



Cranford Nursery & Preschool

Celebrating children's learning and play in the early years

POLICY HANDBOOK

INDEX

Updated 21/8/24

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20/6/24

Statement of Purpose

Statement summary providing:

Ethos

Values

Aims

Purpose

Intentions to achieve

Cranford was established in 1982, the nursery is on the ground floor of the owners home, the manager and owner is Fiona Harcourt who lives on the premises with her husband, children and family pets. Cranford maintains a homely and nurturing atmosphere for children so they can play, learn and grow making the transition from parents and carers easier for them.

Our values are to respect each other; this includes the children, the staff and the parents.

Our aims are to work towards best practice at all times.

Our purpose is to provide a safe and secure environment for children to learn and blossom where they feel confident to become independent learners.

Our intentions are to always work towards achieving the highest of standards set by the Regulation of Care Act 2013 and to maintain professional standards of care at all times and complying with current legislation set by the registration and inspection unit and the minimum standards.

Schedule 3 part 2

6(a) The Organisation and staffing structures:

Details of management and staffing structures.

The owner of the nursery, registered provider, registered manager, overall manager and first person in charge is **Fiona Harcourt**.

The first Deputy Manager and next person in charge (when Fiona is absent) is **Amy Uren** who is level 3 qualified in Child Care.

Second Deputy Manager is **Louise Conwell** who is level 3 qualified in child care

Qualified Level 3 **Ailish Dooley**

Apprentice Level 3 is **Nadine Barnett**

Details of the structure of accountability and reporting arrangements-

Fiona Harcourt is the first person to report and accept any accountability and responsibility. Fiona is the first contact for any complaints or reasons to report any issues.

In **Fiona's** absence the first person to report and accept any accountability and responsibility is **Amy Uren** and if Amy is absent the first person is **Louise Conwell**

The registered providers name and business address and contact details.

The registered providers name and address is:

Fiona Harcourt
116 Woodbourne road
Douglas
Isle of Man
IM2 3BA
Tel: 01624 676086
Email: cranfordnursery@yahoo.com

6(b) whether the service requires a manager to be registered:

Cranford Nursery is required under section 14 of the Regulation of Care Act to provide a registered manager who is the person who manages the care service directly or indirectly and is responsible for the day to day operation at the care service.

The registered Provider is Fiona Harcourt
The registered Manager is Fiona Harcourt.

6 (c) the relevant qualifications & experience of the registered provider and registered manager:

Fiona Harcourt's qualifications are:
NNEB (National Nursery Examination Board) qualified 1985

Level 5 Diploma Children's Work Force Leadership and Management.

Level 4 CMI Management

Level 3 SEND Special educational needs & disability

Level 2 CACHE Understanding behaviour that challenges

Level 3 Children and young people's mental health and wellness

Child Psychology Diploma

Managers CPD training

First Aid, Lead Safeguarding, Elklan, speech and language therapy (SALT), Food Safety, Fire Marshall. Asthma, Anaphylaxis, Epipen, Anaphylaxis, COSHH

Experience: 2003 to present: Cranford Nursery Manager.

6(d) the number, relevant qualifications & experience of the staff working at the care service.

4 daily staff

Amy Uren – Level 3 Diploma QCF in Child Care and Education.

First Aid, Full Safeguarding, Food Safety and Hygiene, Fire Marshall, Epipen.

Experience Child Care 5 Years', Anaphylaxis

Louise Conwell - Level 3 Diploma QCF in Child Care and Education.

First Aid, Full Safeguarding, Fire Marshall Training, Food Safety and Hygiene, Asthma, Anaphylaxis, Epipen. COSH, RIDDOR.

Level 2 CACHE Understanding behaviour that challenges Diploma,

Experience in Child Care, Anaphylaxis

Ailish Dooley – First Aid, Safeguarding, Fire Marshall, Mental Health First Aid,

Food Safety, Anaphylaxis. Experience in Child Care one year in a previous

nursery. Started at Cranford 1st October 2024, Level 3 qualified in Child Care.

Nadine Barnett – First Aid, Safeguarding, Anaphylaxis, Fire training. Started

20th June 2024 has experience babysitting and nannying. Studying with Ann

Shimmin Learning Level 3 in Child Care.

6(c) the age range of service recipients that the care service intends to meet:

6(f) the range of needs that the care service intends to meet:

The nursery is registered for 26 children.

The nursery can provide care for children up to 11 years although we intend to keep the age under 8 years old this is discretionary

The nursery provides a wraparound service for parents of nursery children and when the children start school we provide before school drop off, after school pick up and school holiday care. We like to keep the age range from 4-8 years but this is discretionary. The nursery does not use a vehicle for the holiday club. The children walk from our local schools.

The nursery age children do go out on outings, for example they walk on a walking rope to the local park, beach, museum.

Ratios:

8 children = 1 adult

16 children = 2 staff

24 children = 3 staff

25+ children = 4 staff (1 staff is Supernumery for management duties and 3 on the floor with children)

50% staff on duty must be qualified and a person in charge must be present at all times. The first person in charge is **Fiona Harcourt**, then **Amy Uren** and **Louise Conwell, Elisha Lyles**.

The ratio for the nursery classes is 1 adult to 8 children 2-4 years

Our nursery assistant is **Nadine Barnett**

SEND and Additional Needs

If we have a child with special needs or a child who has difficulty settling then extra staff will be brought in if needed.

6(g) whether nursing is to be provided:

6(h) any criteria used for admission to the care service:

The nursery has an admission form which must be completed along with an authorisation to collect form. A prospectus is provided and a parent contract with policy and procedures provided.

6 (l):

One room is a wet room for messy play and arts and crafts. The children rotate rooms so each group has a variety of toys and a change of environment. **We use our garden as an extra class room.**

6 (J) N/A

6(K) The arrangements made for consultation with service recipients and/or their representative about the quality of the care service:

The nursery provides feedback sheets and questionnaires to parents: we also provide a complaints and comments box. We provide letters when there is to be a change of staffing and updates on any information. Parents are encouraged to discuss with staff any queries they may have. We have a complaints policy which all parents receive. Parents are notified of their child's key worker before they start and introduced to them. They are invited to speak and see their child's learning journey and their work book. Parents are given feedback on their child's day. They are offered feedback by personal one to one contact, a daily diary if they request one, e-mail, telephone and face book.

6 (L) the fire precautions and the associated emergency procedures at the care service:

Our designated **Fire Marshalls** are **Fiona Harcourt and Amy Uren, Louise Conwell**. All staff are Fire trained and made aware of emergency fire procedures in their induction training.

The nursery has a Fire Policy & Procedure and a completed risk assessment done by a competent person which is **John Bellis (Fire Officer)**. We have a Fire file which all staff and students and volunteers must read and sign to say they have read and understood the fire procedure.

Each room has a fire procedure by the door.

The staff practices a weekly smoke alarm procedure where we test the alarms, we also practice a monthly fire drill with the children and will record if a child shows distress when this takes place. The emergency lighting is tested for 3 hours monthly. All of our tests are done in the holidays when the nursery is closed. The alarm system is annually tested by a registered electrician, the fire extinguishers are also annually tested and all electrical equipment and plug sockets are pat tested, pat testing is also annual.

6 (m) the arrangements made for dealing with complaints about the service, including those made by staff members about quality of care and service recipients welfare issues:

The nursery has the complaints procedure on display; it is in the prospectus and in the parent's contract. We have a complaints box outside so any complaints will be confidential. An example of our complaints procedure:

Complaints Procedure:

Please contact **Fiona Harcourt or Amy Uren, Louise Conwell** first with a complaint; we will do everything possible to put the matter right and to give it our full attention. If the complaint cannot be resolved then we will contact our nursery inspector. The nursery reserves the right to cancel a nursery place and to request a parent to remove their child.

Registration and Inspection Team

Registrations & Inspections Team

Catriona Bradley

1st Floor, Belgravia House,

34-44 Circular Road

Douglas

IM1 1AE

Tel: 01624 / 642422

randi@gov.im

6 (n) the procedures for the protection and safeguarding of children and vulnerable adults as appropriate:

As best practice the Police crime control officer has been to nursery and inspected the premises, the outcome was that the nursery is safe and the garden is enclosed. He was happy that we have no hidden areas. All staff are police checked and checked with social services and out of area checks are also done.

Child protection and safe guarding children.

We have a clear Safeguarding policy/procedure in place. Our procedure is succinct and clearly states the steps we need to follow should we have a concern about a child's welfare.

- All concerns are recorded and reported to me. Fiona Harcourt
- I would discuss with the parent and if a satisfactory explanation was given, the matter would be closed.
- The explanation would be recorded alongside the concern and kept in the child's file and I would monitor.
- A second concern would be referred immediately to the Duty Social Worker.
- If the concern was serious, I would be informing the parent that I will be reporting our concerns to the Duty Social Worker.
- If I felt the child would be at risk by me talking to the parent, I would refer without first discussing with them.

We will always offer the family help and support throughout the procedure working in partnership with family and authorities ensuring the family can address the concerns without feeling isolated.

If you would like more information please contact Fiona.

“Whistle blowers” policy - Practitioners policy of concern

All staff is encouraged to alert **Fiona Harcourt or Amy Uren or Louise Conwell** of any concerns especially if it regards another member of staff and bad practice. The “whistle blower” will remain confidential whilst an investigation takes place. If **Fiona, Amy and Louise** cannot sort out the problem then our nursery inspector will be informed of the concern.

