



Operational Handbook

This booklet is a full set of Blue Sky Day Nursery's Operational policies and procedures, this should be used in conjunction with the Employee Handbook and the Health & Safety Handbook. A copy of this document is available for all staff to access at all times in the Policies file stored in the office.

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Issued By: Vivienne Pooleman

Reason for update

<i>Issue</i>	<i>Date</i>	<i>Reason for update/ Sections changed</i>
11	March 2017	Full update
12	20-04-19	Section 2 - Removal of elements relating to Health, Safety and Environmental issues as these are in the health, safety and Environment handbook Section 3 - Removal of elements relating the employment as this is captured in the Employee Handbook Addition of a Behaviour management procedure Update to allegations against staff section

Team review of updated document:

Please be aware you are signing to say you are aware of the contents of this entire document not specifically the sections revised above.

<i>Date</i>	<i>Name</i>	<i>Signature</i>

Contents

Professional Agencies Contact details:.....	5
Introduction from the Owner.....	6
Glossary.....	7
Section 1: The Early Years Foundation Stage (EYFS)	8
Safeguarding Children/Child Protection Policy.....	8
Types of abuse and particular procedures followed	10
Employees, students or volunteers of the nursery or any other person on the nursery premises.....	16
Allegations against Staff or other individuals associated with the Nursery or children in our care.....	16
Intimate Care	17
Safe Care and Practice	18
Whistleblowing	19
Camera, Mobile Phone and Recording Device Use.....	21
Mobile Phone, Smartwatches and Social Networking.....	22
Monitoring Staff Behaviour Policy	23
Lone Working Policy.....	24
Inclusion and Equality	25
Special Educational Needs and Disabilities (SEND).....	28
Looked After Children	32
Dealing with Discriminatory Behaviour	34
Child Sickness and Illness	36
Infection Control	38
Medication	39
Promoting Positive Behaviour.....	41
Overall Approach to Risk Assessment.....	45
Complaints and Compliments.....	46
Section 2: Health and Safety.....	47
Animal Health and Safety.....	47
Visits and Outings.....	49
Lost Child Procedure from Nursery.....	51
Lost Child Procedure from Outings	52
No Smoking Policy.....	53
Alcohol and Substance Misuse	54
Equipment and Resources	55
Adverse Weather	57
Supervision of Children	58
Supervision of Visitors.....	59
Section 3: Human Resources	60

Confidentiality.....	60
Students	62
Volunteers.....	63
Section 4: Best Practice	64
Accidents and First Aid.....	64
Immunisation	66
Allergies and Allergic Reactions	67
Early Learning Opportunities Statement	69
Settling In	70
Separated Family.....	72
Nappy Changing	74
Outdoor Play	76
Caring for Babies and Toddlers	77
Sleep.....	79
Bereavement.....	80
Nutrition and Mealtimes.....	81
Parents and Carers as Partners	83
Access and Storage of Information	85
Late Collection and Non-Collection	86
Admissions	87
Arrivals and Departures	88

Professional Agencies Contact details:

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Introduction from the Owner

Welcome to Blue Sky Day Nursery. Blue Sky started out in 2005 as my own personal project, the aim of which was to create a family operated children's care setting offering the highest quality care for all children and families. Since opening Blue Sky has been adopted as a family on a much broader scale and our whole team, including parents and children are part of the Blue Sky family.

Our Promise to our parents has always been "We Will Care For Your Child As We Would Our Own". This is the core belief by which we operate; we genuinely want your child to have the quality of experience that we would want for our own children.

This promise is also applicable to the interactions between staff and parents and applies to the quality of our building, equipment and service. We hope that these policies reflect the standards of care and consideration we offer.

At the centre of our beliefs are three pillars:

Each child is an individual and should be valued for this; one size cannot fit all and we should adapt to meet the children's needs.

Children are only young once and should thoroughly enjoy the experience.

The best resource is the team. Time with the children is the most important thing, quality time is prioritised over quantity of paperwork.

Glossary

The following terms are used throughout this document:

Early Years Foundation Stage (EYFS) – *the statutory framework for care and early learning in England. A revised framework was published in March 2014 and came into force from September 2014. It is mandatory for all early years providers including maintained schools; non-maintained schools; independent schools; all providers on the Early Years Register; and all providers registered with an early years childminder agency.*

Ofsted – *is the Office for Standards in Education, Children’s Services and Skills and regulates and inspects early years providers in England against the EYFS.*

Parents – *refers to mothers, fathers, legal guardians and the primary carers of looked-after children. There may also be other significant adults in children’s lives and other relatives who care for them. You may want to adapt the example documents to use the terminology you feel most comfortable with.*

Practitioner – *Any adult who works with children in a nursery.*

Key Person – *The named member of staff with whom a child has more contact than other adults. This adult shows a special interest in the child through close personal interaction on a day-to-day basis.*

Section 1: The Early Years Foundation Stage (EYFS)

Safeguarding Children/Child Protection Policy

EYFS: 3.4-3.18, 3.19, 3.21, 3.22

At Blue Sky Day Nursery we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

Legal framework and definition of safeguarding

Children Act 1989 and 2004

Childcare Act 2006

Safeguarding Vulnerable Groups Act 2006

The Statutory Framework for the Early Years Foundation Stage (EYFS) 2017

Working together to safeguard children 2015

What to do if you're worried a child is being abused 2015

Counter-Terrorism and Security Act 2015.

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

Protecting children from maltreatment

Preventing the impairment of children's health or development

Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2015).

Policy intention

To safeguard children and promote their welfare we will:

Create an environment to encourage children to develop a positive self-image

Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct

Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development

Provide a safe and secure environment for all children

Promote tolerance and acceptance of different beliefs, cultures and communities

Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling

Always listen to children

Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need

Share information with other agencies as appropriate.

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The nursery aims to:

Keep the child at the centre of all we do

Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour

Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children

Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures

Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need

Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates

Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the East Riding Safeguarding Children Board

Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate

Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest

Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times

Ensure that children are never placed at risk while in the charge of nursery staff

Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy

Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities

Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur

Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the East Riding Safeguarding Children Board.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

Contact telephone numbers

Contact details for the following agencies can be found on the Family information board.

Local authority children's social care team

Local authority Designated Officer (LADO)

Ofsted

Local Safeguarding Children Board (LSCB)

Non-emergency police

Government helpline for extremism concerns

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

Failure to thrive and meet developmental milestones

Fearful or withdrawn tendencies

Aggressive behaviour

Unexplained injuries to a child or conflicting reports from parents or staff

Repeated injuries

Unaddressed illnesses or injuries

Significant changes to behaviour patterns.

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children, and will take advice from the appropriate bodies on this area.

Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or Designated Safeguarding Co-ordinator¹ (DSCO). This record should include:

Child's name

Child's address

Age of the child and date of birth

Date and time of the observation or the disclosure

Exact words spoken by the child

Exact position and type of any injuries or marks seen

Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time

Any discussion held with the parent(s) (where deemed appropriate).

*These records should be signed by the person reporting this and the *manager/*DSCO/*supervisor, dated and kept in a separate confidential file.*

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

*It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted, and/or a Common Assessment Framework (CAF)^{***} (or form/process specific to Local Authority area) needs to be initiated. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.*

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

¹ Referred to in the EYFS as a lead practitioner

Physical abuse

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

Female genital mutilation

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. For those nurseries caring for older children in their out of school facility this may be an area of abuse you could come across. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Procedure:

All signs of marks/injuries to a child, when they come into nursery or occur during time at the nursery, will be recorded as soon as noticed by a staff member

The incident will be discussed with the parent at the earliest opportunity, where felt appropriate

Such discussions will be recorded and the parent will have access to such records

If there are queries regarding the injury, the local authority children's social care team will be notified in line with procedures set out by the Local Safeguarding Children Board (LSCB).

Sexual abuse

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing the procedure below will be followed:

Procedure:

The adult should reassure the child and listen without interrupting if the child wishes to talk

The observed instances will be detailed in a confidential report
The observed instances will be reported to the nursery manager or DSCO
The matter will be referred to the local authority children's social care team.

We will be aware of the possibility of child sexual exploitation (CSE) and the signs and symptoms this may manifest as. If we have concerns we will follow the same procedures as for other concerns and we will record and refer as appropriate. As this mainly happens with older children we will have heightened awareness in our out of school facilities.

Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Procedure:

The concern should be discussed with the *nursery manager/DSCO*/room supervisor*/registered person
The concern will be discussed with the parent
Such discussions will be recorded and the parent will have access to such records
An Assessment Framework form may need to be completed
If there are queries regarding the circumstances and/or the concerns relate to the parents the matter will be referred to the local authority children's social care team.

Neglect

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Procedure:

The concern will be discussed with the parent
Such discussions will be recorded and the parent will have access to such records
An assessment form may need to be completed
If there are queries regarding the circumstances the local authority children's social care team will be notified.

Extremism – the Prevent Duty

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

e-Safety

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

Within the nursery we do this by:

Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly

Ensuring content blockers and filters are on our computers, laptops and any mobile devices

Ensure management monitor all internet activities in the setting

Using approved devices to record/photograph in the setting

Never emailing personal or financial information

Ensuring children are supervised when using internet devices

Using tracking software to monitor suitability of internet usage (for older children)

Integrating e-safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online

Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'

When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them

We encourage staff and families to complete a free online e-safety briefing which can be found at <https://moodle.ndna.org.uk>

We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated

Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the nursery regardless of whether or not they have a DBS clearance.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's services team, the Local Safeguarding Children Board (LSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Co-ordinators (DSCO), there is always at least one designated person on duty during all opening hours of the setting.

These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The nursery DSCO's liaise with the Local Safeguarding Children Board (LSCB) and the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to

developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to ensure cover at all times, we have two/three designated leads in place. This enables safeguarding to stay high on our priorities at all times.

The Designated Safeguarding Co-ordinators (DSCO) at the nursery are: Displayed on the parents information notice board.

We provide adequate and appropriate staffing resources to meet the needs of all children

Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information

We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live within a household has committed an offence or been involved in an incident that means they are disqualified from working with children

This information is also stated within every member of staff's contract

We request DBS checks on all staff joining Blue Sky.

We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so

We ensure we receive at least two written references BEFORE a new member of staff may work unsupervised.

All students will have enhanced DBS checks conducted on them before their placement starts

Volunteers, including students, do not work unsupervised

We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern

We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children

All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use

As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones, Pokémon hotspots, strangers lingering. We will ensure the children remain safe at all times

The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised

All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner

All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support

The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB/ local authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCB.

Support to families

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

Employees, students or volunteers of the nursery or any other person on the nursery premises

We have a Staff Behaviour Policy in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to circumstance and use the whistle blowing policy where required.

Allegations against Staff or other individuals associated with the Nursery or children in our care.

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

We are aware that on occasion members of the public may make a disclosure to our team outside the nursery setting i.e. on the school run. This disclosure should also follow the below procedure.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to another member of the management team instead.

Note - If as an individual you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly

*The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed **immediately** with as much information as is available at that time.*

Note - No individual should be interviewed or questioned either formally or informally unless agreed by the LADO, gathering of information in the form of paperwork i.e. registers and rotas is acceptable as this may support the notification.

The LADO will be informed immediately for advice and guidance.

A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled

The nursery will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required, this may include an internal investigation which will follow the Nurseries Disciplinary process.

Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice

The nursery reserves the right to suspend any member of staff during an investigation

All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities

Unfounded allegations will result in all rights being reinstated

Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated

All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation

*The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.*

*Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the *nursery manager/*owner/DSCO/*registered person at the earliest opportunity.*

Intimate Care

EYFS: 3.1, 3.6, 3.27 3.20 3.64

At Blue Sky Day Nursery we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to meet children's basic needs. This may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required.

In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis, wherever possible, by the child's key person with the exception of first aid treatment which must be carried out by a qualified first aider.

We wish to ensure the safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works

Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks

Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support

Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines

Following up procedures through supervision meetings and appraisals to identify any areas for development or further training

Working closely with parents on all aspects of the child's care and education as laid out in the Parent and Carers as Partners Policy. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs

Ensuring all staff have an up-to-date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the safeguarding/child protection policy

Operating a whistleblowing policy to help staff raise any concerns about their peers or managers; and helping staff develop confidence in raising worries as they arise in order to safeguard the children in the nursery

Conducting working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines

Conducting regular risk assessments on all aspects of the nursery operation including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see the manager at the earliest opportunity.

Safe Care and Practice

EYFS: 3.1, 3.6

At **Blue Sky Day Nursery** we believe that all children need to feel safe, secure and happy. This involves nursery staff being responsive to children's needs, whilst maintaining professionalism. This includes giving children cuddles and changing children's nappies or clothes.

To promote good practice and to minimise the risk of allegations we have the following guidelines:

Although we recognise it is appropriate to cuddle children, we give cuddles only when sought by children needing comfort to support their emotional development. Staff are advised to do this in view of other children and practitioners, whenever possible. We recognise that there may be occasions where it is appropriate for this to happen away from others, such as when a child is ill. In these circumstances, staff are advised to leave the door open. It is the duty of all staff and the manager to ensure that children are appropriately comforted and to monitor practice

We discourage inappropriate behaviour such as over tickling, over boisterous play or inappropriate questions such as asking children to tell them they love them and we advise staff to report any such observed practice

Staff are respectful of each other and the children and families in the nursery and do not use inappropriate language or behaviour, including during breaks

All staff are aware of the whistleblowing procedures and the manager carries out random checks throughout the day to ensure safe practices.

If a parent or member of staff has concerns or questions about safe care and practice procedures or behaviour they consider as inappropriate, including between staff members, they are urged to see the manager at the earliest opportunity. Management will challenge inappropriate behaviour in line with the supervision/ disciplinary or whistleblowing procedures. If the concern relates to the manager and/or nursery owner then parents should contact Ofsted or the local authority children's social care team.

Whistleblowing

EYFS: 3.4 – 3.18 and 3.22

At **Blue Sky Day Nursery** we expect all our colleagues, both internal and external, to be professional at all times and hold the welfare and safety of every child as their paramount objective.

We recognise that there may be occasions where this may not happen and we have in place a procedure for staff to disclose any information that suggests children's welfare and safety may be at risk.

We expect all team members to talk through any concerns they may have with their line manager at the earliest opportunity to enable any problems to be resolved as soon as they arise.

Legal framework

The Public Interest Disclosure Act 1998, commonly referred to as the 'Whistleblowing Act', amended the Employment Rights Act 1996 to provide protection for employees who raise legitimate concerns about specified matters. These are called 'qualifying disclosures'. On 25 June 2013, there were some legal changes to what constitutes a qualifying disclosure.

A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that:

- A criminal offence
- A miscarriage of justice
- An act creating risk to health and safety
- An act causing damage to the environment
- A breach of any other legal obligation or
- Concealment of any of the above
- Any other unethical conduct
- An act that may be deemed as radicalised or a threat to national security

Is being, has been, or is likely to be, committed.

Qualifying disclosures made before 25 June 2013 must have been made 'in good faith' but when disclosed, did not necessarily have to have been made 'in the public interest.'

