senior first aid practitioner will administer the medication and ensure there is someone to witness the administration of medicine. Staff will notify parents as soon as possible and complete an administration of medicine form.

Once the parent/carer arrives, they will read and sign to acknowledge the medication and dosage that was administered. If emergency services are needed or the person with the allergy needs medical assistance, a senior member of staff will travel with them to seek medical attention, and a member of staff at the nursery will inform the parent/carer/ emergency contact.

It should be noted down what triggered the person’s allergy, and any evidence to be taken with them such as food packets with the ingredients labelled.

**18.Adverse weather policy**

**Purpose of the policy**

Treehouse aims to ensure we are prepared for adverse weather such as snow. We will make every effort to keep the nursery open in adverse weather and to cause as little disruption as possible. In the Autumn/Winter months, the weather forecast is checked every Friday for the next week, for the nursery to gain an insight of the weather in advance.

**Who is responsible?**

It is the responsibility of the nursery management to regularly check the weather forecast to ensure they are prepared for any adverse weather. Staff are expected to attempt to get to work, regardless of how they normally travel to the nursery.

If the nursery decides to close, parents/carers should check their emails and texts every evening from the day of the nursery closure to check whether the nursery will be open or remain closed. Management will ensure that emails and texts will be sent to parents/carers to notify them of the decision of the nursery remaining closed or being open.

**How this policy is implemented**

We will adhere to OFSTED requirements for ratios and would work on the number of children who have arrived at the nursery and who are due in on that day.

All staff must check their route to work and telephone management on the early shift, prior to the nursery opening, to advise of their expected arrival time at nursery.

Depending on the severity of the weather the opening hours of the nursery may be reduced. This decision will be made by the nursery manager or senior staff. Parents or carers arriving at nursery should be aware that they may need to stay with their child to maintain the required ratios until staff have arrived.

Senior Staff will cascade to all staff the information to be given to parents when they contact the nursery. If parents/carers require further information, then the query will be referred to a senior staff member.

If children that would usually attend nursery are not attending because of the severe weather conditions, parents/carers should contact nursery as early as possible to assist senior staff on planning staffing, ratios, opening hours and catering.

**Nursery closure**

In the event of staff shortages, bank staff and off duty staff will be contacted to come into work. If ratios cannot be maintained or if we feel the safety health or welfare of the children is compromised, then we will take the decision to close the nursery.

If this is the case, the nursery management team will telephone parents as soon as possible. If high snow fall is forecast during the day, then a decision will be made by management as to whether to close the nursery early and parents will be contacted to arrange early collection of their children. Management will notify the parents and staff each evening if the nursery is unable to open the next day. No refunds will be offered due to closure for adverse weather conditions. If closed a notice will be placed on the front door to inform unplanned visitors.

**Staff expectations**

Staff who attend will be recognised as attending for their scheduled working day.

Staff due to attend a planned training course should make contact to ensure the venue and trainer are available and make every reasonable effort to attend.

Staff at nursery will carry out tasks such as children’s records, updating displays, stock taking, and other activities required for the operation of the nursery as directed by the nursery manager. If the nursery is closed due to the adverse weather, management will make the decision on how staff will use this time off, whether it may be paid training for a few hours, or using annual leave entitlement, or unpaid days off.

The following attendance arrangements will apply for staff and students employed The Treehouse in such circumstances.

**Emergency procedures**

Nursery management will ensure they are on site until all children have been collected by their parent/carer. If the parent/care is unable to collect, and someone else is to collect the child. The parent must contact the nursery to explain who will be picking the child up, describe the person, and provide a password for the person who is collecting.

In the event of a loss of power, which affects the telephone system and prevents email communication the emergency nursery mobile will be activated for incoming calls.

19.**Healthy Eating Policy**

At Treehouse we encourage children to develop a positive attitude to food and healthy lifestyles. This is achieved through adopting a whole nursery approach which encompasses children, their families and staff.

Introduction

This Policy recognises that children under the age of 5 years have different nutritional needs from those of older children and adults. They have a high energy and nutrient requirement in relation to their size. Early Years is an important time to shape food preferences and habits, by allowing children to make their own selections through guided choice: this can have a positive impact on health in later life. This policy covers general nutritional guidance: children have individual needs which should be acknowledged. If parents/carers have any concerns they should discuss these with their Health Visitor, GP or Dietician.

General

* Staff will be good role models for healthy eating and drinking by not drinking fizzy drinks in front of the children and eating healthy food where they can.
* No nuts will be used in any of the recipes for meals produced on site, however we cannot guarantee an environment free from any food product including nuts due to manufacturers disclaimers on most products. Refer to Allergies policy including nut allergies for children with nut allergies

Allergies/Food preferences/Special Diets

The Nursery will obtain and record necessary information from parents/carers regarding any special dietary requirements, preferences or food allergies during the induction process.