6 (o) details of the arrangements for the storage & administration of medicines at the care service:

Medicines

We do not administer medicine unless the medication is for a life threatening condition such as Asthma Inhalers and Epi-Pens and any other life threatening illness.

Any medicine to be administered in nursery must have a medical plan from the child’s Doctor. All medicine will be labelled and dated with the child’s name and kept in original container in a locked cupboard. The first dose and second dose must have been given by the parent before the nursery will administer in case of an allergic reaction.

Please inform us if your child is allergic to any plasters or antiseptic spray. Parents must inform nursery of any allergies so that all staff can be notified a procedure will then be put into place to accommodate that child.

6 (p) details of the arrangements for meeting the service recipients health needs:

We have an emergency contacts box with the child’s emergency contacts, doctor, health visitor in case of an emergency; the child’s cards have medical conditions and allergies on it. We also have an exclusion policy and file which parents are made aware of and informed when it is safe to return to nursery.

6 (q) the arrangements for setting out a service recipients plan of care and how that plan is reviewed:

If a child needed special care whether it was medical, physical, educational or behavioural then we would work with parents in partnership to agree a plan of care. This would include working with other agencies and ensure that all staff were aware of the child's needs and relevant staffing put in place.

6 (r) details of any specific therapeutic techniques used at the care service & arrangements made for their supervision: N/A

6 (S) the arrangements made for service recipients to engage in their chosen faith:

The religious beliefs of a child and family will be worked into the curriculum and if necessary into the daily routine.

6 (t) details of how the care service intends to respect privacy, dignity and promote independence and choice and if these values are restricted either through judicial process or the service users best interests, the arrangements in place monitor and review such restrictions:

The nursery has a staff behaviour management policy and all staff are made aware that dignity and respect is vitally important to all children and parents and families.

Staff behaviour management policy

All adults will provide a positive role model for children with regard to respect and dignity and courtesy. We will offer the family help and strategies for handling any problems such as head lice, toilet training, conflict or negative behaviour. The rules for managing behaviour will be explained to all parents and staff for example: we encourage best behaviour by using positive speech and using a sticker reward system. Time out is a chair next to the teacher where the child is encouraged to have a calm moment with the teacher to discuss feelings and share ways of problem solving the dispute. If difficult behaviour persists then a daily diary is written for the parents and staff to see if there is a pattern emerging for the behaviour. Adults will ensure the same rules are applied consistently so the children have security knowing where the boundaries are. Adults promote positive language. Adults will not shout. Adults will explain why certain behaviour is not acceptable and adults will avoid negative attention but promote positive attention, cuddles are very important and so is a fun safe secure environment.

Date approved and arrangements for review:

The date this statement of purpose became operational was March 17th 2014.

This document has been reviewed and updated 25/07/2024

This document is to be reviewed every 6 to 12 months.

1/8/2023

MASM POLICY

Managing allegations against staff.

1a **Fiona Harcourt** is the senior officer with overall responsibility for:
Ensuring that the organisation deals with allegations in accordance with this procedure;

2b **Fiona Harcourt** is the designated senior manager to whom allegations or concerns should be reported; •

3c **Amy Uren and Louise Conwell** are deputy managers whom reports should be made in the absence of the designated senior manager or where that person is the subject of the allegation or concern.

The Children and Families Division (Manx Care) have assigned Designated Officers to:

Receive reports in relation to allegations, be involved in the coordination and oversight of individual cases; Provide advice and guidance to employers. They will Liaise with the police and other agencies & Monitor the progress of cases, they will Provide advice and guidance to employers in relation to making referrals to the Disclosure and Barring Service (DBS) and regulatory bodies.

Persons to be notified

The employer or Manager must make a referral to the Children and Families Division and should inform the designated officer within **1 working day** once the allegation has been made. **At no time should the employer pursue their own investigation.**

The parents should be helped to understand the processes involved and be kept informed about the progress of the case and of the outcome where there is no criminal prosecution.

The employer should seek advice from the Designated Officer, the police and /or Children and Families Division about how much information should be disclosed to the accused person.

Subject to restrictions on the information that can be shared, the employer should, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the potential outcomes.

If an allegation is made which concerns safeguarding then the Manager will follow the safeguarding policy.

Confidentiality

General Data Protection Regulations (GDPR) and Caldicott Guidance is not a barrier to sharing information but provides a framework to ensure that the

personal information about a person should be shared appropriately. Any recording within the MASM process must be compliant with the principles of the GDPR.

Decisions on sharing information must be justifiable and proportionate, based on the potential or actual harm to children and risk. The rationale for decision making should always be recorded. When sharing information about children it should only be shared:

- Where there is justification for doing so;
- Where relevant and necessary, and not simply all of the information held;
- With relevant people who need all or some of the information;
- When there is a specific need for the information to be shared at that time

[See Information Guidance and Confidentiality Protocol](#)

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated. Apart from keeping the parent up to date with the progress of the case (where this would not place child at further risk)

An allegation against a member of staff may arise from a number of sources, for example, a report from a child, a vulnerable adult, a concern raised by another adult in the organisation, or a complaint by a parent or carer. It may also arise in the context of the member of staff and their life outside work or at home.

Information may also come to light from a child protection/adult safeguarding inquiry by the Police and or the Division of Children and Families/Adult Social Care may identify an adult within the children's or adult's workforce about whom there are concerns, or either agency may be contacted anonymously or by a member of the public.

Professionals may also use whistle-blowing within their service to highlight their concerns about an adult within their own or another organisation.

It is important that at the point of notifying an allegation or concern all information relevant to the matter is available to assist an evaluation.

Initial action by person receiving or identifying an allegation or concern

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind.

They should not:

- Investigate or ask leading questions if seeking clarification;
- Make assumptions or offer alternative explanations;
- Promise confidentiality, but give assurance that the information will only be shared on a 'need to know' basis.

They should:

- Make a written record of the information where possible in the child's own words, also taking into account what the person who is subject to the allegation is saying including the time, date and place of incident/s, persons present and what was said;
- Sign and date the written record;
- Immediately report the matter to the designated senior manager, or the deputy in their absence or; where the designated senior manager is the subject of the allegation report to the deputy or other appropriate senior manager.

1. Initial action by the designated senior manager

When informed of a concern or allegation, the designated senior manager should not investigate the matter or interview the member of staff, child or vulnerable adult concerned or potential witnesses.

They should:

- Obtain written details of the concern / allegation, signed and dated by the person reporting the allegation (not the child / adult making the allegation);
- Approve and date the written details;
- Record any information about times, dates and location of incident/s and

names of any potential witnesses.

Record discussions about the child/vulnerable adult and/or member of staff, any decisions made, and the reasons for those decisions.

The designated senior manager should initially report the allegation to the Initial Response Team, Children and Families Division, within **1 working day** as per the Safeguarding Board's referral procedure.

[See Appendix 1 for the Referral Form for Children and Families](#)

Referrals should not be delayed in order to gather information and a failure to report an allegation, where a child is at risk or has potentially been harmed in accordance with procedures is potentially a disciplinary matter.

If an allegation requires immediate attention, but is received outside normal office hours, the designated senior manager should consult the Out of hours duty team.

The MASM meeting

The Designated Officer, or other identified officers should chair the initial MASM meeting and oversee all strands of the investigations into the allegation.(e.g. Police, Employer, Children & families Division).

The MASM outcome meeting will draw together all relevant information following the completion of all enquiries by the police, employer, Children and Families Division

The outcome categories are:

- **Substantiated** – this is an allegation supported or established by evidence or proof;
- **Unsubstantiated** – this is an allegation where there is insufficient evidence to neither prove or disprove the allegation, and neither indicates guilt of innocence.

- **Unfounded** – this is an allegation that was misinterpreted or mistaken by the person making the allegation. To be unfounded there will need to be sufficient evidence to disprove the allegation.
- **Malicious or deliberately invented** – this is an allegation that was misinterpreted or mistaken by the person making the allegation. For an allegation to be classed as malicious there will need to be sufficient evidence to prove this intention.

- **Disciplinary Process**

- Discussion about suspension should take place at appropriate stages of the investigation. Whilst professionals may offer a view and the Designated Officer will provide an opinion based on an assessment of continued risk, it is ultimately the decision of the employer, in accordance with their HR policies.

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- **Substantiated Allegations and Referral to DBS**

- If the allegation is substantiated and the person concerned is dismissed, or they resign, **and** the conclusion is that they are **unsuitable to work with children** then the employer should make a referral to the Disclosure and Barring Service and their professional regulatory body. They will consider whether the adult should be barred or have conditions imposed upon them in respect of working with children.

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- **Record Keeping**

- A clear and comprehensive summary of the MASM record must be retained and held in a computerised restricted file within the Safeguarding and Quality Assurance Unit.

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- **Learning Lessons and complaints**

- At the conclusion of a case in which an allegation is substantiated the employer should review the circumstances of the case to determine whether there are any improvements to be made to the organisations procedure or practice to help prevent similar events in the future. This should include issues arising from any decision to suspend a member of staff, the duration of the suspension or whether or not suspension was justified.

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- **See Managing Allegations Strategy Meeting (MASM) Referral Form Allegations against people who work with children**

INFORMATION SHARING POLICY

Policy Statement

"Sharing information is an intrinsic part of any frontline practitioners' job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum, it could be the difference between life and death."

Cranford staff, and ex members of staff agree that they must not share any information about parents and children or speak about the nursery in a derogative or negative way or make any slanderous comments about the nursery, the nursery staff, Fiona and her family, the parents and the children.