Disclosures made after 25 June 2013 do not have to be made 'in good faith'; however, they must be made in the public interest. This is essential when assessing a disclosure made by an individual.

The Public Interest Disclosure Act has the following rules for making a protected disclosure:

You must believe it to be substantially true

You must not act maliciously or make false allegations

You must not seek any personal gain.

It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be, committed; a reasonable belief is sufficient.

Disclosure of information

If, in the course of your employment, you become aware of information which you reasonably believe indicates that a child is/may be or is likely to be in risk of danger and/or one or more of the following may be happening, you **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. EYFS, Equalities Act 2010)

That a miscarriage of justice 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, has been, is being, or is likely to be deliberately concealed.

Disclosure procedure

*If this information relates to child protection/safeguarding then the nursery *child protection/*safeguarding children policy should be followed, with particular reference to the staff and volunteering section*

Where you reasonably believe one or more of the above circumstances listed above has occurred, you should promptly disclose this to your manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to your manager (i.e. because it relates to your manager) you should speak to The Owner, Vivienne Pooleman.

Employees 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, employees should speak in confidence to the nursery manager or owner. 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 employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations 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 management employee who inappropriately deals with a whistleblowing 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

We give all of our staff the telephone numbers of the Local Authority Designated Officer (LADO), the local authority children's social care team, the Local Safeguarding Children Board (LSCB) and Ofsted so all staff may contact them if they cannot talk to anyone internally about the issues/concerns observed.

Camera, Mobile Phone and Recording Device Use

EYFS: 2.1 & 3.4

This policy refers to all information storage devices including cameras, mobile telephones and any recording devices including smartphones and smartwatches.

At Blue Sky Day Nursery we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings (including CCTV) taken of children in our nursery are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our nursery website, brochure and the local press; and for security in relation to CCTV. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles or smartwatches and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the nursery premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

Online Learning Journals

At Blue Sky Day Nursery we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

Mobile Phone, Smartwatches and Social Networking

EYFS: 3.4

This policy refers to mobile phones and smartwatches however this also includes any other similar device.

At Blue Sky Day Nursery we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or smartwatches during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children. We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

Mobile phones/smartwatches are not allowed in the care rooms, all such devices should be stored in the staff room during working hours and only accessed at breaks.

During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any phones or any other information storage device except those which are the property of Blue Sky.

Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way

Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery

If staff choose to allow parents to view their page on social networking sites this relationship must remain professional at all times

If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents and visitors' use of mobile phones, smartwatches and social networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publically or privately, information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents policy, complaints procedures and grievance policy)'.

Monitoring Staff Behaviour Policy

EYFS: 3.4-3.18, 3.19, 3.21, 3.22

At Blue Sky Day Nursery we take the safety and welfare of our children and staff seriously. This policy ensures staff behave in an appropriate manner to act as a role model for and protect all children in their care. Within this policy we will also ensure that any changes to staff behaviours or ways of working are closely monitored, discussed and supported to ensure all children are safeguarded throughout their time here.

Expected staff behaviour

Within our nursery we expect our staff to:

Put our children first, their safety, welfare and ongoing development is the most important part of their role

Behave as a positive role model for the children in their care by remaining professional at all times and demonstrating caring attitudes to all

Work as part of the wider team, cohesively and openly

Be aware of their requirements under the EYFS Statutory Framework and the nursery policies and procedures designed to keep children safe from harm whilst teaching children and supporting their early development

React appropriately to any safeguarding concerns quickly and concisely in accordance to the nursery / Local authority procedures and training received

Not share any confidential information relating to the children, nursery or families using the facility

Maintain the public image of the nursery and do nothing that will pull the setting into disrepute

Ensure that parental relationships are professional and external social relationships are not forged. If a relationship exists prior to the child starting at the setting, discussions with management will be held to ensure the relationship remains professional. No staff should be linked to parents on social media during their time at nursery

Report to management immediately any changes in personal life that may impact on the ability to continue the role. These may include (but not limited to) changes in police record, medication, people living in the same premises, any social service involvement with their own children.

Monitoring staff behaviour

Within the nursery we:

Conduct regular peer observations using all staff and management, during which we will look at interactions with children and their peers

Have regular supervisions with all staff in which ongoing suitability will be monitored and recorded

Use a whistleblowing policy that enables team members to discuss confidentially any concerns about their colleagues

Operate staff suitability forms and clauses in staff contracts to ensure any changes to their suitability to work with children are reported immediately to management

Ensure all new staff members are deemed suitable with the appropriate checks as detailed in the safeguarding policy.

Some behaviours that may cause concern and will be investigated further:

Change in moods, Sudden change in religious beliefs / cultural beliefs (may be a sign of radicalisation), Changes in the way of acting towards the children or the other members of the team (becoming more friendly and close, isolation, avoidance, agitation etc.), Sudden outbursts, Becoming withdrawn, Secretive behaviours, Missing shifts, calling in sick more often, coming in late, Standards in work slipping, Extreme changes in appearance.

Procedures to be followed:

If we have a concern about changes in staff behaviour within the nursery, an immediate meeting will be called with the individual and a member of management to ascertain how the person is feeling. We will aim to support the staff wherever possible and will put support mechanisms in place where appropriate.

Ultimately we are here to ensure all staff are able to continue to work with the children as long as they are suitable to do so, but if any behaviours cause concern about the safety or welfare of the children then the procedure on the safeguarding policy will be followed as in the case of allegations against a team member and the Local Authority Designated officer (LADO) will be called.

All conversations, observations and notes on the staff member will be logged and kept confidential.

Lone Working Policy

EYFS: 3.4-3.18, 3.19, 3.21, 3.22

At Blue Sky Day Nursery it is our policy that where one child is at the setting a minimum of two staff shall also be on site.

Staff may be alone on the premises only if they have informed the Nursery Manager in advance; this includes calling in to collect forgotten items or undertaking paperwork, they should inform the manager how long they will be on site and also contact the manager to confirm they have safely left the premises.

Physical activity such as moving furniture may not be undertaken unless a minimum of two adults are on the premises and the manual handling and risk assessment procedures are followed.

At Blue Sky Day Nursery the nursery building is designed with vision panels in order to offer clear lines of visibility.

We always ensure that our staff:child ratios are maintained.

It is the responsibility of both the employee and their manager to identify the hazards and minimise the risks of working alone. Considerations when deciding on lone working include how lone workers manage with a variety of tasks such as talking to parents and supervising activities whilst maintaining the safety and welfare of children and ensuring that each member of staff required to work alone has the training and/or skills for the role; e.g. paediatric first aid certificate, child protection/safeguarding training and competency, food hygiene training.

Employees/managers' responsibilities when left in a room alone include ensuring:

To complete a risk assessment for staff working alone

There is someone to call on in an emergency if required

The member of staff and children are safeguarded at all times (relating to additional policies as above).

Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

Inclusion and Equality

EYFS: 1.6, 1.7, 2.3, 3.20, 3.27, 3.28, 3.67, 3.73

Statement of intent

At Blue Sky Day Nursery we take great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. We are committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs. Discrimination on the grounds of gender, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin, or political belief has no place within our nursery.

A commitment to implementing our inclusion and equality policy will form part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Nursery Manager at the earliest opportunity. Appropriate steps will then be taken to investigate the matter and if such concerns are well-founded, disciplinary action will be invoked under the nursery's disciplinary policy.

The nursery and staff are committed to:

Recruiting, selecting, training and promoting individuals on the basis of occupational skills requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment because of age, sex, gender reassignment, disability, marriage or civil partnership, race, religion or belief, sexual orientation, pregnancy or maternity/paternity which cannot be justified as being necessary for the safe and effective performance of their work or training

Providing a childcare place, wherever possible, for children who may have learning difficulties and/or disabilities or are deemed disadvantaged according to their individual circumstances, and the nursery's ability to provide the necessary standard of care

Making reasonable adjustments for children with special educational needs and disabilities

Striving to promote equal access to services and projects by taking practical steps (wherever possible and reasonable), such as ensuring access to people with additional needs and by producing materials in relevant languages and media for all children and their families

Providing a secure environment in which all our children can flourish and all contributions are valued

Including and valuing the contribution of all families to our understanding of equality, inclusion and diversity

Providing positive non-stereotypical information

Continually improving our knowledge and understanding of issues of equality, inclusion and diversity

Regularly reviewing, monitoring and evaluating the effectiveness of inclusive practices to ensure they promote and value diversity and difference and that the policy is effective and practices are non-discriminatory

Making inclusion a thread which runs through the entirety of the nursery, for example, by encouraging positive role models through the use of toys, imaginary play and activities, promoting non-stereotypical images and language and challenging all discriminatory behaviour (see dealing with discriminatory behaviour policy).

Admissions/service provision

The nursery is accessible to all children and families in the local community and further afield through a comprehensive and inclusive admissions policy.

The nursery will strive to ensure that all services and projects are accessible and relevant to all groups and individuals in the community within targeted age groups.

Recruitment

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

All members of the selection group will be committed to the inclusive practice set out in this policy and will have received appropriate training in this regard.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

At interview, no questions will be posed which potentially discriminate on the grounds specified in the statement of intent. All candidates will be asked the same questions and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates will be given the opportunity to receive feedback on the reasons why they were not successful.

Although you should no longer ask any health related questions prior to offering someone work in accordance with the Equality Act 2010, the national College for Teaching and Leadership provides further guidance specific to working with children:

Providers have a responsibility to ensure that practitioners have the health and physical capacity to teach and will not put children and young people at risk of harm. The activities that a practitioner must be able to perform are set out in the Education (Health Standards England) Regulations 2003. Providers are responsible for ensuring that only practitioners who have the capacity to teach remain on the staff team.

People with disabilities or chronic illnesses may have the capacity to teach, just as those without disabilities or medical conditions may be unsuitable to teach. Further information on training to teach with a disability is available from the DfE website.

Successful applicants offered a position may be asked to complete a fitness questionnaire prior to commencing the programme. Providers should not ask all-encompassing health questions, but should ensure that they only ask targeted and relevant health-related questions, which are necessary to ensure that a person is able to teach.

Staff

It is the policy of Blue Sky not to discriminate in the treatment of individuals. All staff are expected to co-operate with the implementation, monitoring and improvement of this and other policies. All staff are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the grounds specified in this policy and recognise and celebrate other cultures and traditions. All staff are expected to participate in equality and inclusion training.

Staff will follow the 'Dealing with Discriminatory Behaviour' policy where applicable to report any discriminatory behaviours observed.

Training

The nursery recognises the importance of training as a key factor in the implementation of an effective inclusion and equality policy. All new staff receive induction training including specific reference to the inclusion and equality policy.

Early learning framework

Early learning opportunities offered in the nursery encourage children to develop positive attitudes to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

We do this by:

Making children feel valued and good about themselves

Ensuring that all children have equal access to early learning and play opportunities

Reflecting the widest possible range of communities in the choice of resources

Avoiding stereotypical or derogatory images in the selection of materials

Acknowledging and celebrating a wide range of religions, beliefs and festivals

Creating an environment of mutual respect and empathy

Helping children to understand that discriminatory behaviour and remarks are unacceptable

Ensuring that all early learning opportunities offered are inclusive of children with learning difficulties and/or disabilities and children from disadvantaged backgrounds

Ensuring that children whose first language is not English have full access to early learning opportunities and are supported in their learning

Working in partnership with all families to ensure they understand the policy and challenge any discriminatory comments made

Ensuring the medical, cultural and dietary needs of children are met

Identifying a key person to each child who will continuously observe, assess and plan for children's learning and development

Helping children to learn about a range of food and cultural approaches to meal times and to respect the differences among them.

Information and meetings

Information about the nursery, its activities and their children's development will be given in a variety of ways according to individual needs (written, verbal and translated), to ensure that all parents can access the information they need.

Wherever possible, meetings will be arranged to give all families options to attend and contribute their ideas about the running of the nursery.

Special Educational Needs and Disabilities (SEND)

EYFS: 31.6, 1.7, 2.3, 2.5, 3.20, 3.27,
3.28, 3.67, 3.73

Statement of intent

At Blue Sky Day Nursery we are committed to the inclusion of all children. All children have the right to be cared for and educated to develop to their full potential alongside each other through positive experiences, to enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs and we work hard to ensure no children are discriminated against or put at a disadvantage as a consequence of their needs.

We believe that all children have a right to experience and develop alongside their peers no matter what their individual needs. Each child's needs are unique, therefore any attempt to categorise children is inappropriate.

We are committed to working alongside parents in the provision for their child's individual needs to enable us to help the child to develop to their full potential. We are committed to working with any child who has a specific need and/or disability and making reasonable adjustments to enable every child to make full use of the nursery's facilities. All children have a right to a broad and well-balanced early learning environment.

Where we believe a child may have additional needs that have previously been unacknowledged, we will work closely with the child's parents and any relevant professionals to establish if any additional action is required.

Where a child has additional needs, we feel it is paramount to find out as much as possible about those needs; any way that this may affect his/her early learning or care needs and any additional help he/she may need by:

Liaising with the child's parents and, where appropriate, the child

Liaising with any professional agencies

Reading any reports that have been prepared

Attending any review meetings with the local authority/professionals

Observing each child's development and monitoring such observations regularly.

All children will be given a full settling in period when joining the nursery according to their individual needs.

Aims

We will:

Recognise each child's individual needs and ensure all staff are aware of, and have regard for, the Special Educational Needs Code of Practice on the identification and assessment of any needs not being met by the universal service provided by the nursery

Include all children and their families in our provision

Provide well informed and suitably trained practitioners to help support parents and children with special educational difficulties and/or disabilities

Develop and maintain a core team of staff who are experienced in the care of children with additional needs and identify a Special Educational Needs and Disabilities Co-ordinator (SENCO) who is experienced in the care and assessment of children with additional needs. Staff will be provided with specific training relating to Special Educational Needs and Disabilities (SEND) and the SEND Code of Practice

Identify the specific needs of children with special educational needs and/or disabilities and meet those needs through a range of strategies

Ensure that children who learn quicker, e.g. gifted and talented children are also supported

Share any statutory and other assessments made by the nursery with parents and support parents in seeking any help they or the child may need

Work in partnership with parents and other agencies in order to meet individual children's needs, including the education, health and care authorities, and seek advice, support and training where required

Monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services if needed

Ensure that all children are treated as individuals/equals and are encouraged to take part in every aspect of the nursery day according to their individual needs and abilities
Encourage children to value and respect others
Challenge inappropriate attitudes and practices
Promote positive images and role models during play experiences of those with additional needs wherever possible
Celebrate diversity in all aspects of play and learning.

Our nursery Special Education Needs and Disabilities Co-ordinator (SENCO) is Identified on the Family information board.

The role of the SENCO is to take the lead in further assessment of the child's particular strengths and weaknesses; in planning future support for the child in discussion with colleagues; and in monitoring and subsequently reviewing the action taken. The SENCO should also ensure that appropriate records are kept including a record of children's SEN support and those with Education, Health and Care plans. The practitioner usually responsible for the child should remain responsible for working with the child on a daily basis and for planning and delivering an individualised programme. Parents should always be consulted and kept informed of the action taken to help the child, and of the outcome of this action (code of practice 2015).