Food groups

Starchy Carbohydrates include: breads, pasta, rice, and potatoes- these provide a good source of energy. Fruit and vegetables include: Fresh, frozen, tinned (fruit in juice, vegetables in water with no added salt or sugar) dried and juiced fruit and vegetables (dried and juiced fruit will only be consumed as part of a meal)- these provide a good source of vitamins and minerals.

Dairy foods include: Milk, cheese and yogurts- these provide a good source of calcium for healthy teeth and bones.

Foods containing protein include: meats, fish, eggs and pulses– these are required for growth and repair.

Lunch Time

* Nursery staff will pro-actively involve children at mealtimes to create a social occasion which provides opportunities to promote children’s social and emotional development as well as encourage good eating habits and table manners.
* Fussy eaters will be encouraged (but not forced) to eat. Praise will be given when the child eats; food will be removed without judgement if the child refuses food.
* Children will be given as much time as they need to finish their meals.

Snacks

Snacks are brought in from home and offered between meals where required to ensure children receive appropriate levels of energy and nutrition, for example at mid-morning and mid-afternoon.

Drinks

* Children will always have access to drinking water throughout the sessions.
* Children will be offered milk or water during snack time.
* Juice is not allowed during session times and will only be provided at lunch for those children on school meals

**20. Arrival and Collection**

Arrival

On arrival at Treehouse please knock on the door of the main entrance of the Girl guiding HQ Parents and carers must ensure that a member of staff is aware that your child is in the nursery and he/she is signed into the ‘Daily Register’ book. Failure to do this can affect the safety of your child.

Parents are asked to inform room staff of any important information regarding their child, such as changes to their health and well-being since their last nursery session.

Children should be awake when arriving at the nursery. Staff are not to accept children who are asleep.

Collection

Children are only released to those named by the parent and who are recorded on the child’s entry record. It is the responsibility of the parent to keep these records up to date. If a person is collecting for the first time or are unknown to the member of staff, they will be required to provide identification. We also operate a password system for added security. If for some reason the staff member is unable to identify the parent or person authorised to collect, they will be asked to wait until a member of staff is present who can identify them.

If someone unknown to the Nursery should arrive to collect a child a staff member will contact the parent to inform them. The parent will be required to give a description of the person and their personal details such as full name before we allow them to collect the child. This person will not be granted access to the Nursery without photo ID. In the case that we are unsure about the details given or have concerns regarding the photo ID we will not release the child until the parent arrives at the Nursery.

Persons authorised to collect a child must be aged 16 or over.

Individuals may be refused collection of the child if their behaviour is of some concern to the staff handing over e.g., the person is highly intoxicated.

Security

Upon arrival visitors are required to provide valid ID which shows their name and photograph and must sign into the visitors’ book. The

Parents dropping off and collecting their children are not required to sign in.

Visitors who are unknown are asked to remain in the entrance hall and a member of supervisory staff will be called to assist the visitor.

When entering or leaving the building parents, carers and staff must ensure that the front door is shut securely after them.

Early Arrival

To ensure we can keep to our correct staffing levels at all times we request that parent or carers do not arrive more than 5 minutes earlier than the agreed arrival time for the session, unless there is a prior arrangement with the Nursery Manager.

Late Collection

We appreciate children being collected punctually, however if you anticipate being late, please telephone the nursery. Additional charges will be added as per your terms and conditions.

Persistent lateness will result in the following action:

* 1. A verbal warning from the Nursery Manager or Deputy
	2. 1st written warning
	3. 2nd final warning with the potential risk of the nursery place.
	4. Letter of Notice from the Childcare Service Manager of a 2 week notice period

Parents should notify the staff regarding any changes in their regular child collection arrangements so that we can avoid any distress to their child.

Refused Entry

It may be necessary on occasion to refuse entry to a child; this may be due to a medical condition as detailed in our exclusions policy.

Refusal to Release a Child from our Care

The welfare of the children in the care of the Nursery is of paramount importance to us. The Nursery therefore reserves the right to prevent a child from being collected if we feel that it may have a negative impact on their wellbeing. For further details please refer to our safeguarding documents.

Procedure in the event of a Parent/Carer failing to collect a Child

If a child is not collected on time our legal liability relating to staff:child ratio could be infringed.