Legal action may follow if staff members are found to be slanderous in any way towards the nursery which may be detrimental to the business or cause stress to an individual.

Parents are politely requested to be respectful towards staff of the nursery and to not speak about them or speak too them in a derogative and negative manner.

Transition to school: Your child's new school teacher will phone to speak to the nursery and may ask to visit your child in nursery, by signing your nursery contract you have given permission for us to speak

with your child's teacher if you do not wish for us to disclose any sensitive information then please put this in writing to Fiona Harcourt.

Early years development and additional needs

If we identify that your child would benefit from additional help in his/her development or a parent would like help and support with their child in the home then we can help you to do this. We will firstly discuss this with you the parent gain your permission and ask you to sign an authorization slip for example:

I give consent for Cranford Nursery's Management team to contact the necessary multi agencies to support my child's early years development.

These agencies may be:

Child's Health visitor

SALT- Speech and Language Therapist

EHAS - Early help and support team

PSAC – Preschool assessment center

School teacher

Name of Child:

DOB:

Parent sign:

Parent print name:

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- It is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or an adult; or if not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of the management team.

The three critical criteria are:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

Procedures

Our procedure is based on the seven golden rules for information sharing as set out in *Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)*

1 *The Data Protection Act 2018 is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.*

- **Our policy and procedures on information sharing provide guidance to appropriate sharing of information with external agencies.**

2 *Our aim is to be open and honest with the parent or family from the outset about why, what, how and with whom information will, or could, be shared, **and staff and Management MUST seek parental agreement**, unless it is unsafe or inappropriate to do so.*

In our setting we ensure parents:

- Receive information about our *information sharing policy* when starting their child in the setting and that they

Sign our Registration Form to say that they understand the circumstances in which information may be shared with their consent (and without their consent this will only be when it is a matter of Safeguarding a child)

- **have information about our safeguarding Children and Child Protection Policy; and**
- **have information about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.**

3 *we seek advice if we are in any doubt, without disclosing the identity of the person where possible.*

- **Managers will contact the department of children's social care for advice where we have doubts or are unsure.**

4 **We share with consent** where appropriate and, on a need to know only basis, and respect the wishes of those **who do not consent** to share confidential information.

We may still share information without consent if, in our judgement, that lack of consent can be overridden in the public interest. Our judgement on the facts will be based on the case.

- Guidelines for consent are part of this procedure.

5 *We will always consider safety and well-being: we will base our information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.*

In our setting we:

- Record concerns and discuss these with the settings designated person which is the Manager Fiona Harcourt
- We record decisions made and the reasons why information will be shared and to whom; and follow the procedures for reporting concerns and record keeping.

6 *We will ensure the information we share is Necessary, proportionate, relevant, accurate, timely and secure: We will ensure that the information we share is necessary for the purpose for which we are sharing*

it, is shared only with those people who need to have it, and that it is accurate and up to date and is shared in a timely fashion and is shared securely.

- Our safeguarding children and child protection policy and children's records policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.

7 We will keep a record of our decision and the reasons for it – whether it is to share information or not. If we decide to share, then we record what we have shared, with whom and for what purpose.

- Where information is shared, the reasons for doing so are recorded in the child's file; where it is decided that information is not to be shared that is recorded too.

Consent

Parents MUST be informed that their consent to share information MUST be sought before any information is shared in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent may be overridden. We do this as follows

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- We may cover this verbally when the child starts and include this in our parent contract. This policy can also be found on our website.
- Parents sign our Registration Form at registration to say they understand this.
- **Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider eg School, health visitor, EHAS, PSAC, Kim Games DESC.**
- We consider the following questions when we need to share:
 - Is there legitimate purpose to sharing the information?
 - Does the information enable the person to be identified?
 - Is the information confidential?
 - If the information is confidential, do we have consent to share?
 - Is there a statutory duty or court order requiring us to share the information?
 - If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest for us to share information?
 - If the decision is to share, are we sharing the right information in the right way?
 - Have we properly recorded our decision?

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection Policy.

All Staff and ex staff members must not share any information or speak about the nursery in a negative way or make slanderous comments about the nursery, the staff, Fiona and her family, the parents or the children. Legal action may follow if staff are found to be slanderous in any

way that may be detrimental to the business or cause stress to any individual connected to the nursery.

Legal Framework

Information Sharing: Guidance for practitioners and managers HM GOV July 2018
Data Protection Act (2018)

This policy was adopted by F. Harcourt

Date: 1st August 2018

reviewed: 1/6/24

ACCIDENT POLICY

Cranford Nursery Accident and Injury Policy

The nursery has robust systems in place for risk, and health & safety management. Whilst it is accepted that the likelihood of accidents occurring to children and staff will happen on occasion, this policy sets out to inform parents and staff of the procedures put in place to manage accidents, incidents and injuries that occur on nursery premises.

Information for parents

Serious injury

The child's Parent/s or emergency contacts will be contacted by phone and notified of a serious injury, they will be advised to come and collect their child immediately and seek medical advice. The parent/carer will be asked to sign an

accident form and staff will photocopy or duplicate the form for the parent to take to the hospital.

Senior staff will complete forms to notify Registration and Inspections Unit and RIDDOR if appropriate.

Minor injury

When a child suffers a minor injury the parent will not be phoned but the person collecting the child will be asked to sign the accident form and will be notified of the injury.

Head injuries

If a child has sustained a bump to the head the parent/carer will be informed on collection, the care giver will be asked to sign the accident form and given a head injury form.

Foreign objects

The nursery will not remove foreign objects from the eyes nose or ears. This is invasive and may cause a child to become distressed. Parents will be contacted and advised to seek medical intervention.

Occasionally children may get sand in their eyes during day to day activities. If this happens the event will be noted on a child's accident record, and parents advised to seek medical attention if eyes become irritated or painful. If a child receives an insect sting that remains attached to the child, parents will be contacted to seek medical assistance.

Dealing with accidents and injuries to children

All senior staff will hold a first aid certificate, (any junior staff will be working towards gaining their First Aid certificate).

Wherever possible care will be administered by the child's key person, if the key person is unavailable then the information will be passed on to the parent/carer by a nominated colleague.

The Parent/carer will be asked to read the accident report and to sign before leaving the nursery. This is a regulatory requirement.

Important information for parents

In the event of an accident that requires medical treatment nursery will contact parents in the first instance, and wherever possible wait for the parent to accompany the child to hospital.

Should the situation require urgent action the child will be transported to hospital. Nursery will follow the procedures for alerting the emergency services 999 and the key person or another member of staff known to the child will accompany them in the ambulance IF staffing ratios allow this.

It may not be possible for a member of staff to travel with the child in the ambulance if this is the case then the child's name and date of birth and name of parents will be given to the paramedics and the parents will meet the ambulance at the hospital.

Accident records

will be kept for a minimum of 10 years once children have left the nursery. In compliance with current legislation and IOM data protection, these documents will be securely archived.

Individuals may request from the Nursery Manager a copy of any documentation kept about themselves or their child. If documents are already archived the cost of retrieving and copying any requested documentation will be passed on to the individual.

Parental responsibility

Parents are required to provide emergency contact telephone numbers, and those of a known person who can collect a child in their absence. This is a mandatory requirement (EYFS).

Parents have given permission for emergency treatment to be sought in their absence as detailed in their childcare registration.

Parents are expected to inform nursery immediately of any change to contact numbers or addresses.

Parents are expected to inform staff on arrival if their child has sustained a physical injury away from the nursery as this may impact on their well-being.

An accident form will be recorded of the injury, how it happened and will be recorded on file, with a parental signature.

Information for staff

Dealing with accidents and injuries to children

Permanent staff holding a first aid qualification will treat accidents and injuries, and complete all documentation.

A serious incident must be recorded accurately and written up asap after the incident happened whilst fresh in your mind.

Minor injuries will be treated by the first aider attending, however a second opinion must be sought for injuries that may need further treatment.

The first aider attending injured child will;

- Comfort and treat the child.
- Notify manager if there are any concerns about the sustained injury.
- Arrange for parents to be contacted if necessary, parents are welcome to come and look at the injury.
- Complete child's accident record form and head injury letter, if appropriate.
- Obtain parental signature on the accident form when the child is collected.
- Decisions to inform parents will be made by senior management.
- The Nursery Manager or Deputy are responsible for arranging medical treatment for serious injuries, which may involve taking the child for treatment in the absence of parents or carer.

Dealing with accidents and injuries to staff and visitors

Adults are sometimes embarrassed if they feel unwell or sustain a minor injury in the presence of others. It is human nature to make light of a situation, however employers have a duty of care to those on the premises, and need to be aware of any incident, however small. The casualty should be treated with dignity at all times, staff should ensure that children are guided away from the situation in a calm and organised

way. They must seek additional support from colleagues to enable this to happen.

All injuries or accidents to staff or visitors whilst on any part of the nursery premises must be reported. In the event of a minor injury staff should inform a colleague or supervisor who will take appropriate steps for treatment.

All staff must notify the manager of any change of contact details for themselves and next of kin.