She/he works closely with all staff to make sure there are systems in place to plan, implement, monitor, review and evaluate the special educational needs practice and policy of the nursery, always making sure plans and records are shared with parents.

Methods

We will:

Designate a named member of staff to be Special Educational Needs and Disability Co-ordinator (SENCO) and share his/her name with parents

Undertake formal Progress Checks and Assessments of all children in accordance with the SEND Code of Practice January 2015

Provide a statement showing how we provide for children with special educational needs and/or disabilities and share this with staff, parents and other professionals

Ensure that the provision for children with special educational needs and/or disabilities is the responsibility of all members of staff in the nursery

Ensure that our inclusive admissions practice includes equality of access and opportunity

Ensure that our physical environment is as far as possible suitable for children and adults with disabilities

Work closely with parents to create and maintain a positive partnership which supports their child(ren)

Ensure that parents are informed at all stages of the assessment, planning, provision and review of their child's care and education

Provide parents with information on sources of independent advice and support

Liaise with other professionals involved with children with special educational needs and/or disabilities and their families, including transfer arrangements to other settings and schools. We work closely with the next school or care setting and meet with them to discuss the child's needs to ensure information exchange and continuity of care

Use the graduated response system (see explanation below) for identifying, assessing and responding to children's special educational needs and disabilities

Provide a broad and balanced early learning environment for all children with special educational needs and/or disabilities

Provide differentiated activities to meet all individual needs and abilities

Use a system of planning, implementing, monitoring, evaluating and reviewing Individual Educational Plans (IEPs) for children with special educational needs and/or disabilities and discuss these with parents

Review IEPs every half term and hold review meetings with parents bi-annually.

Ensure that children with special educational needs and/or disabilities and their parents are consulted at all stages of the graduated response, taking into account their levels of ability

Use a system for keeping records of the assessment, planning, provision and review for children with special educational needs and/or disabilities

Provide resources (human and financial) to implement our SEND policy

Ensure the privacy of children with special educational needs and/or disabilities when intimate care is being provided

Use the local authorities Assessment Framework (see details below)

Provide in-service training for practitioners and volunteers

Raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff

Ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. IEP reviews, staff and management meetings, parental and external agencies' views, inspections and complaints. This information is collated, evaluated and reviewed annually

Provide a complaints procedure and make available to all parents in a format that meets their needs e.g. Braille, audio, large print, additional languages

Monitor and review our policy annually.

Effective assessment of the need for early help

Local agencies should work together to put processes in place for the effective assessment of the needs of individual children who may benefit from early help services.

Children and families may need support from a wide range of local agencies.

Where a child and family would benefit from coordinated support from more than one agency (e.g. education, health, housing, police) there should be an inter-agency assessment. These early help assessments, such as the Common Assessment Framework, should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989.

The early help assessment should be undertaken by a lead professional who should provide support to the child and family, act as an advocate on their behalf and coordinate the delivery of support services. The lead professional role could be undertaken by a General Practitioner (GP), family support worker, teacher, health visitor and/or special educational needs coordinator. Decisions about who should be the lead professional should be taken on a case by case basis and should be informed by the child and their family.

For an early help assessment to be effective:

the assessment should be undertaken with the agreement of the child and their parents or carers. It should involve the child and family as well as all the professionals who are working with them;

a teacher, GP, health visitor, early years' worker or other professional should be able to discuss concerns they may have about a child and family with a social worker in the local authority. Local authority children's social care should set out the process for how this will happen; and

if parents and/or the child do not consent to an early help assessment, then the lead professional should make a judgement as to whether, without help, the needs of the child will escalate. If so, a referral into local authority children's social care may be necessary.

If at any time it is considered that the child may be a child in need as defined in the Children Act 1989, or that the child has suffered significant harm, or is likely to do so, a referral should be made immediately to local authority children's social care. This referral can be made by any professional.

Working together to safeguard children 2015

Special Educational Needs and Disability code of practice

The nursery has regard to the statutory guidance set out in the Special Educational Needs and Disability code of practice (DfE 2015) to identify, assess and make provision for children's special educational needs.

The nursery will undertake a Progress Check of all children at age two in accordance with the Code of Practice. The early years provider will also undertake an assessment at the end of the Early Years Foundation Stage (in the final term of the year in which a child turns 5) to prepare an EYFS Profile of the child.

The Code of Practice recommends that, in addition to the formal checks above, the nursery should adopt a graduated approach to assessment and planning, led and coordinated by a SENCO. Good practice of working together with parents, and the observation and monitoring of children's individual progress, will help identify any child with special educational needs or disability. The nursery has identified a member of staff as a SENCO who will work alongside parents to assess the child's strengths and plan for future support. The SENCO will ensure that appropriate records are kept according to the Code of Practice.

Stage 1

Where a practitioner or SENCO identifies a child with special educational needs, the nursery will assess and record those needs and provide a number of key actions to help the child. As part of this process, the nursery will consult with parents and seek any additional information from external professionals. The targets for the child, any teaching strategies or changes to provision, are set out in an Individual Education Plan (IEP). The plan will be continually under review in consultation with the child and his/her parent(s). This stage will involve a cycle of assessment, planning and review in increasing detail, with increasing frequency, to identify the best ways of securing and maintaining progress.

Stage 2

This is where a practitioner or SENCO, in consultation with the child's parents, decide external support services are required usually following a review of the IEP. The nursery will share its records on the child with those services so that they can advise on any IEP targets and appropriate strategies to help the child.

Statutory assessment

If the help given through an IEP is not sufficient to enable the child to progress satisfactorily, it may be necessary for the nursery, in consultation with the parents and any external agencies already involved, to request a statutory assessment by the local authority. This may lead to the child receiving an education, health and care plan.

Looked After Children

EYFS: 3.1, 3.2, 3.4, 3.6, 3.20

At Blue Sky Day Nursery we are committed to providing a welcoming and inclusive quality environment for all children and families.

Definition and legal framework

The description 'looked after' is generally used to describe a child who is looked after by the local authority. This includes children who are subject to a care order or temporarily classed as looked after on a planned basis for short breaks or respite care. Most looked after children will be cared for by foster carers with a small minority in children's homes, looked after by family members or even placed back within the family home.

The term 'looked after child' denotes a child's current legal status. The nursery never uses this term to categorise a child as standing out from others or refers to a child using acronyms such as LAC.

The legal framework for this policy is underpinned by or supported through:

Childcare Act 2006

Children Act (1989 and 2004)

Adoption and Children Act (2002)

Children and Young Persons Act (2008)

Children and Families Act (2014).

Our policy

Our nursery treats each child as an individual. We recognise that for young children to get the most out of educational opportunities they need to be settled appropriately with their carer. We will discuss with the child's carer, and social worker where applicable, the length of time the child has been with the carer before they start nursery to establish how secure the child feels and whether they are ready to be able to cope with further separation, a new environment and new expectations made upon them.

We are aware that there are a number of reasons why a child may go into care and these reasons may or may not include traumatic experiences or abuse. All our practitioners are committed to doing all they can to support all children to achieve their full potential. The nursery staff team are all trained to understand our safeguarding policy and procedures. Additional training to support children's individual needs will be planned for where appropriate. Practitioners are supported by management at all times and we have an open door policy if they need to discuss any sensitive issues regarding the child.

Where applicable, we contribute to any assessment about the child, such as those carried out under local authorities' assessment frameworks or Early Help Assessment (EHA) and to any multi-agency meetings, case conferences or strategy meetings in relation to the child's learning and development. The designated person for looked after children and/or the child's key person will attend meetings as appropriate.

Each child is allocated a key person. The key person will support the child initially with transition and settling in and then continue to support and build up a relationship with the child, carers and any other agencies involved. Regular contact will be maintained with the carers throughout the child's time at the nursery and with the social worker or other professionals (where applicable).

The key person will carry out regular ongoing practice such as observations to build up a picture of the child's interests, and plan activities accordingly to support the child's stage of learning and development and interests. This information will be shared with carers and other professionals as appropriate as well as any concerns surrounding their developmental stages.

Where necessary we will develop a care plan with carers and professionals. This will include:

The child's emotional needs and how they are to be met

How any emotional issues and problems that affect behaviour are to be managed

The child's sense of self, culture, language/s and identity - how this is to be supported

*The child's need for sociability and friendship
The child's interests and abilities and possible learning journey pathway
How any special needs will be supported.*

In addition, the care plan may also consider:

How information will be shared with the foster carer and local authority (as the 'corporate parent') as well as what information is shared with any other organisation or professionals and how it will be recorded and stored

What contact the child has with his/her birth parent(s) and what arrangements will be in place for supervised contact. If this is to be in the setting, when, where and what form the contact will take will be discussed and agreed

Who may collect the child from nursery and who may receive information about the child

What written reporting is required

Wherever possible, and where the plan is for the child to return to their home, the birth parent(s) should be involved in planning

With the social worker's agreement, and as part of the plan, whether the birth parent(s) should be involved in the setting's activities that include parents, such as outings, fun days etc. alongside the foster carer.

Where applicable, we will complete a Personal Education Plan (PEP) for any children aged three to five in partnership with the social worker and/or care manager and carers. We will also attend all appropriate meetings and contribute to reviews.

The key person and designated 'looked after' person will work together to ensure any onward transition to school or another nursery is handled sensitively to ensure that this is as smooth as possible and all necessary information is shared.

The child's individual file, including observations, photographs and pieces of art work and mark making will be passed on to the carer at this stage.

Key contact details can be found on the parent information board.

Dealing with Discriminatory Behaviour

EYFS: 3.1, 3.2, 3.52

At Blue Sky Day Nursery we do not tolerate discriminatory behaviour and take action to tackle discrimination. We believe that parents have a right to know if discrimination occurs and what actions the nursery will take to tackle it. We follow our legal duties in relation to discrimination and record all incidents any perceived or actual relating to discrimination on any grounds and report these where relevant to children's parents and the registering authority.

Definition and legal framework

Types of discrimination

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic

Discrimination by association occurs when there is a direct discrimination against a person because they associate with a person who has a protected characteristic

Discrimination by perception occurs when there is a direct discrimination against a person because they are perceived to have a protected characteristic

Indirect discrimination can occur where a provision, criterion or practice is in place which applies to everyone in the organisation but particularly disadvantages people who share a protected characteristic

Harassment is defined as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'

Victimisation occurs when an employee is treated badly or put to detriment because they have made or supported a complaint or raised grievance under the Equality Act 2010 or have been suspected of doing so.

Protected characteristics

The nine protected characteristics under the Equality Act 2010 are:

Age

Disability

Gender reassignment

Race

Religion or belief

Sex

Sexual orientation

Marriage and civil partnership

Pregnancy and maternity.

Incidents may involve a small or large number of persons, they may vary in their degree of offence and may not even recognise the incident has discriminatory implications; or at the other extreme their behaviour may be quite deliberate and blatant.

Examples of discriminatory behaviour are:

Physical assault against a person or group of people

Derogatory name calling, insults and discriminatory jokes

Graffiti and other written insults (depending on the nature of what is written)

Provocative behaviour such as wearing badges and insignia and the distribution of discriminatory literature

Threats against a person or group of people pertaining to the nine protected characteristics listed above

Discriminatory comments including ridicule made in the course of discussions

Patronising words or actions.

Our procedures

We tackle discrimination by:

Expecting all staff in the nursery to be aware of and alert to any discriminatory behaviour or bullying taking place

Expecting all staff to intervene firmly and quickly to prevent any discriminatory behaviour or bullying, this may include behaviour from parents and other staff members

Expecting all staff to treat any allegation seriously and report it to the nursery manager. Investigating and recording each incident in detail as accurately as possible and making this record available for inspection by staff, inspectors and parents where appropriate, on request. The nursery manager is responsible for ensuring that incidents are handled appropriately and sensitively and entered in the record book. Any pattern of behaviour should be indicated. Perpetrator/victim's initials may be used in the record book as information on individuals is confidential to the nursery

Informing: the parents of the child(ren) who are perpetrators and/or victims should be informed of the incident and of the outcome, where an allegation is substantiated following an investigation

Excluding or dismissing any individuals who display continued discriminatory behaviour or bullying, but such steps will only be taken when other strategies have failed to modify behaviour. This includes any employees where any substantiated allegation after investigation will incur our disciplinary procedures (please see the policy on disciplinary procedures).

We record any incidents of discriminatory behaviour or bullying to ensure that:

Strategies are developed to prevent future incidents

Patterns of behaviour are identified

Persistent offenders are identified

Effectiveness of nursery policies are monitored

A secure information base is provided to enable the nursery to respond to any discriminatory behaviour or bullying.

If the behaviour shown by an individual is deemed to be radicalised, we will follow our procedure as detailed in our Safeguarding Policy in order to safeguard children and families concerned.

Nursery staff

We expect all staff to be alert and seek to overcome any ignorant or offensive behaviour based on fear or dislike of distinctions that children, staff or parents may express in nursery.

We aim to create an atmosphere where the victims of any form of discrimination have confidence to report such behaviour, and that subsequently they feel positively supported by the staff and management of the nursery.

It is incumbent upon all members of staff to ensure that they do not express any views or comments that are discriminatory; or appear to endorse such views by failing to counter behaviour, which is prejudicial in a direct manner. We expect all staff to use a sensitive and informed approach to counter any harassment perpetrated out of ignorance.

Child Sickness and Illness

EYFS: 3.44, 3.45, 3.46

At Blue Sky Day Nursery we promote the good health of all children attending. To help keep children healthy and minimise infection, we do not expect children to attend nursery if they are unwell. If a child is unwell it is in their best interest to be in a home environment with adults they know well rather than at nursery with their peers.

Our procedures

In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

If a child becomes ill during the nursery day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time we care for the child in a quiet, calm area with their key person, wherever possible

We follow the guidance given to us by Public Health England (formerly the Health Protection Agency) in Guidance on Infection Control in Schools and other Child Care Settings and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and chicken pox, to protect other children in the nursery. Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear for at least 48 hours. We notify Ofsted as soon as possible and in all cases within 14 days of the incident where we have any child or staff member with food poisoning. We inform all parents if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness. We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection

We exclude all children on antibiotics for the first 24 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g. asthma and the child is not unwell) This is because it is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics

We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable

We make information/posters about head lice readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice we would be grateful if they could inform the nursery so that other parents can be alerted to check their child's hair.

Meningitis procedure

If a parent informs the nursery that their child has meningitis, the nursery manager will contact the Infection Control (IC) Nurse for their area. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we will be contacted directly by the IC Nurse and the appropriate support will be given. We will follow all guidance given and notify any of the appropriate authorities including Ofsted if necessary.