In order to prevent this from happening we ensure that:

* Registration forms are complete and up-to-date with information including:
	1. Home address and telephone number (or the telephone number of a neighbour)
	2. Place of work, address and telephone number
	3. Mobile telephone number (if applicable)
	4. Emergency contact numbers and names
	5. Information about all persons who are authorised to collect the child
	6. Information about any person who does not have legal access to the child
* If a parent is not going to be in his/her usual place of work, we gain the relevant contact information for that particular day
* Ensure that parents are aware that if they are going to be late, an emergency plan is put into operation so that the child can be collected as soon as possible.  Practitioners must also be privy to this information as they will not allow a child to leave the premises with an adult who is not known to them, or whom they have not been informed of

A legal requirement is 2 members of staff must remain at the nursery until the last child has been collected.

We will follow the procedure below:

* If a child is not collected at the end of their allocated session then attempted contact will be made with the parent/ guardian using the mobile, work and home numbers provided. Failing contact then the emergency contacts will be contacted.
* If the child has not been collected after 20 minutes after the nursery has closed then the staff will be required to contact the Manager / Deputy Manager for advice.
* Two members of staff will stay with the child until contact has been made and arrived to collect.
* After 30 minutes whether it is the end of the allocated session or nursery closure and the parent or carer cannot be traced through any of the emergency contact numbers on the registration form the nursery will take advice from MASH
* This will then be treated as a Child Protection issue and staff will be expected to document the event in an incident form.
* Ofsted will also be notified at the earliest point.

Treehouse have a system set in place should a parent/authorised adult fail to collect a child at the end of the session. This system ensures that the practitioner will look after and carry out the correct procedures to keep the anxiety of children and parents to a minimum.

Absentee Policy

It is important that parents and children learn quickly the expectation that nursery attendance is important and is given priority in their daily life. To ensure children develop and progress to achieve their potential they need to attend regularly and punctually.

All parents and carers will be expected and encouraged to ensure their child achieves the maximum attendance possible. It is understood that all our children need to be brought to nursery by adults and sometimes there may be family difficulties. Staff will support parent/carers in cases of difficulty by discussion of strategies or timings.

It is also acknowledged that many children suffer from childhood illnesses and may be unable to attend. It is the parent’s/carers responsibility to inform the nursery if their child is unable to attend due to illness/sickness. We ask parents to tell us of any planned holidays or absences in advance.

Monitoring attendance at nursery will support the safeguarding of children.

Attendance is recorded daily in the register and symbols indicate absence. All parents must contact nursery on the first day of absence with the reason for that absence If the school receives no reason for absence the Key Worker, or another member of staff in their absence, will contact the family if a child has not attended for a period. Children subject to a Child Protection plan will be contacted on the day of absence.

The manager will collect the weekly register and keep it safe so that it can be accessed when necessary. The manager will monitor patterns of regular absence and where necessary ascertain reasons for this and seek to remedy the situation if appropriate or refer to other agencies. If there is no satisfactory reason for absence the child’s name may be removed from the nursery register and parents informed to that effect.

**21.Outings Policy**

At Treehouse, we recognise the importance of trips and outings and encourage children to participate in planned or spontaneous trips and outings in order to enhance the opportunities provided.

All policies and procedures that are implemented throughout the nursery MUST continue to be implemented whilst on a trip/outing in addition to the procedure set out below.

Procedure:

* The Nursery Manager and the Deputy must be informed and oversee the organisation of any trip/outing.
* All parents should be well informed of the trip/outing and be provided with plenty of notice and detail if a big trip is planned, however if a spontaneous trip is planned staff will revert to registration forms for consent from parents.
* Written consent from the parents must be obtained for every child prior to them attending, this can be found on the registration form prior to joining the nursery.
* A minimum of two emergency contacts must be provided by the parent on the consent form.
* Parents should be encouraged to participate in our trips/outings. However, they must only take charge of their own child/ren and must never be left unsupervised with any other children.
* The room leader/deputy or a member of the nursery management team must attend the trip/outing, and be present during the whole outing.
* At least one qualified first aider (dependent on the size of the group) must be present at all times.
* A first aid kit must be taken on the trip.
* Staff and children’s medication must be taken on the trip/outing (where necessary). The staff should complete the outing form which states medication to take on the outing.
* Please note that this policy discourages the splitting of the whole group, therefore if this occurs it should be treated as two trips.
* There are no set ratios stated in the statutory welfare requirements during outings: however, the following must be adhered to (at the very minimum):
	1. 0-3 years: one adult – two children
	2. 3-5 years one adult – four children

*Please note the above ratios may need to be reduced, depending on where the children are visiting and the route that they are taking. A risk assessment will determine this and this is completed before the trip/outing commences.*