- All staff must declare if they are taking any medication, and where this is kept whilst at work.
- In the absence of a manager, a member of the senior team will administer first aid.
- If the adult is unwell but conscious, ask if they are taking any medication, and where this can be found.
- After the casualty has been treated an accident form is to be completed by the manager and the casualty and must be reported to RIDDOR and a Notification of events form completed for Registrations and inspections (if they are able to do so must sign). A copy of which will be kept on records, with the information transferred to RIDDOR AND RIU.
- If the casualty requires medical treatment the Manager or a member of the senior nursery team will contact next of kin.
- Should the situation require immediate action arrangements will be made for transportation to hospital. Nursery will follow the procedures for alerting the emergency services and wherever possible a member of staff will accompany the casualty to hospital.

Record keeping

The nursery are required to keep detailed records of all accidents and injuries to anyone on the premises or in the surrounding areas.

All staff must complete any documentation immediately after the casualty has been comforted and treated.

Contact details, documentation and their locations are listed below;

Accident record forms: Accident record file in art room cupboard

Emergency services 999

Head injury: Accident record form in accident file in art room cupboard

Head Injury Form: In accident file

Medication information: In medication file in art room cupboard

Parent contact details: Contacts box in art room cupboard

Medication is kept in children's bathroom in a locked cupboard.

REVIEWED on (date): 1/6/24

Name: Fiona Harcourt

Staff code of Conduct (Staff behaviour policy)

SAFEGUARDING STATEMENT

“ We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment ”.

(Fiona Harcourt, Proprietor)

INTRODUCTION

This Code of Conduct applies to you if you are an employee of Cranford nursery school, 116 Woodbourne road, Douglas, IM2 3BA whether employed on a permanent, temporary or casual basis. All employees must follow this Code; deliberate breaches of the Code may be treated as a disciplinary offence. As with all nursery policies and procedures, we ask that staff use their common sense and act reasonably within the conditions provided in this document.

PURPOSE

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the

children and young people in their charge must be above reproach. This Code of Conduct is not intended to detract from the enhancing experiences children gain from positive relationships with staff. More importantly, it is intended to assist staff by offering guidance on prudent conduct. Consequently, the purpose of this code of conduct for Cranford Nursery staff is:

- To identify boundaries and responsibilities.
- To agree communication and accountability.
- To explain what is expected of you as an employee.
- To ensure staff demonstrate high standards of conduct in order to encourage our children to do the same.
- To ensure that staff avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- To help staff understand what behaviour is and is not acceptable.

The Code of Conduct should also be read in conjunction with your job description, your contract of employment, grievance procedures, and disciplinary procedures, complaint procedures and all policies and procedures relevant to the Nursery.

POLICIES AND PROCEDURES

The Nursery has a range of policies and procedures which apply to all staff. These are available in the staff cupboard in the art room, please make yourself familiar and copies can be photocopied and given to you. All staff must read the policies and comply with their terms. The failure of any staff member to do so may result in disciplinary action being taken against them.

ATTENDANCE, TIMEKEEPING AND APPOINTMENTS

- Staff are required to comply with the rules relating to notification of absence set out in the Contract of Employment section.
- Staff are required to arrive at work promptly and be ready to start work at their contracted starting times. Staff are required to remain at work until their contracted finishing times. The Nursery provides a signing in and out system for recording staff attendance, all staff must sign themselves in and out using a pen not pencil. The signing in and out sheets are sometimes used to calculate salary, monitor absences and overtime therefore it is important this is filled in correctly otherwise there may be implications for your pay.
- Staff must obtain management authorisation if for any reason they wish to arrive later or leave earlier than their agreed normal start and finish times.
- Persistent poor timekeeping may result in disciplinary action.

- When can employees attend appointments? We appreciate that it is sometimes difficult to make appointments such as with Doctors or Dentists at a time that is convenient for both the employee and the Nursery. In most cases the Nursery requires you to make appointments in your own time, however, in cases where this is not possible, appointments must be scheduled at the beginning or end of a shift and agreed with your manager.

PROFESSIONAL DEVELOPMENT

It is expected that a childcare practitioner will continually update their knowledge and skills through a life-long learning approach.

- At all times, a childcare practitioner should not undertake an activity in which they do not feel competent, or is outside their area of practice and knowledge
- The Nursery at all times acknowledges the strengths and limitations of a childcare practitioner's expertise and will ensure there is regular appraisal and assessment.
- There is mandatory training that all staff should undertake. Staff need to identify what is expected and ensure they attend these sessions. This will be discussed during your induction and as a continuous process while you are employed by the Nursery.

The Nursery is fully committed to your development and we will advise on other training courses that might be relevant. Training is also provided at staff meetings and other in house sessions.

ALCOHOL, DRUG ABUSE, SMOKING AND E-CIGARETTES

- The consumption of alcohol on the premises is strictly forbidden unless it is part of an agreed event authorised by management, such as a staff party. Any employee who is found consuming alcohol on the premises or is found to be intoxicated at work will face disciplinary action under the disciplinary procedure. Please be aware that even if you are not found to be intoxicated, coming into work suffering from the immediate after effects of alcohol may also impair your ability to perform your role to the required standards. A breach of this procedure is considered an act of gross misconduct.
- The possession, use or distribution of drugs for non-medical purposes on the premises sites is strictly forbidden. Any member of staff who is found to be intoxicated at work will face disciplinary action under the disciplinary procedure. A breach of this procedure is considered an act of gross misconduct.
- Smoking is forbidden on the premises. Any member of staff who is found smoking on the premises where not permissible will face disciplinary action under the disciplinary procedure.

Members of staff who wish to smoke before their shift commences or at break times, must ensure that they are not identifiable by their uniforms and are a reasonable distance from the building. Staff have a duty to ensure they do not smell of smoke at any time during working hours. Cigarettes, matches and lighters must be kept securely away from the children.

- Electronic Cigarettes - electronic cigarettes still contain the addictive chemical nicotine as well as other toxic substances. Consequently, for the purposes of this code of conduct, the smoking of substitute cigarettes is deemed to be the same as smoking the real thing. Therefore please observe our no smoking rules.

MEDICATION

- Staff must not be under the influence of any medication which may affect their ability to care for children. If a member of staff is prescribed medication by their doctor that may affect their ability to perform work, then this should be discussed with the Nursery Manager.
- Medication should be kept in a box with a lid, labelled with your name and date and kept in the staff kitchen in the medicine cupboard which is upstairs and not in the nursery and not left in bags or coats.

HEALTH, SAFETY AND HYGIENE

The Nursery will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. Through continuous improvement of standards, and comprehensive use of risk assessments we aim to systematically remove the causes of accidents/incidents and ill health.

Staff will be provided with a Health and Safety induction when joining the nursery as well as on-going training. All activities should be carried out with the highest regard for the health and safety of all staff, children and visitors. Staff have a responsibility to carry out tasks in accordance with training received e.g. manual handling and to wear protective clothing provided where appropriate. (See Health and Safety Policy). Staff should be a role model to the children in terms of their own health and hygiene. Leading by example is the best way to teach good behaviours to children for example:

- Have clean, neat and tidy appearance
 - Encourage children's awareness of physical development (exercise, diet, rest, challenges and risks)
 - Show the importance of hydration (drink plenty of water).
 - Show how keeping fit is important to development of mind and body
- Show how to take risks safely

MOBILE PHONES AND CAMERAS

- Members of staff must keep personal mobile phones in the staff kitchen, mobile phones are not permitted in any spaces that are accessed by children. The nursery has its own mobile phone for use so staff have no reason to use their own.
- Nursery has two I pads to take photographs of the children this is for the use of our learning app Tapestry and for our Nursery face book. Personal mobile phones or similar devices must not be used to take photographs of children.
- Staff have a duty to ensure parents do not use their mobile phones to take photos in the setting.
(See Mobile Phone, Camera and Media Policy)

INFORMATION AND COMMUNICATION TECHNOLOGIES

Staff must not use any ICT services for copying, storing, sending or retrieving unacceptable material. “Unacceptable material” includes any documents, messages, information, graphics or other electronic data that:

- Breach UK legislation

- Contravene the settings Equality Policy
- Contain offensive, pornographic or obscene language or material
- Plan, promote, incite or facilitate any illegal or terrorists activities
- Contain defamatory or slanderous language or material
- Denigrate, insult or ridicule another person
- Intimidate, bully or harass another person
- Adversely comment on integrity, personality, honesty, character, intelligence, methods or motives of another person unless it is factual response to a formal reference request.
- Provide or facilitate the use of computer hacking tools or virus toolkits Staff must not use the Internet, external electronic mail, external telephone, fax or any other form of electronic communication to transmit sensitive, subversive information, including:
 - Opinions that do not reflect the policies of the Nursery.
 - Information that could damage the Nursery’s reputation and standing in the community (See Mobile Phone, Camera and Media Policy)

SOCIAL NETWORKING SITES

- Staff must ensure that social networking sites are set as private so that only authorised persons can have access to them.
- Staff must not accept or invite any children or their families to use their private sites.

- Staff must never contact any children or their families using their private social networking sites.
 - Staff must never upload any photos, comments or information about the setting or any persons linked with it.
- (See Mobile Phone, Camera and Media Policy)

SOCIAL CONTACT

All staff are expected to uphold professional boundaries. Staff have a duty to approve any planned social contact with children and their families with their manager.

Confidentiality of employment must be adhered to and respected during social contact. In summary staff should:

- Ensure all contact with existing children or their parents is of a professional and nursery related nature.
- Consider the appropriateness of the social contact according to their role and nature of their work.
- Advise senior management of any social contact they have with a child or parent with who whom they work, which may give rise to concern.
- Understand that some communications may be called into question and need to be justified (parents becoming dependant)
- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the nursery or the employee's own reputation or the reputation of other members of the nursery.
- Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- **Be cautious when undertaking work outside nursery, either paid or voluntary, such that it does not conflict with the interests of the nursery nor be to a level which may contravene the working time regulations or affect an individual's work performance, this includes babysitting work, it is not acceptable to be tired in work.**

DRESS CODE AND APPEARANCE

The Nursery will provide appropriately branded T shirts, and jumpers.