Transporting children to hospital procedure

The nursery manager/staff member must:

Call for an ambulance immediately if the sickness is severe. DO NOT attempt to transport the sick child in your own vehicle

Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital

Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together

Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter

Inform a member of the management team immediately

Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

Minimum periods of exclusion for illness

<i>Disease/Illness</i>	<i>Minimal Exclusion Period</i>
<i>Antibiotics prescribed</i>	<i>First 24 hours at home</i>
<i>Temperature</i>	<i>If sent home ill, child must be off for 24 hours</i>
<i>Vomiting</i>	<i>48 hours from the last bout of sickness experienced</i>
<i>Conjunctivitis</i>	<i>Keep at home for a minimum of 1 day; longer if eyes still weeping</i>
<i>Diarrhoea</i>	<i>48 hours from the last bout of diarrhoea experienced</i>
<i>Chickenpox</i>	<i>7 days from appearance of the rash or until spots have dried up</i>
<i>Gastro-enteritis, food poisoning, salmonellosis and dysentery</i>	<i>48 hours or until 2 clear nappies or for notifiable diseases, until advised by the relevant public health official</i>
<i>Infectious hepatitis</i>	<i>7 days from onset of jaundice</i>
<i>Measles</i>	<i>7 days from appearance of the rash</i>
<i>Meningococcal infection</i>	<i>Until recovered from the illness</i>
<i>Mumps</i>	<i>Until the swelling has subsided and in no case less than 7 days from onset of illness</i>
<i>Whooping Cough</i>	<i>21 days from the onset of paroxysmal cough</i>
<i>Poliomyelitis</i>	<i>Until declared free from infection by the appropriate public health official.</i>
<i>Scarlet fever and streptococcal infection of the throat</i>	<i>Until appropriate medical treatment has been given and in no case for less than 3 days from the start of treatment</i>
<i>Tuberculosis</i>	<i>Until declared free from infection by the appropriate public health official</i>
<i>Typhoid fever</i>	<i>Until declared free from infection by the appropriate public health official</i>
<i>Impetigo</i>	<i>Until the skin is healed</i>
<i>Headlice</i>	<i>Until appropriate treatment has been given</i>
<i>Plantar warts</i>	<i>No exclusion. Should be treated and covered</i>
<i>Ringworm of scalp</i>	<i>Until cured</i>
<i>Ringworm of body</i>	<i>Seldom necessary to exclude provided treatment is being given</i>
<i>Scabies</i>	<i>Need not be excluded once appropriate treatment has been given</i>
<i>Tonsillitis</i>	<i>If prescribed antibiotics first 24 hours at home</i>
<i>Hand Foot and Mouth</i>	<i>7 days from the onset of the rash and must have been given appropriate medical treatment</i>

Infection Control

At Blue Sky Day Nursery we promote the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread. We follow the guidance given to us by Public Health England (formerly the Health Protection Agency) for schools and other child care settings as may be provided from time to time in relation to infection control for specific illnesses.

Viruses and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

We follow the guidance below to prevent a virus or infection from moving around the nursery. Our staff:

Encourage all children to use tissues when coughing and sneezing to catch germs

Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of

Develop children's understanding of the above and the need for good hygiene procedures in helping them to stay healthy

Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately

Clean and sterilise all potties and changing mats before and after each use

Clean toilets at least daily and check them throughout the day

Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this

Clean all toys, equipment and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine

Wash or clean all equipment used by babies and toddlers as and when needed including when the children have placed it in their mouth

Provide labelled individual bedding for children that is not used by any other child and wash this at least once a week

Follow the sickness and illness policy when children are ill to prevent the spread of any infection in the nursery. Staff are also requested to stay at home if they are contagious.

In addition:

The nursery manager retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of the nursery

Parents will be made aware of the need for these procedures in order for them to follow these guidelines whilst in the nursery

Periodically each room in the nursery will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises

The nursery will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are maintained at all times and increased during the winter months or when flu and cold germs are circulating.

Medication

EYFS: 3.19, 3.44, 3.45, 3.46

At Blue Sky Day Nursery we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

Prescription medicine will only be given to the person named on the bottle for the dosage stated

Medicines must be in their original containers

Those with parental responsibility for any child requiring prescription medication should hand over the medication to the most appropriate member of staff who will then note the details of the administration on the appropriate form and another member of staff will check these details

Those with parental responsibility must give prior written permission for the administration of each and every medication. However, we will accept written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:

The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g. if the course of antibiotics changes, a new form will need to be completed

The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed

Parents must notify us IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.

The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist

The parent must be asked when the child has last been given the medication before coming to nursery; and the staff member must record this information on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times

At the time of administering the medicine, a senior member of staff will ask the child to take the medicine, or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)

If the child refuses to take the appropriate medication, then a note will be made on the form

Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response.

Non-prescription medication (these will not usually be administered)

The nursery will not administer any non-prescription medication containing aspirin

The nursery will only administer non-prescription medication for a short initial period, dependant on the medication or the condition of the child. After this time medical attention should be sought

If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner

If a child needs liquid paracetamol or similar medication during their time at nursery, such medication will be treated as prescription medication with the onus being on the parent to provide the medicine.

On registration, parents will be asked if they would like to fill out a medication form to consent to their child being given a specific type of liquid paracetamol in particular circumstances such as an increase in the child's temperature or a wasp or bee sting. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of non-prescription medication and a signed statement to say that this may be administered in an emergency if the nursery CANNOT contact the parent.

An emergency nursery supply of fever relief (e.g. Calpol) and anti-histamines (e.g. Piriton) will be stored on site. This will be checked at regular intervals to make sure that it complies with any instructions for storage and is still in date

If a child does exhibit the symptoms for which consent has been given to give non-prescription medication during the day, the nursery will make every attempt to contact the child's parents. Where parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. Giving non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms, e.g. for an increase in temperature the nursery will remove clothing, use fanning, tepid cooling with a wet flannel. The child will be closely monitored until the parents collect the child

For any non-prescription cream for skin conditions e.g. Sudocrem, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name

If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form

As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given

The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Staff medication

*All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. *The nursery manager/person's line manager/registered provider will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.*

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.

Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Promoting Positive Behaviour

EYFS: 3.2, 3.52, 3.53

At Blue Sky Day Nursery we believe that children flourish best when they know how they and others are expected to behave. Children gain respect through interaction with caring adults who act as good role models, show them respect and value their individual personalities. The nursery actively promotes British values and encourages and praises positive, caring and polite behaviour at all times and provides an environment where children learn to respect themselves, other people and their surroundings.

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. Within the nursery we aim to set these boundaries in a way which helps the child to develop a sense of the significance of their own behaviour, both in their own environment and that of others around them. Restrictions on the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum.

We aim to:

Recognise the individuality of all our children and that some behaviours are normal in young children e.g. biting

Encourage self-discipline, consideration for each other, our surroundings and property

Encourage children to participate in a wide range of group activities to enable them to develop their social skills

Ensure that all staff act as positive role models for children

Encourage parents and other visitors to be positive role models and challenge any poor behaviour shown

Work in partnership with parents by communicating openly

Praise children and acknowledge their positive actions and attitudes, therefore ensuring that children see that we value and respect them

Encourage all staff working with children to accept their responsibility for implementing the goals in this policy and to be consistent

Promote non-violence and encourage children to deal with conflict peacefully

Provide a key person system enabling staff to build a strong and positive relationship with children and their families

Provide activities and stories to help children learn about accepted behaviours, including opportunities for children to contribute to decisions about accepted behaviour where age/stage appropriate

Have a named person who has overall responsibility for behaviour management.

The named person for managing behaviour will be detailed on the family information board; they will:

Advise other staff on behaviour issues

Along with each room leader will keep up to date with legislation and research

Support changes to policies and procedures in the nursery

Access relevant sources of expertise where required and act as a central information source for all involved

Attend regular external training events, and ensure all staff attend relevant in-house or external training for behaviour management. Keep a record of staff attendance at this training.

Our nursery rules are concerned with safety, care and respect for each other. We keep the rules to a minimum and ensure that these are age and stage appropriate. We regularly involve children in the process of setting rules to encourage cooperation and participation and ensure children gain understanding of the expectations of behaviour relevant to them as a unique child.

Children who behave inappropriately, for example, by physically abusing another child or adult e.g. biting, or through verbal bullying, are helped to talk through their actions and apologise where appropriate. We make sure that the child who has been upset is comforted and the adult will confirm that the other child's behaviour is not acceptable. We always acknowledge when a child is feeling angry or upset and that it is the behaviour that is not acceptable, not the child.

Behaviour Management Policy

Please remember that consistency is key and you as a team should have consistent types of rules where possible i.e. children should not bang on the radiators. There is no point in one staff member laughing at something a child does and another reprimanding them for it. If you are not certain if the children should be allowed to do something or not then consult a colleague and agree the rules. Remember each room may have slightly different rules based on the age and stage of the children.

Within the baby room it is acceptable to lift a child away from a situation and state “no we do not.....” If they return to the situation repeatedly, continue to lift the child away repeating “no we do not.....”. They will eventually comprehend and move onto doing something else.

As a child's language evolves there should be no requirement to physically intervene (except if the child or another child is at immediate risk, in which case the intervention should be minimised and appropriate and an incident form should be completed).

It is not possible to have a hard and fast set of rules as each child's age and stage varies and the individual circumstance also varies, as practitioners you need to use your judgement about if an incident requires a time out.

If a child does require a time out the following process is to be followed.

Explain calmly to the child what has happened and why this is not ok.

Ask the child to move to the time out area.

Sit with the child during the time out.

Hand the child an age appropriate egg timer (1 minute for each year of the child's age). Tell them when the sand has run out they can go and play.

When the time has run out, tell the child they can return to their play and to remember to play kindly with our friends, look after the toys etc

Whoever initiates any behaviour management activity must be the one who follows it to its conclusion (if you cannot then a clear hand over to another staff member must be made). Under no circumstances should you shout at a child or allow any irritation you feel to affect the way you talk to the child, the language that you use, your tone of voice or demeanour.

Child Anti-bullying

Bullying takes many forms. It can be physical, verbal or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened. We acknowledge that any form of bullying is unacceptable and will be dealt with immediately while recognising that physical aggression is part of children's development in their early years.

We recognise that children need their own time and space and that it is not always appropriate to expect a child to share. We believe it is important to acknowledge each child's feelings and to help them understand how others might be feeling.

We encourage children to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong.

At our nursery, staff follow the procedure below to enable them to deal with challenging behaviour:

Staff are encouraged to ensure that all children feel safe, happy and secure

Staff are encouraged to recognise that active physical aggression in the early years is part of the child's development and that it should be channelled in a positive way

Children are helped to understand that using aggression to get things, is inappropriate and they will be encouraged to resolve problems in other ways

Our staff will intervene when they think a child is being bullied, however mild or harmless it may seem

Staff will initiate games and activities with children when they feel play has become aggressive, both indoors or out

Staff will sensitively discuss any instance of bullying with the parents of all involved to look for a consistent resolution to the behaviour

We will ensure that this policy is available for staff and parents and it will be actively publicised at least once a year to parents and staff.

If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only through co-operation that we can ensure our children feel confident and secure in their environment, both at home and in the nursery

All concerns will be treated in the strictest confidence.

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

Biting

At Blue Sky Day Nursery we follow a positive behaviour policy to promote positive behaviour at all times. However, we understand that children may use certain behaviours such as biting as part of their development. Biting is a common behaviour that some young children go through and can be triggered when they do not have the words to communicate their anger, frustration or need.

Our procedures

The nursery uses the following strategies to help prevent biting: sensory activities, biting rings, adequate resources and staff who recognise when children need more stimulation or quiet times. However, in the event of a child being bitten we use the following procedures. The most relevant staff member(s) will:

Comfort any child who has been bitten and check for any visual injury. Administer any first aid where necessary. Complete an accident form and inform the parents via telephone if deemed appropriate. Continue to observe the bitten area for signs of infection. For confidentiality purposes and possible conflict we do not disclose the name of the child who has caused the bite to the parents

Tell the child who has caused the bite in terms that they understand that biting (the behaviour and not the child) is unkind and show the child that it makes staff and the child who has been bitten sad. The child will be asked to say sorry if developmentally appropriate or helped to develop their empathy skills by giving the child who has been bitten a favourite book or comforter. Complete an incident form to share with the parents at the end of the child's session

If a child continues to bite, carry out observations to try to distinguish a cause, e.g. tiredness or frustration

Arrange for a meeting with the child's parents to develop strategies to prevent the biting behaviour. Parents will be reassured that it is part of a child's development and not made to feel that it is their fault

In the event of a bite breaking the skin and to reduce the risk of infection from bacteria, give prompt treatment to both the child who has bitten and the child who has been bitten.

If a child or member of staff sustains a bite wound where the skin has been severely broken arrange for urgent medical attention after initial first aid has been carried out.

In cases where a child may repeatedly bite and/or if they have a particular special educational need or disability that lends itself to increased biting, e.g. in some cases of autism where a child doesn't have the communication skills, the nursery manager will carry out a risk assessment and may recommend immunisation with hepatitis B vaccine for all staff and children.

Overall Approach to Risk Assessment

EYFS: 3.64

See Health and safety handbook

At Blue Sky Day Nursery we promote the safety of children, parents, staff and visitors by reviewing and reducing any risks.

Risk assessments

Risk assessments document the hazards/aspects of the environment that needs to be checked on a regular basis, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how this will be monitored and checked and by whom.

The nursery carries out written risk assessments regularly (at least annually). These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

*Where a new/different or unusual activity, toy or outing is planned for the children which could be potentially dangerous or harmful the team member planning the activity **must** carry out a new risk assessment **at the time of planning**. Before carrying out the activity the team member doing the activity must check the risk assessment to ensure everyone involved with the activity is familiar and compliant with the risk assessment.*

All staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from the nursery are individually risk assessed and adequately staffed with paediatric first aid trained practitioners. For more details refer to the visits and outings policy.

Complaints and Compliments

EYFS: 3.74, 3.75

At Blue Sky Day Nursery we believe that parents are entitled to expect courtesy and prompt, careful attention to their individual needs and wishes. We hope that at all times parents are happy with the service provided and we encourage parents to voice their appreciation to the staff concerned.

We record all compliments and share these with staff.

We welcome any suggestions from parents on how we can improve our services, and will give prompt and serious attention to any concerns that parents may have. Any concerns will be dealt with professionally and promptly to ensure that any issues arising from them are handled effectively and to ensure the welfare of all children, enable ongoing cooperative partnership with parents and to continually improve the quality of the nursery.

We have a formal procedure for dealing with complaints where we are not able to resolve a concern. Where any concern or complaint relates to child protection, we follow our Safeguarding/Child Protection Policy.

Internal complaints procedure

Stage 1

If any parent should have cause for concern or any queries regarding the care or early learning provided by the nursery, they should in the first instance take it up with the child's key person or a senior member of staff/room leader.

Stage 2

If the issue remains unresolved or parents feel they have received an unsatisfactory outcome, then they must present their concerns in writing as a formal complaint to the nursery manager. The manager will then investigate the complaint and report back to the parent within 6 working days. The manager will document the complaint fully and the actions taken in relation to it in the complaints folder.

(Most complaints are usually resolved informally at stage 1 or 2.)

Stage 3

If the matter is still not resolved, the nursery will hold a formal meeting between the manager, parent and a senior staff member to ensure that it is dealt with comprehensively. The nursery will make a record of the meeting and document any actions. All parties present at the meeting will review the accuracy of the record and be asked to sign to agree it and receive a copy. This will signify the conclusion of the procedure.