* All dietary requirements must be adhered to and a full list of these requirements must be taken on the trip/outing
* Food and drink must be provided at similar times to those at nursery and drinks should be offered throughout the day.
* All medical needs must be adhered to during the trip/outing and all medication must be taken and managed by the person in charge of the children with any medical condition. Please remember to ensure that this is out of reach to all children.
* Nappies, wipes, spare clothes etc. must be taken for those children who need them and the nursery nappy changing and intimate care procedures must be followed at all times.
* The person in charge of the outing must take the nursery mobile and ensure it is fully charged and has sufficient credit, with telephone numbers of the nursery as well as the mobile numbers of the owners.
* The nursery camera must stay with the person in charge of the trip/outing. In the event that the camera is lost, this must be reported immediately and the parents will be informed when they collect their child.
* All children must be provided with adequate clothing, and wear a high-visibility jacket
* All adults must be provided with a list of children attending the trip and the specific group that they are in charge of. The list must also contain any specific details relating to those children (medical/diet etc)
* A regular head count should be conducted and recorded throughout the trip/outing.
* A central meeting point must be arranged if the group needs to be split at any point.
* All policies and procedures should be adhered to whilst on the trip/outing.
* A thorough trips and outings Risk Assessment must be completed by the person organising the trip and checked by the Nursery Manager or Deputy Manager

Checklist for visit/outings

* Consent forms for all children (which include at least two emergency number
* A thorough trips and outings risk assessment has been completed
* List of children attending the trip and those who are responsible
* List of dietary and medical conditions along with medication
* Appropriate cups/bottles for the children and babies
* Nappies, wipes, tissues and spare clothes if required
* Nursery Mobile (fully charged and containing credit)
* First Aid Kit
* Sun cream (with consent) and a sun hat where applicable
* Suitable clothing
* Correctly stored food and drinks (for staff as well as children)
* High visibility jackets
* Reins if required for specific children.

**22.Missing Child Policy**

Policy statement

Children’s safety is our highest priority at all times both on and off premises. Every attempt is made through carrying out the outing’s procedure and the exit/entrance procedure to ensure the security of children is maintained at all times.

In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

1. Child going missing on the premises

* As soon as it is noticed that a child is missing the key person/staff alerts the senior leader.
* A senior member of staff calls the police and reports the child missing and then calls the parent.
* A senior member of staff will carry out a thorough search of the building and garden.
* The register is checked to make sure no other child has also gone astray.
* Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
* The setting leader talks to the staff to find out when and where the child was last seen and records this.
* Management then carries out an investigation.
* Parents/carers should be aware of exit areas all times in order to maintain safety.
* Parents/carers attending any groups, sessions or drop-ins within the organisation are responsible for their own children at all times.

2. Child going missing on an outing

This describes what to do when staff members have taken a group on an outing, leaving the senior leader and/or other staff back in the setting. If the senior Leader has accompanied children on the outing, the procedures are adjusted accordingly.

What to do when a child goes missing from a whole setting outing may be a little different, as parents usually attend and are responsible for their own child.

* As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
* The setting leader or manager is contacted immediately and the incident is reported.
* The setting leader contacts the police and reports the child as missing.
* The setting leader contacts the parent, who makes their way to the setting or outing venue as agreed with the setting leader. The setting is advised as the best place, as by the time the parent arrives, the child may have been returned to the setting.
* Staff members take the remaining children back to the setting.
* In an indoor venue, the staff members contact the venue’s security who will handle the search and contact the police if the child is not found.
* Management carries out an investigation.
* The setting leader, or designated staff member may be advised by the police to stay at the venue until they arrive.

3. The investigation

* Staff members keep calm and do not let the other children become anxious or worried.
* Management are to speak with the parent(s).
* Management are to carry out a full investigation taking written statements from all the staff in the area or who were on the outing.
* The key person/staff member writes an incident report detailing:
1. The date and time of the report.
2. What staff/children were in the group/outing and the name of the staff
3. designated responsible for the missing child.
4. When the child was last seen in the group/outing.
5. What has taken place in the group or outing since the child went
6. missing.
7. The time it is estimated that the child went missing.
* A conclusion is drawn as to how the breach of security happened.
* If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation including interviewing staff. Children’s Social Care may be involved if it seems likely that there is a child protection issue to address.
* The incident is reported under RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences) arrangements; the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
* In the event of disciplinary action needing to be taken, Ofsted is informed.
* The insurance provider is informed.

4. Managing people

* Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
* The children may also be sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children’s questions honestly but also reassure them.
* Parents should be informed of any incident involving a missing child by a member of the Management team.
* Staff may feel vulnerable during this process and will need support. There should always be two members of staff present who are members of management when handling the situation with parents.
* In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. Management will use their discretion to decide what action to take.
* Members of staff, volunteers and Trustees must not discuss any missing child incident with the press without permission from the Owners who will have taken appropriate advice before appointing a spokesperson for the organisation.

I have read and understood all the key policies

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