Staff should wear comfortable black trousers (black jeans). Staff should wear clothing which:

- Is comfortable, allows free movement and is appropriate to their role.
- Is not likely to be viewed as offensive, revealing or sexually provocative.

Staff should ensure hands and nails are kept reasonably short and clean and long hair is tied back. Nail varnish remover should not be brought into the nursery unless it is kept in the staff kitchen upstairs. Jewellery should be minimal to avoid safety implications. Any obviously visible piercings should be discussed with the Nursery Managers as to their suitability commensurate with your role.

ACCOUNTABILITY

Staff are accountable to the Nursery for undertaking those activities that are associated with the job/role. (Please refer to your job description/specification) A member of staff must inform their immediate manager if they do not feel competent to undertake any activities and must request reasonable/appropriate training.

Staff have a duty to report any behaviour by colleagues that raises concern (please see the Whistle Blowing policy). A childcare practitioner has a duty to respect families by:-

- Valuing their cultural diversity, opinions and choices.
- Being non-judgmental.
- Planning contacts/appointments with the parent.
- Seeking clarification and not assuming.
- By listening and responding appropriately .
- By acknowledging her/his own limitations.
- Maintaining appropriate behaviour and activities between the family and her/himself Staff have a responsibility to challenge any discriminatory remarks or behaviour against other staff members, visitors, children and their families. (Please refer to the Equal Opportunities Policy)

Staff have a duty to notify the Nursery of changes to personal details, change of address, telephone number, and relevant health issues. Staff must avoid using inappropriate or offensive language at all times.

All staff must be patient with children & speak kindly to children & in a manner that is age appropriate.

DISCLOSURE AND BARRING SERVICE (DBS)

All staff have a duty to notify the Nursery of any circumstance which may affect their suitability to work with children. The Nursery Managers are responsible for ensuring all staff, including contractors, bank staff, students and volunteers, are suitable to work with children. Checks are carried out via enhanced Disclosure and Barring Service (DBS) clearance checks as well as other sources,

such as employer references, identity checks and qualification checks, amongst others.

New staff **must** have all pre-employment checks completed prior to starting employment.

TEAM AND PARTNERSHIP WORKING

Staff are required to work co-operatively within teams and respect the skills, expertise and contribution of colleagues. They are expected to treat others fairly and without discrimination. Staff must communicate effectively, both verbally and in writing. As required, they must share their knowledge, skills and expertise with other team members in order to improve practice. Staff must work with other members of the team to promote a care and learning environment that is conducive to safe and ethical practice. If the care environment deteriorates, the practitioner must report this to their line manager.

CONFIDENTIALITY

Staff must guard against breaches of confidentiality by protecting information from improper disclosure at all times and follow all appropriate policies. (Please refer to our confidentiality policy) Staff must only disclose information outside the immediate team if:

- It can be justified as being in the public interest (usually where disclosure is essential to protect the child or someone else from risk or significant harm).
- This is required to do so by law or by order of the court.
- There is an issue of safeguarding, and s/he must then act at all times in accordance with national and local procedures. Most staff are likely at some point to witness actions which need to be confidential. For example, where a child is bullied by another child (or even by a member of staff), this needs to be reported and dealt with in accordance with the appropriate nursery procedure. Incidents of this nature will be reported to your Manager, incidents must not be discussed outside the nursery, including with the child's parent or carer, nor with colleagues in the nursery.

(Please refer to the Safeguarding Children's Policy)

Staff who intend to share information about a child's care, learning and development with an outside agency (i.e. HV, PSAC, Speech Therapy, school teacher, social worker) must seek prior permission from the child's parent and the Nursery Manager.

The nursery will not tolerate ex members of staff making slanderous comments about the nursery, the staff and Fiona's family. Legal action may follow if necessary.

GIFTS AND REWARDS

Staff should not accept significant personal gifts from our customers (parents/carers), suppliers or other agencies with whom the Nursery has contact. All gifts with a perceived value of over £20 must be declared to the Managers.

BABYSITTING & OUTSIDE COMMITMENTS

All employees should consult the Nursery Manager before taking on additional employment.

Additional employment must not conflict with the setting's interests or impair employee's ability to carry out their role at this setting.

If you do have additional employment elsewhere, then you will need to declare which employer is the primary source of your income. This is necessary in order to avoid confusion over tax codes. You are only allowed one employer where your tax code can be used to take advantage of your personal tax free allowance.

- If an employee offers a babysitting service then this is a private arrangement and must ensure they have their own insurance.
- The nursery accepts no liability for the child once off the premises.

VULNERABLE SITUATIONS

As a key person you must discuss intimate care routines with the child's parents. The settings Intimate Care Policy (contained within the Safeguarding Children Policy) must be followed at all times.

- Employees should always encourage the child to undertake self-care tasks independently, where developmentally appropriate.
- Ensure employees understand the extent and limitations of their role in applying basic care and hygiene tasks for minor abrasions and understand where an injury might require more experienced intervention.
- Employees need to be vigilant of neglect or abuse caused outside the nursery and to report any signs to the Nursery Manager.
- Employees must not be placed in situations which render them vulnerable. Where this is unavoidable, full and appropriate risk assessments are conducted and agreed for lone working situations.
- Employees must be prepared to report any actions of another individual they deem inappropriate to senior management.

- When one to one situations are unavoidable, employees must take precautions to reduce the vulnerability of both the child and the adult, for example, informing colleagues of the situation, leaving room doors open.

WHISTLEBLOWING

Whilst 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, there may be occasions where this may not be happening. It is vital that all team members talk through any concerns they may have with their line manager at the earliest opportunity to enable any problems to be ironed out as soon as they arise. If, in the course of your employment, you become aware of information which you reasonably believe tends to show one or more of the following, you **MUST** use the nursery's disclosure procedures:

- 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. Minimum Standards set by R&I and Regulation of Care Act 2013).
- That the health or safety of any individual has been, is being, or is likely to be, endangered.
- That the environment, has been, is being, or is likely to be, damaged.
- That information tending to show any of the above, is being, or is likely to be, deliberately concealed.
- That you challenge discriminatory behaviour and report any incidents. 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 Proprietor. 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. (Please see the Whistleblowing Policy)

DECLARATIONS AND CHANGES OF CIRCUMSTANCES

Employees are expected to declare all convictions, cautions, court orders, reprimands and warnings that effect suitability. A childcare practitioner has a duty to notify the nursery manager of any changes of circumstance which may affect their suitability to work with children. An annual status check will be performed by the nursery for all staff.

PARENTS AND CARERS

- Staff must maintain a professional relationship with parents and carers at all times.
- Each member of staff must recognise that parents and carers need feedback regarding their children and that this must be given in an open, honest and friendly manner. The relationship with parents and carers must not become overly familiar such that it clouds the impartiality of your judgement and action.
- Whilst there is always the possibility of a member of staff having a close relationship with a parent or carer outside of the Nursery, we must avoid any conflict of interest or undue favouring of a child. Where such a relationship arises the member of staff should immediately inform the Managers to discuss any action to be taken.
- Where a member of staff finds that they have a prior close relationship to a child in the Nursery through such means as a family relationship or close friendship then the Manager must be made aware of this immediately and may require the member of staff to change rooms to avoid any conflict of interest or risk of undue favouring of the child.

Department of Health and Social Care Registrations and Inspections Team

R&I inspects and regulates services which care for children and young people, and those providing education and skills for learners of all ages. All nurseries have to be registered and approved by Registrations and Inspections before they can begin to look after children. Having a well-respected Inspection report is really important to us, primarily because it is a very important consideration for a parent / carer when choosing a nursery and inspection reports are available online for members of the public to read therefore it is extremely important for us to always achieve a very high standard in our report. It is expected that all staff members share the nursery's belief and aspiration to uphold the highest standards at all times, such that when we are inspected by R&I, we can demonstrate an outstanding practice. Consequently, staff are expected to understand and contribute towards our self-improvement plan which is the result of any immediate requirements to be done or any recommendations they have asked us to do.

SUMMARY

It is important that staff understand the Nursery's policies, procedures and protocols. To enable staff to practice you must be appropriately trained and work in partnership with others Staff must maintain client confidentiality, and act accordingly with communications Staff have a duty of care to all parties associated with the Nursery. Failure to comply with this code of conduct may

lead to disciplinary action. The Nursery will act with integrity, sensitivity and in a manner that will be deemed as reasonable in all its dealings with staff. The Code of Conduct is deemed to have been accepted as soon as a member of staff commences employment. We thank you for your co-operation and welcome any feedback from staff that will help us improve this code of conduct.

CRANFORD NURSERY OPERATES “A NO BLAME CULTURE”

Cranford operates a no blame culture as part of our staff management behaviour policy.

It is easy to apportion blame when failures happen in a business organisation, but creating an environment where everyone shares accountability and no one individual is singled out to blame can be beneficial in nurturing a highly collaborative, effective and dynamic workforce.

Put simply, a no blame culture accepts that mistakes do happen within the workplace and workers are proactively encouraged to report errors for them to be rectified swiftly, without the threat of individuals and their actions being targeted for blame. The focus instead is on creating a highly aware workforce, attuned to identifying issues and mistakes, and enabling the organisation to address these and avoid them happening again.