Stage 4

If the matter cannot be resolved to their satisfaction, then parents have the right to raise the matter with Ofsted. Parents are made aware that they can contact Ofsted at any time they have a concern, including at all stages of the complaint's procedure, and are given information on how to contact Ofsted. Ofsted is the registering authority for nurseries in England and investigates all complaints that suggest a provider may not be meeting the requirements of the nursery's registration. It risk assesses all complaints made and may visit the nursery to carry out a full inspection where it believes requirements are not met.

A record of complaints will be kept in the nursery. The record will include the name of the complainant, the nature of the complaint, date and time complaint received, action(s) taken, result of any investigations and any information given to the complainant including a dated response.

Parents will be able to access this record if they wish; however, all personal details relating to any complaint will be stored confidentially and will be only accessible by the parties involved. Ofsted inspectors will have access to this record at any time during visits to ensure actions have been met appropriately.

Parents will also be informed if the nursery becomes aware that they are going to be inspected and after inspection the nursery will provide a copy of the report to parents and/or carers of children attending on a regular basis. ...

Section 2: Health and Safety

Animal Health and Safety

EYFS: 3.64

At **Blue Sky Day Nursery** we recognise that pets can help meet the emotional needs of children and adults. Caring for pets also gives children the opportunity to learn how to be gentle and responsible for others and supports their learning and development.

Nursery pets

At Blue Sky if we host pets or animals for any period of time the following is applicable

Permission slips are obtained from parents to seek written permission for their child to be involved in caring for the animal at nursery

A full documented risk assessment is completed, including considerations for children with any allergies

All pets are homed appropriately and securely

Only staff have responsibility for cleaning out the animals (where applicable). Protective equipment such as gloves and aprons are used

We ensure all pets have had all of their relevant vaccinations, are registered with the vet and are child-friendly

Pets are not allowed near food, dishes, worktops or food preparation areas. Children will wash their hands with soap and water after handling animals, and will be encouraged not to place their hands in their mouths while pets are being handled.

The staff will explain the importance of this to the children

Children will be encouraged to leave their comforters and dummies away from the animals to ensure cross-contamination is limited.

Pets from home

If a child brings a pet from home to visit the nursery as a planned activity, parents of all children who will be in contact or in the same area as the pet are informed. We obtain written permission from parents to ensure no child has an allergy or phobia. We complete a full, documented risk assessment prior to the pet visiting and analyse any risks before this type of activity is authorised.

Pets will not be allowed near food, dishes, worktops or food preparation areas. Children will wash their hands with soap and water after handling animals and will be encouraged not to place their hands in their mouths during the activity. The staff will explain the importance of this to the children

Children will be encouraged to leave their comforters and dummies away from the animals to ensure cross-contamination is limited.

Visits to farms

We check that the farm is well-managed, that the grounds and public areas are as clean as possible and that suitable first aid arrangements are made. Animals should be prohibited from any outdoor picnic areas

We check that the farm has suitable washing facilities, appropriately signposted, with running water, soap and disposable towels or hot air hand dryers. Any portable water taps should be appropriately designed in a suitable area

We will ensure that there is an adequate number of adults to supervise the children, taking into account the age and stage of development of the children

We will explain to the children that they will not be allowed to eat or drink anything, including crisps and sweets, or place their hands in their mouths, while touring the farm because of the risk of infection and explain why

We will ensure suitable precautions are in place where appropriate e.g. in restricted areas such as near slurry pits or where animals are isolated.

During the visit

If children are in contact with, or feeding animals, we will warn them not to place their faces against the animals or put their hands in their own mouths afterwards, and explain why

We will encourage children to leave comforters (e.g. soft toys and blankets) and dummies either at nursery, in the transport used or in a bag carried by a member of staff to ensure cross-contamination is limited

After contact with animals and particularly before eating and drinking, we will ensure all children, staff and volunteers wash and dry their hands thoroughly. If young children are in the group, hand washing will be supervised. We will always explain why the children need to do this

Meals, breaks or snacks will be taken well away from the areas where animals are kept and children will be warned not to eat anything which has fallen on the ground. Any crops produced on the farm will be thoroughly washed in portable water before consumption

We will ensure children do not consume unpasteurised produce, e.g. milk or cheese

Manure or slurry presents a particular risk of infection and children will be warned against touching it. If they do touch it, we will ensure that they thoroughly wash and dry their hands immediately

We will ensure all children, staff and volunteers wash their hands thoroughly before departure

We will ensure footwear and clothing is as free as possible from faecal materials.

Visits and Outings

EYFS: 3.65, 3.66

At Blue Sky Day Nursery we offer children a range of local outings including walks and visits off the premises. We believe that outings and visits complement and enhance the learning opportunities inside the nursery environment and extend children's experiences.

We always seek parents' permission for children to be included in such outings through either consent for walking outings as part of the nursery consent forms or through specific consent on a trip by trip basis.

Procedures

*Visits and outings are carefully planned using the following guidelines, whatever the length or destination of the visit:
A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. This will ensure that the chosen venue is appropriate for the age, stage and development of the children*

Written permission will always be obtained from parents before taking children on trips

We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.

At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary

A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required

A completed trip register together with all parent and staff contact numbers will be taken on all outings

Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing

All staff will be easily recognisable by other members of the group; they will wear the nursery uniform and high visibility vests/jackets

Children will be easily identified by staff when on a trip by use of high visibility vests, The nursery name and number will be displayed

A fully charged mobile phone will be taken as a means of emergency contact

In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.

Risk assessment/outings plan

The full risk assessment and outing plan will be displayed for parents to see before giving consent. This plan will include details of:

The name of the designated person in charge - the outing leader

The name of the place where the visit will take place

The estimated time of departure and arrival

*The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.*

Staff contact numbers

Method of transportation and travel arrangements (including the route)

Financial arrangements

Emergency procedures

The name of the designated first aider and the first aid provision

Links to the child's learning and development needs.

Use of vehicles for outings

All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the nursery

The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned

All vehicles used in transporting children are properly licensed, inspected and maintained

Regular checks are made to the nursery vehicle e.g. tyres, lights etc. and a logbook of maintenance, repairs and services is maintained

The nursery vehicle is to be kept in proper working order, is fully insured for business use and is protected by comprehensive breakdown cover

Drivers of vehicles are adequately insured

All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts

When we use a mini bus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving licence. This entitles the driver to transport up to 16 passengers

When children are being transported, we maintain ratios.

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

Ensure seat belts, child seats and booster seats are used

Ensure the maximum seating is not exceeded

All children will be accompanied by a registered member of staff

No child will be left in a vehicle unattended

Extra care will be taken when getting into or out of a vehicle

The vehicle will be equipped with a fire extinguisher and first aid kit.

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct.

Lost Child Procedure from Nursery

EYFS: 3.62, 3.73

At Blue Sky Day Nursery we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing within/from the nursery, we have the following procedure which will be implemented immediately:

All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing

The nursery manager will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the nursery, and by a search of the surrounding area, whilst ensuring that some staff remain with the other children so they remain supervised, calm and supported throughout

The manager will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted

A second search of the area will be carried out

During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery

The manager will meet the police and parents

The manager will then await instructions from the police

In the unlikely event that the child is not found the nursery will follow the local authority and police procedure

Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings

Ofsted must be contacted and informed of any incidents

With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary

In any cases with media attention staff will not speak to any media representatives

Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced

Lost Child Procedure from Outings

EYFS: 3.65, 3.73

At Blue Sky Day Nursery we are committed to promoting children's safety and welfare. This includes where children are on outings and visits. We carry out regular head counts of children throughout any outing or visit. In the unlikely event of a child going missing whilst on an outing we have the following procedure which we implement immediately:

All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing

The organiser will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout. If appropriate, on-site security will also be informed and a description given

The designated person in charge will immediately inform the police

The designated person in charge will then inform the nursery who will contact the child's parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge

During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children

It will be the designated person in charge or the manager's responsibility to ensure that there are adequate staff to care for the children and get them back safe, a member of staff to meet the police and someone to continue the search (this may mean contacting relief staff)

Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings

In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure

Ofsted must be contacted and informed of any incidents

With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary

In any cases with media attention staff will not speak to any media representatives

Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

No Smoking Policy

EYFS: 3.56

Please refer to Employee Handbook.

At Blue Sky Day Nursery we are committed to promoting children's health and well-being. This is of the utmost importance for the nursery. Smoking has proved to be a health risk and therefore in accordance with legislation, the nursery operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places.

Alcohol and Substance Misuse

EYFS: 3.19

At Blue Sky Day Nursery we are committed to providing a safe environment that helps to ensure the welfare of the children in our care. This includes making sure that children are not exposed to adults who may be under the influence of alcohol or other substances that may affect their ability to care for children.

Alcohol

Under the Health and Safety at Work Act 1974, companies have a legal requirement to provide a safe working environment for all of their employees.

Anyone who arrives at the nursery clearly under the influence of alcohol will be asked to leave. If they are a member of staff, the nursery will investigate the matter and will initiate the disciplinary process as a result of which action may be taken, including dismissal. If they are a parent the nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the safeguarding children/child protection procedure and the police/children's social services may be called.

If anyone arrives at the nursery in a car under the influence of alcohol the Nursery Manager should immediately be informed to allow the police to be contacted.

Staff, students, parents, carers, visitors, contractors etc. are asked not to bring alcohol on to the nursery premises (exception may be made in the Café area, during non-nursery business hours).

Substance misuse

Anyone who arrives at the nursery under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, will be asked to leave the premises immediately. If they are a member of staff, an investigation will follow which may lead to consideration of disciplinary action, as a result of which dismissal could follow. If they are a parent the nursery will judge if the parent is suitable to care for the child. The nursery may call the second contact on the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the safeguarding children/child protection procedure and the police may be called.

The nursery will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs or if they are driving or may drive when under the influence of illegal drugs. If they are a member of staff disciplinary procedures will be followed.

If a member of staff is taking prescriptive medication that may affect their ability to work, they must inform the nursery manager as soon as possible to arrange for a risk assessment to take place.

Safeguarding/child protection

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs and it is believed the child is at risk we will follow our safeguarding/child protection procedures, contact social services and the police.

Staff will do their utmost to prevent a child from travelling in a vehicle driven by them and if necessary the police will be called.

Where an illegal act is suspected to have taken place, the police will be called.

Equipment and Resources

EYFS: 3.54, 3.64

At Blue Sky Day Nursery we believe that high-quality care and early learning is promoted by providing children with safe, clean, stimulating, age and stage appropriate resources, toys and equipment.

To ensure this occurs within the nursery, including in our outdoor areas, we will:

Provide play equipment and resources which are safe and, where applicable, conform to the European Standards for Playground Equipment: EN 1176 and EN 1177, BS EN safety standards or Toys (Safety) Regulation (1995)

Provide a sufficient quantity of equipment and resources for the number of children registered in the nursery

Provide resources to meet children's individual needs and interests

Provide resources which promote all areas of children's learning and development

Select books, equipment and resources which promote positive images of people of all races, cultures, ages, gender and abilities, are non-discriminatory and do not stereotype

Provide play equipment and resources which promote continuity and progression, provide sufficient challenges and meet the needs and interests of all children

Store and display resources and equipment where all children can independently choose and select them

Check all resources and equipment before first use to identify any potential risks and again regularly at the beginning of every session and when they are put away at the end of every session. We repair and clean or replace any unsafe, worn out, dirty or damaged equipment whenever required

Evaluate the effectiveness of the resources including the children's opinions and interests

Encourage children to respect the equipment and resources and tidy these away when play has finished. This is into a designated place via the use of silhouettes or pictures the children can match the resource to.

22. Critical Incident

At Blue Sky Day Nursery we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind, we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident. These include:

Flood

Fire

Burglary

Abduction or threatened abduction of a child

Bomb threat/terrorism attack

Any other incident that may affect the care of the children in the nursery.

*If any of these incidents impact on the ability of the nursery to operate, we will contact parents via *phone/*email/*text message at the earliest opportunity.*

Flood

There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however, we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the option of flooding in this way. Our central heating systems are checked and serviced annually by a registered gas engineer and they conform to all appropriate guidelines and legislation.

If flooding occurs during the nursery day, the nursery manager will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the fire evacuation procedure. In this instance children will be kept safe and parents will be notified in the same way as the fire procedure.

Fire

Please refer to the fire safety policy.

Burglary

The management of the nursery follow a lock up procedure which ensures all doors and windows are closed and locked before vacating the premises. Alarm systems are used and in operation during all hours the nursery is closed.

The manager will always check the premises as they arrive in the morning. Should they discover that the nursery has been broken into they will follow the procedure below:

Dial 999 with as many details as possible, i.e. name and location, details of what you have found and emphasise this is a nursery and children will be arriving soon

Contain the area to ensure no-one enters until the police arrive. The staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed staff will follow police advice regarding allowing the nursery to operate. The manager on duty will help the police with enquiries, e.g. by identifying items missing, areas of entry etc.

A manager will be available at all times during this time to speak to parents, reassure children and direct enquires

Management will assess the situation following a theft and ensure parents are kept up to date with developments relating to the operation of the nursery.

Abduction or threatened abduction of a child

We have secure safety procedures in place to ensure children are safe while in our care, including safety from abduction. Staff must be vigilant at all times and report any persons lingering on nursery property immediately. All doors to the nursery are locked and cannot be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not. Visitors and general security are covered in more detail in the supervision of visitor's policy.

Children will only be released into the care of a designated adult; see the arrivals and departures policy for more details. Parents are requested to inform the nursery of any potential custody battles or family concerns as soon as they arise so the nursery is able to support the child. The nursery will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent arrives to collect their child, the nursery will not restrict access **unless** a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved.

If a member of staff witnesses an actual or potential abduction from nursery we have the following procedures which are followed immediately:

The police must be called immediately

The staff member will notify management immediately and the manager will take control

The parent(s) will be contacted

All other children will be kept safe and secure and calmed down where necessary

The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.

Bomb threat/terrorism attack

If a bomb threat is received at the nursery, the person taking the call will record all details given over the phone as soon as possible and raise the alarm as soon as the phone call has ended. The management will follow the fire evacuation procedure to ensure the safety of all on the premises and will provide as much detail to the emergency services as possible.

Other incidents

All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents e.g. no water supply will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the nursery.

The nursery manager will notify Ofsted in the event of a critical incident.

Adverse Weather

EYFS: 3.58

At Blue Sky Day Nursery we have an adverse weather policy in place to ensure our nursery is prepared for all weather conditions that might affect the running of the nursery such as floods, snow and heat waves.

If any of these incidents impact on the ability of the nursery to open or operate, we will contact parents.

We will not take children outdoors where we judge that weather conditions make it unsafe to do so.

Flood

Blue Sky does not sit on a flood plain and has never suffered from flood.

In the case of a flood we will follow our critical incident procedure to enable all children and staff to be safe and continuity of care to be planned for.

Snow or other severe weather

If high snowfall, or another severe weather condition such as dense fog, is threatened during a nursery day then the manager will take the decision as to whether to close the nursery. This decision will take into account the safety of the children, their parents and the staff team. In the event of a planned closure during the nursery day, we will contact all parents to arrange for collection of their child.

In the event of staff shortages due to snow or other severe weather, we will contact all available off duty staff and/or agency staff and group the children differently until they are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues are explored, we will contact Ofsted to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the nursery.

Heat wave

Please refer to our sun care policy.

Supervision of Children

EYFS: 3.28

At Blue Sky Day Nursery we aim to protect and support the welfare of the children in our care at all times. The nursery manager is responsible for all staff, students and relief staff receiving information on health and safety policies and procedures in the nursery in order to supervise the children in their care suitably.

Supervision

We ensure that children are supervised adequately at all times, whether children are in or out of the building through:

- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff. Monitoring staff deployment across the setting regularly to ensure children's needs are met*
- Ensuring children are fully supervised at all times when using water play/paddling pools as we are aware that children can drown in only a few centimetres of water*
- Taking special care when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs, including having one member of staff supervising large outdoor play equipment at all times*
- Making sure staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors*
- Supervising children at all times when eating; monitoring toddlers and babies closely and never leaving babies alone with a bottle. Babies are always bottle fed by a member of staff*
- Supervising sleeping babies/children and never leaving them in a room without an a staff member*
- Never leaving babies/children unattended during nappy changing times*
- Supervising children carefully when using scissors or tools, including using knives in cooking activities*
- Increasing staff: child ratios during outings to ensure supervision and safety (please refer to Outings policy)*
- Strictly following any safety guidelines given by other organisations or companies relating to the hire of equipment or services e.g. hire of a bouncy castle and a member of staff MUST supervise the children at all times.*

Supervision of Visitors

EYFS: 3.62

At Blue Sky Day Nursery we aim to protect the children in our care at all times. This includes making sure any visitors to the nursery are properly identified and supervised.

All visitors must sign the visitors' book on arrival and departure. Where applicable, visitors' identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, camera and other recording devices policy including use of smartwatches where applicable.

A member of staff must accompany visitors in the nursery at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

Security

Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building. All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander.

Parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery. The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.

Section 3: Human Resources

Confidentiality

EYFS: 3.69, 3.70

At Blue Sky Day Nursery we recognise that we hold sensitive/confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices and emergency contacts. We store all records in a locked cabinet or on the office computer with files that are password protected in line with data protection principles. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence.

Legal requirements

We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) March 2014 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery

We follow the requirements of the Data Protection Act (DPA) 1998 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

Procedures

It is our intention to respect the privacy of children and their families and we do so by:

Storing confidential records in a locked filing cabinet or on the office computer

Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. It is not shared with friends and family, discussions on the bus or at the local bar. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to respect it

Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery and to support the child's best interests with parental permission

Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest

Ensuring all staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the circumstances above

Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs

Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality

Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions

Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child.

Staff and volunteer information

All information and records relating to staff will be kept confidentially in a locked cabinet

Individual staff may request to see their own personal file at any time.

32. Staff Working with Their Own Children/Close Relation

At Blue Sky Day Nursery we understand the potential stresses of staff returning to work after having a baby or working in the same environment as your child or a close relation. We wish to support all employees in this position and request the member of staff meet with the nursery manager and room leader, where appropriate, to discuss the needs of all parties.

We believe our staff should remain neutral and treat all children with the same regard. It is generally not appropriate for staff to care for their own children or those of a close relative whilst working in the nursery.

However, we recognise that this may not always be possible. We will also try to accommodate the wishes of any staff member with a child or close relative in the nursery and come to an agreement which suits us all. This agreement is based on the following principles:

Where staff work in the same room as their child or close relation, there is an agreed set of guidelines between the nursery and the member of staff setting out the expectations of working with their child/close relation. These include a clear statement that during their time at nursery the child is in the care of the nursery and it is the nursery that retains responsibility for the child and their care

Where this agreement is not working or is impacting on the care of the child or other children in the room, the manager and member of staff will reassess the situation

Staff caring for another staff member's child will treat them as they would any other parent/child. No special treatment will be offered to any child or parent who has connections with the nursery.

Where the manager assesses that the agreement is not working and/or there is an impact on the care of the children in the room because of the staff member's relationship with their child or close relation:

The manager will consider moving the staff member and not the child. This will enable the child to be in the appropriate age/stage group and to continue to forge consistent relationships with other children in this group

Where the staff member is in another room, there will be an agreement between the staff member, manager and room leader about contact with the child during the nursery day. Although we do not want to restrict a parent seeing their child, we must consider the room routine and the upset a visit may cause the child when their parent leaves the room again

If there are staff shortages resulting in the movement of staff, the staff member will be placed in a different room to that of their child or close relation, wherever possible

Where a staff member's baby requires breastfeeding, the nursery will adapt the above guidelines to suit both the baby's and mother's needs. Cover will be provided during this time.

Students

EYFS: 3.20, 3.29

At Blue Sky Day Nursery we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our nursery. We accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

We will only offer placements to students who are associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college, training provider or school.

We expect all students to visit the nursery for an interview, followed by their student induction and nursery tour. At this time, students will have the opportunity to read and discuss relevant health and safety policies, receive a copy of the Student Handbook and sign their contract in readiness for their first day.

Our policy for those on placements is as follows:

All students will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins

All students are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the nursery

Students will be supervised at all times by the member of staff assigned to them and will not be left alone with the children.

They will only change nappies under supervision

Students will be supported to understand nursery policies and procedures

We require students to keep to our confidentiality policy

It is expected that during the student's placement, their tutor will visit the nursery or have verbal communication with the Student Co-ordinator to receive feedback about the student's progress

Students will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Staff will respect individual students' needs and abilities

An accurate evaluation of ability and performance for both students and training providers will be provided and the nursery will support students who are experiencing difficulties with action plans if needed

To maintain parent partnerships, parents will be informed when students are present in the nursery e.g. via the parent noticeboard. Wherever possible this will be accompanied by a recent photograph of the student

All students on placement must adhere to the same codes of conduct as permanent staff including time-keeping and dress codes

All students are encouraged to contribute fully to the nursery routine and to spend some time in every area.

In some cases, we may include students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff: child ratios. This will be the discretion of the manager and only will only occur when the manager is satisfied the student/apprentice is competent and responsible.

Volunteers

EYFS: 3.9, 3.29

At Blue Sky Day Nursery we recognise the immense benefits that volunteers bring to the nursery. In return we hope to give volunteers an opportunity to share their skills in a different environment and to undertake new experiences.

Status of volunteers

A volunteer is not an employee and will not have a contract of employment with the nursery. We will, however, insist that the volunteer follows all nursery procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Volunteers will be supervised at all times.

Enhanced Disclosure and Barring Service (DBS) check

All volunteers will have suitability checks conducted in the same way as paid employees. This will include an enhanced DBS check. These checks will be conducted before any volunteer starts their time within the nursery and will also include two written references.

Training

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including child protection and health and safety training. The purpose of this is to enable the volunteer to be supported and enhance their development in their voluntary role within our team.

Policies and procedures

Volunteers are expected to comply with all the nursery's policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality

Volunteers should not disclose information about the nursery, staff, children and families as stated in the confidentiality policy and should follow the nursery confidentiality procedure at all times.

Volunteer's induction pack

On commencing their volunteer work, the volunteer will be given a pack containing:

General information about the nursery

A copy of the volunteering policy

A confidentiality statement which will require reading, signing and returning to the nursery manager

Details of access to all nursery relevant policies and procedures.

Volunteer support

The nursery has a designated officer who will take the volunteer through their induction and support and advise them throughout their time in the nursery. Our designated officer for volunteers is the Nursery Manager.

Section 4: Best Practice

Accidents and First Aid

EYFS: 3.25, 3.50, 3.51

At Blue Sky Day Nursery we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Accidents

All completed accident files are stored in the Office.

The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to the nursery manager. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given and asked to sign it as soon as they collect their child

The nursery reviews the accident forms monthly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager and all necessary steps to reduce risks are put in place

The nursery manager will report serious accidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))

The Accident File will be kept for at least 21 years and three months

Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately

Where medical treatment is required the nursery manager will follow the insurance company procedures, which may involve informing them in writing of the accident

The nursery manager/registered provider will report any accidents of a serious nature to Ofsted and the local authority children's social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring. Contact details for these agencies are on the Family information board.

Transporting children to hospital procedure

The nursery manager/staff member must:

Call for an ambulance immediately if the injury is severe.

Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.

Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.

Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together

Inform a member of the management team immediately

Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

First aid

The first aid boxes are located in the office and kitchen and all company vehicles.

These are accessible at all times with appropriate content for use with children.

The Health and Safety person is responsible for first aid checks the contents of the boxes every term and replaces items that have been used or are out of date.

The staff first aid box is kept in the staff room. This is kept out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

All employees are trained in paediatric first aid (unless awaiting training) and this training is updated every three years.

When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings.

Personal protective equipment (PPE)

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Dealing with blood

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.

Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Needle punctures and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

At Blue Sky Day Nursery we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

Immunisation

At Blue Sky Day Nursery we expect that children are vaccinated in accordance with the government's health policy and their age. We ask that parents inform us if their children are not vaccinated so that we can manage any risks to their own child or other children/staff/parents in the best way possible. The nursery manager must be aware of any children who are not vaccinated within the nursery in accordance with their age, this is done through the completion of immunisation section on the registration form.

We make all parents aware that some children in the nursery may not be vaccinated, due to their age, medical reasons or parental choice. Our nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents. However, we will share the risks of infection if children have not had immunisations and ask parents to sign a disclaimer.

We record, or encourage parents to record, information about immunisations on children's registration documents and we update this information as and when necessary, including when the child reaches the age for the appropriate immunisations.

Staff vaccinations policy

It is the responsibility of all staff to ensure they keep up-to-date with their vaccinations, as recommended by the NHS vaccination schedule and keep the nursery informed.

If a member of staff is unsure as to whether they are up-to-date, then we recommend that they visit their GP or practice nurse for their own good health.

Emergency information

We keep emergency information for every child and update it every six months with regular reminders to parents in newsletters, at parents' evenings and a reminder notice on the Parent Information Board.

Allergies and Allergic Reactions

EYFS: 3.47, 3.45

At Blue Sky Day Nursery we are aware that children may have or develop an allergy resulting in an allergic reaction. Our aims are to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

Our procedures

Our staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis

We ask parents to share all information about allergic reactions and allergies on child's registration form and to inform staff of any allergies discovered after registration

We share all information with all staff and keep an allergy register in the kitchen, staff room and care rooms.

Where a child has a known allergy, the nursery manager will carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting the nursery and shares this assessment with all staff

All food prepared for a child with a specific allergy is prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, e.g. nuts

The manager, nursery cook and parents will work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include designing an appropriate menu or substituting specific meals on the current nursery menu

Seating will be monitored for children with allergies. Where deemed appropriate, staff will sit with children who have allergies and where age/stage appropriate staff will discuss food allergies and the potential risks

If a child has an allergic reaction to food, a bee or wasp sting, plant etc. a first-aid trained member of staff will act quickly and administer the appropriate treatment, where necessary. We will inform parents and record the information in the incident book and on the allergy register

If an allergic reaction requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child and the manager will receive specific medical training to be able to administer the treatment to each individual child.

Food Information Regulations 2014

From 13 December 2014, we will incorporate additional procedures in line with the Food Information Regulations 2014 (FIR).

We will display our weekly menus on the Parent Information Board and will identify when the 14 allergens are used as ingredients in any of our dishes.

Transporting children to hospital procedures

The nursery manager/staff member must:

Call for an ambulance immediately if the allergic reaction is severe.

Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital

Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter

Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together

Inform a member of the management team immediately

Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

41. Sun Care

At Blue Sky Day Nursery we are committed to ensuring that all children are fully protected from the dangers of too much sun/UV rays. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

We use the following procedures to keep children safe and healthy in the sun:

All children going outside with exposed skin on sunny days will have sun cream applied to their exposed areas.

Blue Sky stocks factor 50 sun cream and will apply this with the written consent of the parents (as part of the registration process).

If a parent wishes to use a specific brand or type of sun cream they are asked to provide this in a named bottle for application to their child.

Staff must be aware of the expiry date and discard sunscreen after this date

Children must have a clearly labelled sun hat which will be worn at all times whilst outside in sunny weather. This hat will preferably be of legionnaires design (i.e. with an extended back and side to shield children's neck and ears from the sun) to provide additional protection

Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun.

Children will always have sun cream applied before going outside in the hot weather and at frequent intervals during the day

Children are encouraged to drink cooled water more frequently throughout sunny or warm days and this will be accessible both indoors and out

Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun

Early Learning Opportunities Statement

EYFS: 1.1 – 1.12, 2.1-2.6

At Blue Sky Day Nursery we recognise that children learn in different ways and at different rates and plan for this accordingly. Our aim is to support all children attending the nursery to attain their maximum potential within their individual capabilities.

We provide a positive play environment for every child, so they may develop good social skills and an appreciation of all aspects of this country's multi-cultural society. We plan learning experiences to ensure, as far as practical, there is equality of opportunity for all children and a celebration of diversity.

We maintain a personalised record of every child's development, showing their abilities, progress, interests and areas needing further staff or parental assistance.

For children whose home language is not English, we will take reasonable steps to:

Provide opportunities for children to develop and use their home language in play and learning and support their language development at home; and

Ensure that children have sufficient opportunities to learn and reach a good standard in English language during the EYFS, ensuring that children are ready to benefit from the opportunities available to them when they begin year.

We ensure that the educational programmes are well planned and resourced to have depth and breadth across the seven areas of learning. They provide interesting and challenging experiences that meet the needs of all children. Planning is based on a secure knowledge and understanding of how to promote the learning and development of young children and what they can achieve.

We implement the Early Years Foundation Stage (EYFS) set by the Department for Education that sets standards to ensure all children learn and develop well. We support and enhance children's learning and development holistically through play-based activities. We review all aspects of learning and development and ensure a flexible approach is maintained, which responds quickly to children's learning and developmental needs. We develop tailor-made activities based on observations which inform future planning and draw on children's needs and interests. This is promoted through a balance of adult-led and child-initiated opportunities both indoors and outdoors.

Direct observation is supplemented by a range of other evidence to evaluate the impact that practitioners have on the progress children make in their learning including:

evidence of assessment that includes the progress of different groups of children:

assessment on entry, including parental contributions

two-year-old progress checks (where applicable)

on-going (formative) assessments, including any parental contributions

the Early Years Foundation Stage Profile (where applicable) or any other summative assessment when children leave.

We acknowledge parents as primary educators and encourage parental involvement as outlined in our Parents and Carers as Partners policy. We build strong home links in order to enhance and extend children's learning both within the nursery environment and in the child's home.

We share information about the EYFS curriculum with parents and signpost them to further support via the following websites:

www.foundationyears.org.uk/

www.education.gov.uk/schools/teachingandlearning/curriculum/a0068102/early-years-foundation-stage-eyfs

Settling In

EYFS: 3.27, 3.73 3.26, 3.72

At Blue Sky Day Nursery we aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling in to the nursery.