No blame cultures originated in organisations where even minor errors can have catastrophic consequences. These are known as High Reliability Organisations (HROs) and include workplaces such as hospitals, airlines and submarines. Since errors in these environments can be so disastrous, it is dangerous to operate in an environment where employees do not feel able to report mistakes that have been made or raise concerns about deficiencies that may turn into catastrophic errors in the future.

The principles behind no blame cultures are focusing on what happened, as opposed to who was responsible, are transcending sectors into organisations beyond HROs, as organisations see the benefits of encouraging open, transparent and agile organisations. What are the pros and cons of a no blame culture?

A no blame culture provides accountability within an organisation, whether that be a project failure, bullying allegations, or team underperformance, without targeting the actions of just one person. Organisations take up the mantra, '**all are accountable, no one is to blame**'. It underpins and highlights the point of a no blame culture because it supports and expects self-responsibility and accountability by all, whatever their role within a company.

Cranford's Anti bullying, Harassment and Anti-Discrimination Policy

What is bullying?

Bullying is the use of aggression with the intention of hurting another person which causes pain and distress for the victim.

Bullying is an unacceptable form of behaviour through which an individual or group of individuals feel threatened, abused or undermined by another individual or group of individuals.

What is Harassment?

Harassment is defined as any conduct which is unwanted by the recipient, or any such conduct based on the grounds of bias or discrimination that affects the dignity of any individual, or group of individuals at work.

Harassment may be repetitive, or an isolated occurrence against one or more individuals.

Complying with the Law

The Equality Act 2010, and subsequent revisions, makes it illegal to discriminate against a person on the grounds of their race or ethnicity, their disability, their gender or sexual orientation, their age or religion. Behaviour that does not comply with the Act will be challenged and in the case of staff could lead to disciplinary procedures being invoked.

Forms of Bullying and Harassment

Bullying and harassment can take many forms – it may be emotional, physical, verbal, non-verbal, racist, sexual, homophobic or cyberbullying and staff should be alert to indicators that this may be happening.

Expectations

Within the setting we aim to develop an inclusive and positive ethos and climate of respect, responsibility and positive relationships, creating a culture where bullying and discrimination is unacceptable.

All service users will be made aware of this policy and expected to adhere to it.

Children

Through curricular activities and daily routines we will promote and reinforce positive behaviour, ensuring that all children are aware of acceptable codes of behaviour and staff expectations.

Children will be made aware that they can approach any member of staff should an incident occur or if they feel intimidated or threatened in any way. Staff should always respond in a supportive and sensitive manner, trying to establish facts. Children should be enabled to talk about the incident and be confident it will be dealt with promptly and effectively. Bullying of

any kind is unacceptable and must be addressed quickly. Bullying should never be seen as a typical part of growing up.

If allegations are found to be true then staff should endeavour to establish why the bullying/harassment took place and encourage the child involved to appreciate how their actions have made the other child feel. They should also be made aware of what the possible consequences of their action might be, both for themselves and for others.

It is not the purpose of this process to humiliate any child and they should be spoken to on their own, outwith the group. The child accused of bullying should also be invited to apologise for their actions but this should not be forced.

Developing respect for others and acceptable behaviours is an integral part of the early years curriculum and parents will not be required to be informed every time a child is reminded of appropriate behaviour. However staff will inform the parents of children involved in any incidences of bullying, informing them of what action has been taken. Their co-operation and support will be sought to prevent future incidences. Incidences of bullying and harassment should be recorded and monitored and will contain the following information:

- who was involved
- where and when the bullying took place
- any identified aspects of discrimination underlying the bullying
- action taken or resolution at an individual organisational level
- consideration of personal or additional support needs.

In serious cases and when bullying persists, the manager will work with the child's parents to try to resolve the situation. This may include agreeing sanctions should incidents continue. In a very small number of children where challenging behaviour persists and gives cause for concern consideration may be given, in consultation with the parents, to referring the child to a specialist such as a child psychologist. We will ensure every child and young person who requires help will know who can help them and what support is available.

Staff

Staff are expected to model behaviour that promotes health and wellbeing and to promote the setting's development of a positive ethos. Their observations of children's behaviour are crucial in determining whether bullying and harassment is taking place and in helping to prevent it. It is our fundamental role to ensure that all of us working with children and young people fulfil our responsibility to support their health and wellbeing. This can be achieved through embedding positive relationships and behaviour approaches to prevent bullying in and across our learning environment.

Staff also have responsibilities noted within the Whistleblowing Policy to report any concerns of malpractice or wrongdoing by other members of staff and this would include bullying and harassment of colleagues or children.

Any incidences of bullying and harassment of staff by other members of staff, including management, or by parents will be fully investigated. Staff should have confidence that any

concerns they bring will be listened to sympathetically and resolution sought. Concerns should be reported directly to the manager but where the accusation involves the manager then the nursery inspectors should be contacted.

Where possible informal resolutions will be sought and agreed between the parties concerned, but if this is not possible due to the seriousness of the incident(s) then staff can raise a grievance or disciplinary action may need to be taken. Where bullying of a child by an adult is proven, disciplinary action will ensue. Any disciplinary action taken against a member of staff requires to be reported to the Registrations and Inspections team.

Should a member of staff feel that a pattern of bullying or harassment towards them is emerging they should keep a personal record of any incidents that they may need to refer to in a future complaint with details of date, time, place, persons involved and any witnesses.

Parents

Parents will be informed of the setting's Anti-Bullying and Harassment, and Promoting Positive Behaviour policies, when they enrol their child. Reminders of these policies will be included in newsletters and at parents' evenings throughout the year to reinforce their importance. Parents' support will be sought in promoting the positive ethos of the setting and in dealing with incidents related to their child.

Where a child is displaying continuing behavioural problems we will endeavour to work closely with the parents, involving them in any decisions made and seeking their support for a consistency of approach both within the setting and at home.

Monitoring of this Policy

It will be the responsibility of Fiona Harcourt, Nursery Manager to ensure that all staff, are familiar with this policy and to monitor that it is being implemented. This policy should also be brought to the attention of all parents and any other individuals accessing the setting. The responsibility of all to adhere to the policy should be highlighted. Monitoring and evaluation of the policy will be achieved through review of any incident records and feedback from parents and staff.

CARE LEARNING AND PLAY POLICY

The first five years of life are crucial to a child's development. High quality early years provision has been proven to help children achieve their potential and support parents and their families. The role of the Early Years Practitioner encompasses a wide range of aspects dedicated to enhance children's experiences in a positive and supportive way.

In order to broaden the implementation of this policy of Cranford Nursery will endeavour to work in partnership with other providers involved in the care of children attending its settings. This will be by communicating verbally and attending regular meetings if needed.

With parental consent the Nursery will encourage the sharing of information as determined by the Minimum standards set by the Isle of Man Government & Registrations and Inspections Team.

At Nursery our aims is to deliver the 3 prime areas and include the 4 specific areas of learning development (see EYFS Statutory Framework, pages 4 & 5, Paragraphs 1.4-1.6).

Prime Areas of Learning

- Personal, Social & Emotional
- Communication & Language
- Physical

These prime areas are what all children need to concentrate on in their first few weeks and months of development. When they start nursery we will continue to support their development from home in our caring and safe environment. We focus on these prime areas whilst introducing the other 4 specific areas throughout the provision. During the period between 2 and 3 years of age we work with you and your Health Professionals to develop a Progress Check for your child. This will include a written summary of how they are progressing against these 3 prime areas.

Specific Areas of Learning

- Literacy

- Mathematics

- Understanding the World

- Expressive Arts & Design

These specific areas include many essential skills and knowledge that children need to learn in order to be ready for school. We all play a vital role in helping children achieve these and your involvement as a parent is a key factor in their success.

All seven areas are used to promote your child's individual interests and unique learning needs. Children are observed regularly to ensure their learning is effective; which can be seen by them investigating, concentrating and having their own ideas and thoughts.

Please download our Parents Guide to the Early Years Foundation Stage for more detailed information.

Children with English as an Additional Language:

1. Language Learning

- We recognise the fact that a child may enter our setting who is already developing one or more languages and is now adding English to the list.
- We always allow these children extra space and time, patience and support.
- We acknowledge and celebrate the skills they have in their home language for we believe this promotes confidence in their own abilities and raises their self-esteem. We recognise and reassure

2. Social Skills

- Children who share the same home language are encouraged and enabled to spend time together in the nursery to communicate.
- Staff ensure that they make their teaching as visual as possible through the provision of pictorial and additional resources to assist EAL children and to enable them to fully access the inclusive learning environment.

- Staff ensure that they use gestures, facial expressions and explanatory actions together with the use of objects to explain each part of an activity.

3. Introduction

- Upon entry to the nursery the family is welcomed by the Nursery Manager, who will show families around the nursery and check to see if there are places available.

- The child's Key Person offers support and assist in completing the setting's induction pack, if required. The Key Person continues to liaise with the family and ensures that they receive information and newsletters in a form that is accessible to them and that they are able to communicate their views and concerns to the staff without difficulty. The Key Person will seek the advice and support of the Early Years Team who is often able to provide translation solutions.

4. Language Development

- We differentiate between those children who speak 'English as an Additional Language' or those who are 'Bilingual' by using the following definitions as provided by the Department of Education.