Our nursery will work in partnership with parents to settle their child into the nursery environment by:

Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child (if on duty), ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process. It should be noted that each care room has a core team and this core team are collectively responsible for the welfare and daily care of all children.

Providing parents with relevant information about the policies and procedures of the nursery

Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one or two week period, dependent on individual needs, age and stage of development

Reassuring parents whose children seem to be taking a long time settling in to the nursery and developing a plan with them

Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences

Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported

Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in

44. Transitions

At Blue Sky Day Nursery we recognise that young children will experience many transitions in their early years; some of these planned and some unplanned. We are sensitive to the impact of such changes to children and this policy sets out the ways in which we support children going through these transitions.

Some examples of transitions that young children and babies may experience are:

Starting nursery

Moving between different rooms within the nursery

Starting school or moving nurseries

Family breakdowns

New siblings

Moving home

Death of a family member or close friend

Death of a family pet.

Staff are trained to observe their key children and to be sensitive to any changes in their behaviour and personality. We respectfully ask that parents inform us of any changes in the home environment that may impact on their child so staff can be aware of the reasons behind any potential changes in the child's behaviour.

Starting nursery

We recognise that starting nursery may be difficult for some children and their families. We have a settling in policy to support the child and their family.

Moving rooms procedure

When a child is ready to move to a different room in the nursery, we follow the process set out below and work with the parents to ensure this is a seamless process in which the child is fully supported at all stages. This may include a handover meeting between the existing key person, new key person and parents.

The child will spend short sessions in their new room prior to the permanent move to enable them to feel comfortable in their new surroundings

*The child's key person will go with the child on these initial visits to enable a familiar person to be present at all times
Wherever possible groups of friends will be moved together to enable these friendships to be kept intact and support the children with the peers they know*

Parents will be kept informed of all visits and the outcomes of these sessions e.g. through photographs, discussions or diary entries

Only when the child has settled in through these taster sessions will the permanent room move take place. If a child requires more support this will be discussed between the key person, parent, manager and room leader of the new room to agree how and when this will happen. This may include moving their key person with them on a temporary basis.

Starting school or moving childcare providers

Starting school is an important transition and some children may feel anxious or distressed. We will do all we can to facilitate a smooth move and minimise any potential stresses. This following process relates to children going to school. However wherever possible, we will adapt this process to support children moving to another childcare provider e.g. childminder or another nursery.

We invite school representatives into the nursery to introduce them to the children

Where possible we use other ways to support the transition to school, e.g. inviting previous children from the nursery who have moved on to school to come back and talk to the children about their school experiences

Where possible we plan visits to the school with the key person. Each key person will talk about the school with their key children who are due to move to school and discuss what they think may be different and what may be the same. They will talk through any concerns the child may have and initiate activities or group discussions relating to any issues to help children overcome these

We produce a comprehensive report on every child starting school to enable teachers to have a good understanding of every child received. This will include their interests, strengths and level of understanding and development in key areas. This will support continuity of care and early learning.

Other early years providers

Where children are attending other early years settings or are cared for by a childminder we will work with them to share relevant information about children's development. Where a child is brought to nursery or collected from nursery by a childminder we will ensure that key information is being provided to the child's parent by providing the information directly to the parent via email or telephone.

Family breakdowns

We recognise that when parents separate it can be a difficult situation for all concerned. We have a separated families policy that shows how the nursery will act in the best interest of the child.

Moving home and new siblings

We recognise that both these events may have an impact on a child. Normally, parents will have advance notice of these changes and we ask parents to let us know about these events so we can support the child to be prepared. The key person will spend time talking to the child and providing activities that may help the child to act out any worries they have, e.g. through role play, stories and discussions.

Bereavement

We recognise that this may be a very difficult time for children and their families and have a separate policy on bereavement which we follow to help us offer support to all concerned should this be required.

If parents feel that their child requires additional support because of any changes in their life, we ask that you speak to the nursery manager and the key person to enable this support to be put into place.

Separated Family

EYFS: 3.27, 3.72

At Blue Sky Day Nursery we recognise that when parents separate it can be a difficult situation for all concerned. We understand that emotions may run high and this policy sets out how we will support the all parties in within the nursery including our staff team. The key person will work closely with the parents to build close relationships which will support the child's/children's emotional wellbeing and report any significant changes in behaviour to the parent. Parents will be signposted to relevant services and organisation for support for the whole family.

Parental responsibility

While the law does not define in detail what parental responsibility is, the following list sets out some of the key features of someone holding parental responsibility. These include:

Providing a home for the child

Having contact with and living with the child

Protecting and maintaining the child

Disciplining the child

Choosing and providing for the child's education

Determining the religion of the child

Agreeing to the child's medical treatment

Naming the child and agreeing to any change of the child's name

Accompanying the child outside the UK and agreeing to the child's emigration, should the issue arise

Being responsible for the child's property

Appointing a guardian for the child, if necessary

Allowing confidential information about the child to be disclosed.

England

If the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent.

This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. However, a father has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

By jointly registering the birth of the child with the mother (From 1 December 2003)

By a parental responsibility agreement with the mother

By a parental responsibility order, made by a court.

Nursery registration

During the registration process we collect details about both parents including who has parental responsibility, as this will avoid any future difficult situations.

We request these details on the child registration form. If a parent does not have parental responsibility, or has a court order in place to prevent this, we must have a copy of this documentation for the child's records.

If a child is registered by one parent of a separated family, we request disclosure of all relevant details relating to the child and other parent such as court orders or injunctions. This will make sure we can support the child and family fully in accordance with the policy set out below.

We will:

Ensure the child's welfare is paramount at all times they are in the nursery

Comply with any details of a court order where applicable to the child's attendance at the nursery where we have seen a copy/have a copy attached to the child's file

Provide information on the child's progress, e.g. learning journeys, progress checks within the nursery, to both parents where both hold parental responsibility

Invite both parents to nursery events, including parental consultations and social events where both hold parental responsibility

Ensure any incident or accident within the nursery relating to the child is reported to the person collecting the child

Ensure that all matters known by the staff pertaining to the family and the parent's separation remain confidential

Ensure that no member of staff takes sides regarding the separation and treats both parents equally and with due respect

Not restrict access to any parent with parental responsibility unless a formal court order is in place. We respectfully ask that parents do not put us in this position.

We ask parents to:

Provide us with all information relating to parental responsibilities, court orders and injunctions

Update information that changes any of the above as soon as practicably possible

Work with us to ensure continuity of care and support for your child

Not involve nursery staff in any family disputes, unless this directly impacts on the care we provide for the child

Talk to the manager/key person away from the child when this relates to family separation in order to avoid the child becoming upset. This can be arranged as a more formal meeting or as an informal chat

Not ask the nursery to take sides in any dispute. We will only take the side of your child and this will require us to be neutral at all times.

Please note. If a person with parental responsibility arrives to collect your child we are obligated to allow collection unless we consider the child to be at risk. We can at your request contact you to inform you that collection is imminent or has happened if you inform us you would like this to occur.

Nappy Changing

EYFS: 3.27, 3.60, 3.73

At Blue Sky Day Nursery we aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Wherever possible, each child's key person will change nappies according to the child's individual needs and requirements.

Our procedures meet best practice identified by the Health Protection Agency (2011) in 'Best practice advice for nurseries and childcare settings'.

We will enable a two-way exchange between parents and key persons so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs. Parents will be engaged in the process of potty training and supported to continue potty training with their child at home.

We will use appropriate designated facilities for nappy changing which meet the following criteria:

Facilities are separate to food preparation and serving areas and children's play areas

Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded.

Clean nappies are stored in a clean dry place; soiled nappies are placed in a 'nappy sack' or plastic bag before being placed in the bin. Bins are foot-pedal operated, regularly emptied and placed in an appropriate waste collection area. These are supplied by the parent/guardian and must be clearly labelled with the child's name. Prior written permission is obtained from the parent. When applying creams for rashes, a gloved hand is used.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm, as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works and who they will be working with

Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change

Ensuring that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests

Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks

Training all staff in the appropriate methods for nappy changing

Ensuring that no child is ever left unattended during the nappy changing time

Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted; and that students only change nappies with the support and close supervision of a qualified member of staff

Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing

Ensuring hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use

Following up procedures through supervision meetings and appraisals to identify any areas for development or further training

Working closely with parents on all aspects of the child's care and education as laid out in the parent and carers as partner's policy. This is essential for any intimate care routines which may require specialist training or support. If a child requires specific support, the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs

Ensuring all staff have an up-to-date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in the child protection policy

Operating a whistleblowing policy to help staff raise any concerns relating to their peers or managers and helping staff develop confidence in raising concerns as they arise in order to safeguard the children in the nursery

Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines

Conducting regular risk assessments of all aspects of nursery operations including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines, please see the manager at the earliest opportunity.

Outdoor Play

EYFS: 1.3, 3.58

At Blue Sky Day Nursery we are committed to the importance of daily outdoor play and the physical development of all children regardless of their age and stage of development. We provide outdoor play in all weathers. Where possible and appropriate, we make outdoor activities accessible to children with learning difficulties and disabilities to ensure inclusive use of the outdoor area.

We recognise that children need regular access to outdoor play in order to keep fit and healthy, develop their large and fine motor skills, experience learning in a natural environment and access sunlight in order to absorb vitamin D more effectively.

The outdoor areas, both within the nursery grounds and in the local community have a wealth of experiences and resources which help children to develop in a variety of ways, including independence, exploration and investigative skills, risk taking and self-esteem, all of which support children to develop skills now and for the future.

We ensure all areas are safe and secure through close supervision and the use of robust risk assessments and safety checks. Where possible and appropriate, we plan and encourage play that helps children understand and manage risks. This type of play allows children to explore and find their own boundaries in a safe environment with supportive practitioners. Staff are informed of the importance of safety procedures and are trained appropriately to ensure these procedures are followed effectively.

We obtain parental permission before any child leaves the nursery during the day. This includes short outings into the local community. There is more information in the outings policy.

We plan all outdoor play opportunities and outings to complement the indoor activities and provide children with purposeful activities that support and follow individual children's interests. There is a balance of both adult-led and child-initiated opportunities to enable children to learn and practice new skills, knowledge and behaviours.

We use this policy alongside the following policies to ensure the safety and welfare of children throughout their time outside:

Health and Safety

Sun Care

Caring for Babies and Toddlers

Lost Child Policy

Parents and Carers as Partners

Supervision of Children

Safeguarding and Child Protection

Outings.

Caring for Babies and Toddlers

EYFS: 3.47, 3.48, 3.54, 3.57, 3.58,
3.59, 3.60, 3.64, 3.73

At Blue Sky Day Nursery we care for children under the age of two and ensure their health, safety and well-being through the following:

Children under the age of two have a separate base room and are cared for in small intimate groups. We ensure that younger children have opportunities to have contact with older children whilst at nursery

At least half of the staff team caring for children under the age of two will have undertaken specific training for working with babies

Care is taken to ensure that babies and toddlers do not have access to activities containing small pieces, which may be swallowed or otherwise injure the child

*The environment and equipment are checked daily before the children access the area. This includes checking the stability of cots and areas around, low/highchairs and ensuring restraints on these, pushchairs and prams are intact and working
All doors are fitted with viewing panels and door finger-guards to ensure the safety of children*

Babies and toddlers have their nappies changed according to their individual needs and requirements by their key person wherever possible

Information will be shared between parents and the key person about nappy changing and toilet training in a way that suits the child

Potties are washed and disinfected after every use. Changing mats are wiped with anti-bacterial cleanser before and after every nappy change

Each baby must have his/her own bedding which is washed at least weekly and when necessary.

Cot mattresses meet safety standards

*Children under two years are not be given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation
We follow all cot death prevention/safety guidelines and advise parents of this information. Babies are always laid to sleep on their back, with their feet touching the foot of the cot*

Sheets or thin blankets will come no higher than the baby's shoulders, to prevent them wriggling under the covers. We make sure the covers are securely tucked in so they cannot slip over the baby's head

Children's individual sleeping bags may be used in consultation with parents. These are washed at least weekly and when necessary

Cots are checked before use to ensure no items are within reach i.e. hanging over or beside the cot (e.g. fly nets, cables)

All low/highchairs used for feeding are fitted with restraints and these are used at all times. Children are never left unattended in high chairs. Restraints are removed and washed weekly or as needed

No child is ever left unattended during nappy changing time

Babies are never left propped up with bottles as it is both dangerous and inappropriate

Babies sleeping outside have cat/fly nets over their prams and prams must lie flat so children are supported

Sleeping children are supervised at all times

Checks on sleeping babies are completed every 10 minutes. This may increase to five minutes for younger babies and or new babies. Checks are documented with the time and staff initials on the sleep check form

Staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted. Students only change nappies with the support and close supervision of a qualified member of staff

Where food/milk is prepared for babies there is a separate area within the room which is specifically designated for this preparation

Bottles of formula milk are only be made up as and when the child needs them. These should be cooled to body temperature, which means they should feel warm or cool, but not hot, and should be tested with a sterilised thermometer to ensure they are an appropriate temperature for the child to drink safely

Following the Department of Health guidelines, we only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We do not use cooled boiled water that is reheated

Bottles and teats are thoroughly cleaned with hot soapy water and sterilised after use (they will not be washed in the dishwasher)

Contents of bottles are disposed of after two hours

Labelled mothers' breast milk is stored in the fridge

Sterilisers are washed out and cleaned daily

Children transfer to the older age group when assessed as appropriate for their age/stage following our agreed transition and settling procedures.

49. Use of Dummies in Nursery

At Blue Sky Day Nursery we recognise that a dummy can be a source of comfort for a child who is settling and/or upset, and that it may often form part of a child's sleep routine.

We also recognise that overuse of dummies may affect a child's language development as it may restrict the mouth movements needed for speech. As babies get older they need to learn to move their mouths in different ways, to smile, to blow bubbles, to make sounds, to chew food and eventually to talk. As babies move their mouths and experiment with babbling sounds they are learning to make the quick mouth movements needed for speech. The more practice they get the better their awareness of their mouths and the better their speech will be.

Our nursery will:

Discuss the use of dummies with parents as part of babies' individual care plans

Only use dummies for comfort if a child is really upset (for example, if they are new to the setting or going through a transition) and/or as part of their sleep routine

When discouraging the dummy staff will:

Make each child aware of a designated place where the dummy is stored

Comfort the child and, if age/stage appropriate, explain in a sensitive and appropriate manner why they do not need their dummy

Distract the child with other activities and ensure they are settled before leaving them to play

Offer other methods of comfort such as a toy, teddy or blanket

Explain to the child they can have their dummy when they go home or at sleep time.

Sleep

EYFS: 3.59

At Blue Sky Day Nursery we aim to ensure that all children have enough sleep to support their development and natural sleeping rhythms in a safe environment.

The safety of babies' sleeping is paramount. Our policy follows the advice provided by The Cot Death Society to minimise the risk of Sudden Infant Death. We make sure that:

Babies are placed on their backs to sleep, but when babies can easily turn over from the back to the stomach, they are allowed to adopt whatever position they prefer to sleep

Babies/toddlers are never put down to sleep with a bottle to self-feed

Babies/toddlers are monitored visually when sleeping and babies are never left in a separate sleep room without staff supervision at all times

When monitoring, the staff member looks for the rise and fall of the chest and if the sleep position has changed

As good practice we monitor babies under six months or a new baby sleeping during the first few weeks every five minutes until we are familiar with the child and their sleeping routines, to offer reassurance to them and families.