EAL stands for 'English as an Additional Language' and recognises the fact that many children learning English in schools in this country already know one or more other languages and are adding English to that repertoire.

Bilingual is used to refer to those children who have access to more than one language at home and at school. It does not necessarily imply full fluency in both or all of their languages.

-Should a child start Nursery as either an EAL or Bilingual speaker we will add their name to our EAL Register and monitor and track their progress during their Baseline and Yearly Development Checks.

Care

Food – We will endeavour to provide children with the opportunity to experience a well-balanced, nutritional and varied menu with alternatives for individual specific dietary requirements. Food and liquid consumption will be regularly monitored to ensure children do not go hungry or become dehydrated. Drinking water will be freely available for children to self-select or request throughout the whole day.

Well-being – We will endeavour to support, enhance and promote the well-being of all the children in their care. This will be governed by the directives included in all the policies, parents' instruction and legislative requirements. Personal hygiene is advertised and encouraged to prevent cross contamination, spread of disease and to pronounce children's awareness. The nursery will help children to distinguish right from wrong by encouraging positive behaviour, and giving praise for a child's affirmative contribution and good behaviour.

Environment – we will endeavour to provide an environment that is both physically stimulating and exciting whilst retaining stringent procedures to safeguard the security and safety of the children in the setting. We aim to keep our areas of learning similar to the natural environment but also challenging to give children the opportunity to take new risks.

Children will be encouraged to take on their responsibilities to promote and enhance their learning whilst understanding how to keep safe within the guidelines and direction of the practitioners and setting rules.

Social Development – we understands, supports and promotes the social development of the children in its care. Through daily routine, encouragement, reward and the provision of positive role models children should develop a well balance, confident and happy disposition.

Children will be encouraged, whenever possible; to set their own ground rules, correct inappropriate behaviour and express feelings with the support and empathy of the staff deployed as they progress through the natural changes of their growing years. Children will be encouraged to build positive relationships with each other, across all age ranges, as well as with the settings practitioners.

Key Person - Children must feel safe and secure in the early years environment. Through the appointment of the key person the children are encouraged to form attachments within the setting which reduces anxiety as well as developing a genuine bond with the child and offering a settled, close relationship. With the allocation of a key person it is hoped that the children and their parents become familiar with the setting and feel confident and safe within it. This will enable the keyworker to build positive relationships with the family.

This will enable the keyworker to build positive relationships with the family. The key person will be regularly writing observations and taking pictures of the children to put in their learning and development files, parents will be informed of this and consent will be given when the child starts nursery. The observations will be linked to the EYFS. For discussions about your child's development an arranged meeting can be organised by the key person.

Learning

Planning – Whenever possible staff will be given opportunities away from the setting to plan activities specifically suitable to the children under their care. These may follow guidelines provided in the Early Years Foundation Stage depending on the age of the children in their Key Worker Group. Planning will, where possible, allow for long, medium and short term objectives with plenty of opportunity for sustained shared learning with both adults and other peers.

Observation and Assessment - It is envisaged that on-going individual observation will be achieved for each child as defined by the child's key worker but it is intended that a more formal written assessment will be made periodically. Opportunity for informal parental observation and assessment is also encouraged so that a more defined overall assessment can be achieved. Specific achievements may also be recorded such as colour recognition, jigsaw completion, computer operation etc.

At the end of their attendance a summary document of their stage of development will be made available to the new establishment if required and all observation and assessment documentation will be transferred to the parent.

Parents as Partners – we understand and promote the statement "Parents are children's first and most enduring educators." and ensures that the parent's involvement as part of the shared learning process plays a significant part in the

welfare of children attending the setting. The continuing contribution of children's parents is regarded as a special relationship in terms of shared educational aims so that the best developmental outcomes may be achieved for the children.

Play

Free Play - Free play provides the children with the opportunity to have an open choice for what they wish to play with. They can move freely from table to table or around the floor without restriction.

A range of toys available for free play may include; duplo, stickle bricks, car mat and cars, train set, books, small world toys, animals etc.

Child initiated – As children advance through the Early Years Foundation Stage opportunities for child initiation is encouraged. Planning is carried out using the children's interests as our starting points and next steps are then completed accordingly. Older children may become involved in the actual planning of activities, may request changes to the set up or may independently clear away and choose other resources. Children will be encouraged to take turns, self-select, clear away, maintain aspects of health and safety or take lead depending on their individual development stage.

Key Worker Group Activities - The daily routine will include circle time, singing, writing skills along with a topic focused activity which may be arts and crafts or role play or a range of equipment for this area may include; jigsaws, board games, sorting, matching, small discussion groups and messy play are just a few. These opportunities are further enhanced with the provision of tools; pots, pans, funnels, scissors, spades etc. This Policy follows the guidelines of good practice as detailed in the Early Years Foundation Stage and is supported by all other policies.

Cranford Staff will have the opportunity to attend regular courses to help support the provision of a continually improving quality learning experience for the children in our setting. Staff will be observing the children regularly to ensure that they know the child's stage of development and can tailor for each individual child's needs, they will then reflect on and include the different ways that children learn in their practise when planning activities. Each individual child's development file is their learning journal will be available for their parents/carers to read and they will be kept up to date daily on how their child is progressing at

nursery, please see our working in partnership with parents/ carers policy for more information.

The staff will plan for children that attend different sessions by meeting the individual needs of all children at the heart of the EYFS and it is important to deliver personalised learning, development and care to help children get the best possible start in life.

Effective assessment involves analysing and reviewing what is known about each child's development and learning so that next steps to learning can be planned to meet their individual needs, this is called assessment for learning under the EYFS.

Formative Assessment - is assessment based on observations, photos, video, things children make or draw, information from parents etc. Summative Assessment – is a summary of all the formative assessments done over a longer period and makes a statement about a child's achievements.

The EYFS Profile is the summative assessment used to review children's progress along the early learning goals, Cranford Nursery fully understands the ethos devised through "Development Matters"/ (Every Child Matters) It aims to have regard to the Code of Practise on the identification and assessment of Special Educational Needs (SEN), English as an Additional Language (EAL) and Talented and Gifted children in order to provide a welcome and appropriate learning environment for all children.

It is our aim to help all children reach their potential.

Health and Safety Law



What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

- Decide what could harm you in your job and the precautions to stop it. This is part of a risk assessment.
- In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- Consult and work with you and your health and safety representatives (if you have them) in protecting everyone from harm in the workplace.
- Free of charge, give you the health and safety training you need to do your job.
- Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- Provide toilets, washing facilities and drinking water.
- Provide adequate first-aid facilities.
- Report major injuries and fatalities at work to the Health and Safety at Work Inspectorate on **01624 685 881**. Report other injuries, diseases and dangerous incidents online at **www.gov.im/hswi**
- Have insurance that covers you in case you get hurt at work or ill through work, and display a copy where you can easily read it.
- Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- Follow the training you have received when using any work items your employer has given you.
- Take reasonable care of your own and other people's health and safety.
- Co-operate with your employer on health and safety.
- Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

- If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- You can also look at our website for general information about health and safety at work.
- If, after talking with your employer, you are still worried, you can contact the Health and Safety at Work Inspectorate.

Fire Safety

- You can get advice on fire safety from the Fire and Rescue Services.

Health and Safety at Work Inspectorate

Department of Environment, Food and Agriculture, Thie Slieau Whallian,
Foxdale Road, St. Johns, IM4 3AS

Telephone: 01624 685 881

Email: worksafe@gov.im

online: www.gov.im/hswi

Health and Safety Policy

(for Inspection)

Cranford Nursery is committed to ensuring that all setting practices are carried out within the requirements of the Health and Safety and Work Act 1974 and the Management of the Health and Safety at Work Act 2003.

In order to achieve high standards of quality and safety and continually improve health and safety performance Cranford is committed to implementing all necessary health and safety procedures.

The health and safety of young children is of paramount importance. In order to ensure the safety of both children and adults (including staff, parents and volunteers), we assess and minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way. This is done by:

- Create risk assessments so everyone knows the risk, how to manage the risk and what the consequence may be. Ensure read and signed by all staff.
- Create rotas so that responsibilities are shared between staff members, this means that there are different people doing them and other people can see if there is something wrong/dangerous.
- Support co-workers with Health and Safety. Once training for cleaning has been completed check in with them regularly to ensure practice is being followed safely.
- Take responsibility for your own Health and Safety, do not compromise as it could affect you, co-workers, children or parents.

It is the responsibility of the manager to ensure that the health and safety of the setting as a whole remains within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers is not compromised in any way. This is done by:

- Providing mandatory training to ensure staff are aware and know what to do.
- Reporting faulty equipment to relevant people e.g. Broken fire extinguisher to
- Providing a safe and secure place for substances/chemicals, e.g. cleaning chemicals; where all staff are aware and have a C.O.S.H.H poster displayed nearby.

- Provide training so staff know how to use these properly. For example, when cleaning make sure the right amount of water and chemical is diluted to avoid any reactions.
- Provide welfare facilities. This can include Mental Health Support, Staff bathroom, a space for breaks, Personal Protective Equipment, Safe area for leaving coat/bag/phones etc. Keep check of all training and when it runs out so we can do more training. Fire training we do every year in house, with all members of staff present.
- Have emergency procedures in place and make all staff aware of them. We have an injury poster next to our first aid boxes so whoever is dealing with it knows how to deal with that situation.
- Ensure all equipment works and is maintained. Keep records of these so we know how long it would have been broken for, for example Smoke Alarms and Fire Extinguishers.