We provide a safe sleeping environment by:

Monitoring the room temperature

Using clean, light bedding/blankets and ensuring babies are appropriately dressed for sleep to avoid overheating

Only using safety-approved cots or other suitable sleeping equipment (i.e. pods or mats) that are compliant with British Standard regulations, and mattress covers are used in conjunction with a clean fitted sheet

We adapt to the desires of the parents and the needs of the child by offering a range of sleeping provision including cots, prams, mats, bouncing chairs.

Keeping all spaces around cots and beds clear from hanging objects i.e. hanging cords, blind cords, drawstring bags

Ensuring every baby/toddler is provided with clean bedding

Transferring any baby who falls asleep while being nursed by a practitioner to a safe sleeping surface to complete their rest

Having a no smoking policy.

We ask parents to complete sheets on their child's sleeping routine with the child's key person when the child starts at nursery and these are reviewed and updated at timely intervals. If a baby has an unusual sleeping routine or a position that we do not use in the nursery i.e. babies sleeping on their tummies, we will explain our policy to the parents and ask them to sign to say they have requested we adopt a different position or pattern on the sleeping babies' form.

We recognise parents' knowledge of their child with regard to sleep routines and will, where possible, work together to ensure each child's individual sleep routines and well-being continues to be met. However, staff will not force a child to sleep or keep them awake against his or her will. They will also not usually wake children from their sleep.

Staff will discuss any changes in sleep routines at the end of the day and share observations and information about children's behaviour when they do not receive enough sleep.

Bereavement

At Blue Sky Day Nursery we recognise that children and their families may experience grief and loss of close family members or friends or their family pets whilst with us in the nursery. We understand that this is not only a difficult time for families, but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why this person/pet is no longer around.

We aim to support both the child and their family and will adapt the following procedure to suit their individual needs and family preferences:

We ask that if there is a loss of a family member or close friend that the parents inform the nursery as soon as they feel able to. This will enable us to support both the child and the family wherever we can and helps us to understand any potential changes in behaviour of a child who may be grieving themselves

The key person and/or the manager will talk with the family to ascertain what support is needed or wanted from the nursery. This may be an informal discussion or a meeting away from the child to help calm a potentially upsetting situation

The child may need extra support or one-to-one care during this difficult time. We will adapt our staffing arrangements so the child is fully supported by the most appropriate member of staff on duty, where possible the child's key person

We will be as flexible as possible to adapt the sessions the child and family may need during this time.

We will adapt the above procedure as appropriate when a family pet dies to help the child to understand their loss and support their emotions through this time.

We also recognise that there may also be rare occasions when the nursery team is affected by a death of a child or member of staff. This will be a difficult time for the staff team, children and families. Below are some agencies that may be able to offer further support and counselling if this occurs.

The Samaritans: www.samaritans.co.uk 08457 909090

Priory: www.priorygroup.com 08452 PRIORY (08452 774679)

Child Bereavement UK: www.childbereavementuk.org

Cruse Bereavement Care: www.crusebereavementcare.org.uk 0844 477 9400 helpline@cruse.org.uk

British Association of Counselling: www.bacp.co.uk 01788 578328

SANDS: www.uk-sands.org

Nutrition and Mealtimes

EYFS: 3.47 – 3.49

At Blue Sky Day Nursery we believe that mealtimes should be happy, social occasions for children and staff alike. We promote shared, enjoyable positive interactions at these times.

We are committed to offering children healthy, nutritious and balanced meals and snacks which meet individual needs and requirements.

We will ensure that:

The nursery menu is based on the eatwell plate.

A balanced and healthy breakfast, midday meal, tea and two daily snacks are provided for children attending a full day at the nursery

Menus are planned in advance, rotated regularly and reflect cultural diversity and variation. These are displayed for children and parents to view

We provide nutritious food at all snack and meal times, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives and colourings

Menus include at least 5 servings of fresh fruit and vegetables per day

Parents and children's opinions are sought in menu planning

Fresh drinking water is always available and accessible. It is frequently offered to children and babies and intake is monitored. In hot weather staff will encourage children to drink more water to keep them hydrated

Individual dietary requirements are respected. We gather information from parents regarding their children's dietary needs, including any special dietary requirements, preferences and food allergies that a child has and any special health requirements, before a child starts or joins the nursery. Where appropriate, we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual dietary plan for their child

We give careful consideration to seating to avoid cross contamination of food from child to child. Where appropriate, an adult will sit with children during meals to ensure safety and minimise risks. Where appropriate, age/stage discussions will also take place with all children about allergies and potential risks to make them aware of the dangers of sharing certain foods

Staff show sensitivity in providing for children's diets and allergies. They do not use a child's diet or allergy as a label for the child, or make a child feel singled out because of her/his diet or allergy

Staff set a good example and eat with the children and show good table manners. Meal and snack times are organised so that they are social occasions in which children and staff participate in small groups. During meals and snack times children are encouraged to use their manners and say 'please' and 'thank you' and conversation is encouraged

Staff use meal and snack times to help children to develop independence through making choices, serving food and drink, and feeding themselves

Staff support children to make healthy choices and understand the need for healthy eating

Through the year we celebrate different cultures and the foods they enjoy.

Cultural differences in eating habits are respected

Any child who shows signs of distress at being faced with a meal he/she does not like will have his/her food removed without any fuss. If a child does not finish his/her first course, he/she will still be given a helping of dessert

Children not on special diets are encouraged to eat a small piece of everything

Children are given time to eat at their own pace and not rushed

Quantities offered take account of the ages of the children being catered for in line with recommended portion sizes for babies and young children

We promote positive attitudes to healthy eating through play opportunities and discussions

The nursery provides parents with daily written records of feeding routines for all children under two

No child is ever left alone when eating/drinking to minimise the risk of choking

We do allow parents to bring in cakes on special occasions, this should be shop bought so that all allergen information is available. We ensure that all food brought in from parents meets the above and health and safety requirements and ingredients that are listed within the Food Information for Consumers (FIR) 2014 and detailed in the allergens policy and procedure

All staff who prepare and handle food are competent to do so and receive training in food hygiene which is updated every three years

In the very unlikely event of any food poisoning affecting two or more children on the premises, whether or not this may arise from food offered at the nursery, we will inform Ofsted as soon as reasonably practical and in all cases within 14 days. We will also inform the relevant health agencies and follow any advice given.

Parents and Carers as Partners

EYFS: 1.10, 3.27, 3.72, 3.73

At Blue Sky Day Nursery we believe that parents and staff need to work together in a close partnership in order for children to receive the quality of care and early learning to meet their individual needs. We welcome parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner to include them as an integral part of the care and early learning team within the nursery.

The key person system supports engagement with all parents and will use strategies to ensure that all parents can contribute to their child's learning and development. Parents contribute to initial assessments of children's starting points on entry and they are kept well informed about their children's progress. Parents are encouraged to support and share information about their children's learning and development at home. The key person system ensures all practitioners use effective, targeted strategies and interventions to support learning that match most children's individual needs.

Our policy is to:

Recognise and support parents as their child's first and most important educators and to welcome them into the life of the nursery

Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child

Welcome all parents into the nursery at any time and provide an area where parents can speak confidentially with us as required

Welcome nursing mothers. The nursery will make available a private area whenever needed to offer space and privacy to nursing mothers

Ensure nursery documentation and communications are provided in different formats to suit each parent's needs, e.g. Braille, multi-lingual, electronic communications

Ensure that all parents are aware of the nursery's policies and procedures. A detailed parent prospectus will be provided and our full policy documents will be available to parents at all times in the office.

Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children

Support parents in their own continuing education and personal development including helping them to develop their parenting skills and inform them of relevant conferences, workshops and training

Create opportunities for parents to talk to other adults in a secure and supportive environment through such activities as open days, parents' evenings and a parents' forum

*Inform parents about the range and type of activities and experiences provided for children, the daily routines of the setting, the types of food and drinks provided for children and events through *regularly distributed newsletters/*the nursery website*

Operate a key person system to enable parents to establish a close working relationship with a named practitioner and to support two-way information sharing about each child's individual needs both in nursery and at home. Parents are given the name of the key person of their child and their role when the child starts

Inform parents on a regular basis about their child's progress and involve them in shared record keeping. Parents' evenings will be held at least twice a year. The nursery will consult with parents about the times of meetings to avoid excluding anyone

Actively encourage parents to contribute to children's learning through sharing observations, interests and experiences from home. This may be verbally, sharing photographs or in written form

Agree the best communication method with parents e.g. email, face-to-face, telephone and share information about the child's day, e.g. food eaten, activities, sleep times etc.

Consider and discuss all suggestions from parents concerning the care and early learning of their child and nursery operation

Provide opportunities and support for all parents to contribute their own skills, knowledge and interests to the activities of the nursery including signposting to relevant services, agencies and training opportunities

Inform all parents of the systems for registering queries, compliments, complaints or suggestions, and to check that these systems are understood by parents

Make sure all parents have access to our written complaints procedure

Share information about the Early Years Foundation Stage, young children's learning in the nursery, how parents can further support learning at home and where they can access further information

Provide a written contract between the parent(s) and the nursery regarding conditions of acceptance and arrangements for payment

Respect the family's religious and cultural backgrounds and beliefs and accommodate any special requirements wherever possible and practical to do so

Inform parents how the nursery supports children with special educational needs and disabilities

Find out the needs and expectations of parents. We will do this through regular feedback via questionnaires, suggestion system and encouraging parents to review working practices. We will evaluate any responses and publish these for parents with an action plan to inform future, policy and staff development.

54. Conflict Resolution with Parents who may be challenging

At Blue Sky Day Nursery we believe that we have a strong partnership with our parents and an open door policy to discuss any matters arising (if applicable).

The Blue Sky team are here to provide a safe caring environment for the children. We do not tolerate abuse towards our staff, if there is an issue then these should be dealt with in an appropriate manner. We reserve the right to ask a parent to leave if they are aggressive or abusive towards the team.

In the unlikely event that a parent starts to act in an aggressive or abusive way at the nursery, our policy is to:

Direct the parent away from the children and into a private area, such as the office (where appropriate)

Ensure that a second member of staff is in attendance, where possible, whilst continuing to ensure the safe supervision of the children

Act in a calm and professional way, ask the parent to calm down and make it clear that we do not tolerate aggressive or abusive language or behaviour

Contact the police if the behaviour escalates

Once the parent calms down, the member of staff will then listen to their concerns and respond appropriately

An incident form will be completed detailing the time, reason and action taken

Management will provide any support and reassurance that staff may need following the experience, and seek further support where necessary

Management will also signpost parents to further support where applicable

Staff will protect the privacy of the children in our care and ensure that information regarding the incident is kept confidentially.

In extreme circumstances we may decide to terminate the contract for care.

Access and Storage of Information

EYFS: 3.68 – 3.71

At Blue Sky Day Nursery we have an open access policy in relation to accessing information about the nursery and parents' own children. This policy is subject to the laws relating to data protection and document retention.

Parents are welcome to view the policies and procedures of the nursery which govern the way in which the nursery operates. These may be viewed at any time when the nursery is open, simply by asking the nursery manager. The nursery manager or any other relevant staff member will also explain any policies and procedures to parents or use any other methods to make sure that parents understand these in line with the nursery's communications policy.

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner's Office. A copy of the certificate can be viewed on the parent information board. All parent, child and staff information is stored securely according to the requirements of data protection registration, including details, permissions, certificates and photographic images. We will ensure that staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

The nursery's records and documentation are kept and stored in accordance with minimum legal archiving requirements. We currently archive records for at least 21 years and three months.

This policy will be reviewed annually and amended according to any change in law/legislation.

Late Collection and Non-Collection

EYFS: 3.73

At Blue Sky Day Nursery we expect all parents to collect their child by the end of their booked session. We give parents information about the procedures to follow if they expect to be late. These include:

Agreeing a safety password with the nursery in advance to be used by anyone collecting a child who is not the parent (designated adult)

Calling the nursery as soon as possible to advise of their situation

Asking a designated adult to collect their child wherever possible

Informing the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by this situation

If the designated person is not known to the nursery staff, the parent must provide a detailed description of this person, including their date of birth where known. This designated person must know the individual child's safety password in order for the nursery to release the child into their care. This is the responsibility of the parent.

If a child has not been collected from the nursery after a reasonable amount of time e.g. 30 minutes has been allowed for lateness, we initiate the following procedure:

The nursery manager will be informed that a child has not been collected

The manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the manager will try to contact the parents on the telephone numbers provided for their mobile, home or work. If this fails the manager will try the emergency contacts shown on the child's records

The manager/staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the nursery will plan to meet required staff ratios. If the parents have still not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record

In the event of no contact being made after one hour has lapsed, the person in charge will ring the local authority children's social services emergency duty team

The nursery will inform Ofsted as soon as convenient

The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child

The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process

In order to provide this additional care a late fee will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

Admissions

EYFS: 3.28, 3.57

At Blue Sky Day Nursery we care for children between the ages of 6 weeks and 12 years.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff:child ratios and the facilities available at the nursery.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract, registration form and consent form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

We offer both regular bookings and flexible bookings allowing the parents to make choices about the care they need. All care within the nursery once booked must be paid for and we do not offer opportunities to swap sessions.

Early education (pre-school and 2 year old funded places)

At Blue Sky Day Nursery we provide funded places for children subject to availability. Although the care is paid for by the local authority the parents remain liable for ensuring that they complete all relevant paperwork to allow us to claim for this care on their behalf, failure to do so or any withdrawal of funding from the council will result in the parents being billed for their care hours. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's second/third birthday.

All funded sessions are in line with the stipulated requirements of the DfE and the local authority.

When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.

Arrivals and Departures

EYFS:3.7, 3.62

At Blue Sky Day Nursery we give a warm welcome to every child and family on their arrival.

Parents are requested to pass the care of their child to a specific member of staff who will ensure his/her safety (this is usually a child's key person). The staff member receiving the child immediately records his/her arrival in the daily attendance register. The staff member also records any specific information provided by the parents, including the child's interests, experiences and observations from home.

If the parent requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. A password is required for the designated adult. Parents are informed about these arrangements and reminded about them regularly. We cannot release a child to the care of anyone under the age of 16 years.

The child's key person or other nominated staff member must plan the departure of the child. This should include opportunities to discuss the child's day with the parent, e.g. meals, sleep time, activities, interests, progress and friendships. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

The nursery will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the nursery about the arrangements as soon as possible. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the staff member releasing the child must mark the child register immediately marked to show that the child has left the premises.

*Adults arriving under the influence of alcohol or drugs
Please refer to the alcohol and substance misuse policy.*

Arrivals and departures of visitors

For arrivals and departures of visitors the nursery requires appropriate records to be completed on entry and exit e.g. in the visitors' book. Please refer to supervision of visitors policy for further information.