Supervision Requirements

Children are to be supervised at all times whilst in the setting, supervision is dependent upon 3 levels of supervision and the activities that are taking place:

Constant Supervision:

Being with the children at all times, actively supporting them using a physical presence or playing with them directly. This level of supervision is most often required when the children are playing high-risk games or using equipment or materials that have a high- risk assessment.

General Supervision:

Being in vicinity of the children but not having an active part in their play, being on hand to support if the children require your help or guidance. Being on hand to respond to play cues and observant of the behaviour of the children. This is the most common form of supervision and allows for an overview of the play setting, most commonly used with play activities that have a medium level of risk.

Low Supervision:

Keeping a watchful eye on the children from a distance and making sure that they are playing safely but freely. Keeping an overview of what the children are doing whilst not interfering. This is most commonly used with low risk activities.

Registers

Children and staff are signed in and out of the building and a pen must be used to do this not pencil.

Outings and supervision

In the event of children leaving the nursery for an outing, a risk assessment must be carried out by staff prior to the outing. Practitioners must take emergency contact numbers for parents on outings, along with a first aid kit and a mobile phone. Practitioners must seek written permission from parents to take children out of the nursery and on an outing. When walking on pavements staff must be roadside. Depending on the size and number of children walking if appropriate there must be a member of staff at the front and at the back of the line supervising the walk. All children and staff must wear high visible vests with the nursery name on the jacket. children must be holding a walking aid for example a walking rope. Children must be supervised when they go to the toilet on outings, a staff member will firstly check the toilets to ensure it is safe and they must stay with the child. Boys will go to the ladies toilets unless there is a male member of staff with them.

Supervision of children sleeping

Nursery practitioners ensure all children are supervised at all times, this includes children sleeping in beds and on mats in quiet areas. Children sleeping must be checked every 10 minutes, however a practitioner must be aware of the sleeping child and remain on the floor at all times in readiness to assist the child if necessary. It is essential that there are always two nursery practitioners present when children are on the premises. Children are restricted from going outside unaccompanied by double locked front and back doors which are always secure unless being used to enter or exit. Children are prevented from going upstairs by two gates. Children are never allowed upstairs in the owners private living quarters.

Visitors

The nursery has visitors and students visiting the nursery. In order for nursery to be able to ensure all visitors are accounted for the nursery maintains a visitor's book that all visitors must sign themselves in and out of and provide details of the purpose of their visit.

Students are asked to complete a student placement form which provides the nursery with contact details of the college or university they attend and their personal details. Students must document the date and hours they attended the nursery. All visitors and students must be accompanied by a nursery practitioner. Children must never be left unsupervised with a student or visitor.

Staff

Staff are employed to work in the nursery with the children once all their relevant checks have been made. This includes Disclosure and Barring Service

(DBS) checks, health checks, social care checks, identification checks and references.

Staff will have a 4 week induction programme and a 6 month probation period. The induction period involves reading and understanding all the nursery policy's and procedures and completing mandatory training courses.

Qualified staff are the only staff members who can work alone with children.

Non-qualified staff must not be left unsupervised with children.

Hygiene

Staff must use good frequent hand washing techniques and encourage children to wash their own hands especially after using the toilet and before eating.

Disposable paper hand towels are provided. Children and staff will have any cuts/open wounds covered with a plaster or dressing. Plastic gloves, aprons and masks are provided for nappy changing and cleaning duties.

Food

Children bring in their own packed lunch and are required to have an ice pack. Ice packs must be provided for any bags which do not have one. Children's lunchboxes are stored away from radiators to keep them chilled. Surfaces are cleaned and wiped down before lunchtime and all children and staff wash hands before handling food. In order to ensure the food children are offered has been stored, prepared and served safely nursery practitioners attend training in Basic Food Hygiene. Parents are advised on how to safely prepare their child's packed lunch.

Allergies

A list of all children and their allergies is displayed on the staff's cupboard doors. We have relevant policies in place for when we have a child with an allergy, we will risk assess and put a policy in place ensuring all staff are made aware. If needed we will contact parents to make them aware that we have a child with an allergy so they do not put that food item in their child's lunch box for example nuts. All snacks provided by the nursery pay attention to the children's dietary requirements and, where necessary, parents provide snacks suitable for their children.

Risk Assessment

Our setting follows a strict risk assessment which includes the following steps -

- Identifying Hazards in the setting
- Identifying risks.
- Identifying the risk levels.
- Who could be harmed by the hazard and how?
- What actions we are taking to prevent these hazards
- What further action is necessary?
- Who will deal with the further action and when?

We complete and review risk assessments regularly to ensure we are offering the safest of environments for everyone.

Manual Handling

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimize the risk of injury. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nursery's safe handling policy.

Fire Safety

All staff undergo specified fire training for the environment which is attended annually. Fire drills are carried out termly and fire alarm checks are done weekly. All fire doors must be unobstructed at all times. All staff must know the fire procedure and practice the fire drills. Staff must be aware if a child has special needs when there is a fire drill, this will be recorded in the fire file and a risk assessment completed for that child.

Accidents and injuries

Staff are first Aid trained.

The nursery maintains an accident book that must be completed in the event that a child, parent or staff member sustains an injury at nursery. Details of the nature of the injury, the treatment that was given, when and where the accident happened, must be recorded signed and dated. Parents will then be made aware and asked to sign and date the form.

The nursery will ensure that the first aid equipment is kept clean, in date and replenished. Sterile items will be kept sealed in their packages until needed. It is essential that staff clean up bodily fluids such as urine, faeces, blood, and vomit immediately, wearing disposable gloves and an apron.

In the event that a child has an injury, an accident report form must be completed to reflect this. The manager or person in charge must notify 'The Registration and Inspection team' of any serious injury that a child sustains at nursery. These injuries include; dislocations, broken bones, cuts or bumps that require medical attention.

Outdoors

We make sure that our outdoor areas are securely fenced and gates locked at all times to keep the children safe when enjoying the outdoor space. When we use the outdoor areas, they will be checked for safety and cleared of rubbish before it is used. All our outdoor activities will be supervised by our practitioners.

When using the stairs to enter or exit the garden a staff member must always be present and remind children to hold onto the safety rail at all times.

All outdoor equipment is risk assessed and checked regularly for faults. When wet they are wiped down and dried before use and there is constant adult supervision when the large equipment is in use.

Staff must supervise children when they are playing on the large equipment.

There is no smoking or vaping allowed on or around the property within nursery operating hours and there is a sign displaying this information at the front door.

Indoors

The rooms will be bright, cheerful and well ventilated, providing a safe stimulating environment. All toys and play equipment will be washed and disinfected regularly. Dressing up clothes and blankets will be washed regularly. All floors and surfaces must be washed and disinfected daily to keep them clean and tidy.

Windows

All staff must ensure that window locks are on when a window is open, this is to ensure that a child cannot climb out or fall out of a window.

Child Protection

All members of staff will receive training in child protection and Safeguarding as part of their induction training (see Staff Induction Policy for further information). All members of staff are instructed in the specific procedure for Cranford Nursery, especially as regards to disclosures and suspicions of child abuse. (See Child Protection Policy for further information)

Administration of Medications

We do not administer medicine unless a child has a life threatening illness for example if a child has an EpiPen or an Asthma inhaler. If a child requires medication for a life threatening illness then we will require a medical plan from their doctor. Where necessary we will require the school nurse to attend the setting to teach staff the procedure or the nursery will allow staff to attend training courses to meet the needs of the child.

Illness

If a child becomes unwell during the course of the day, members of staff will ensure that the child is comfortable but does not pose any risk to the other

children in the setting. A member of staff will contact the child's parent or carer and observe the child closely until they are collected. Parents will be asked to pick their child up without delay.

Maintenance and Storage of Equipment

Cranford Nursery has a wide variety of equipment and materials that are used by the children in the course of their play and enjoyment at the setting. All equipment is bought with consultation with the children from approved suppliers and is checked to ensure compliance with the British Safety Standards. All equipment is well maintained and checked on a regular basis to ensure that it presents no risk to the health and safety of the children. Equipment and materials which do pose a hazard but which have an evidenced benefit on the development of children must be used under constant supervision and stored securely after use.

The Premises

The premises are inspected annually by the Registrations and Inspections team. Members of staff check the premises each day to ensure that there are no risks or hazards that would compromise the health and safety of the children, parents and carers or staff. At the end of the day members of staff ensure that the premises are left clean, safe and tidy.

Safety and Security

Cranford Nursery feels that the safety and security of the children, parents and carers and staff are paramount to the running of the setting. A secure entry system is in place to ensure that only persons with a legitimate reason for being on the premises have access. Visitors, other than parents and carers collecting their children must pre-arrange their visits and where necessary carry identification; all visitors must make themselves known to a member of staff upon entry, stating their name and reason for visiting. Visitors are required to sign themselves in and out of the building and must be accompanied by a member of staff at all times. Parents drop off and pick up their children at the door minimising the amount of people in and out of the building.

All staff members are entitled to either a one hour or a 30 minute lunch break depending on their hours of work and the staffing to child ratio. Staff can stay in for their breaks and sit in the kitchen or an empty room in the nursery or the garden or they can go out for their break. If a member of staff wishes to smoke during their break then they are required to leave the premises and the grounds of the setting and remain out of sight of the children.

The no smoking policy also applies to parents, carers and visitors to the setting; Cranford Nursery believes that this is in the best interests of the children and staff.

Last updated / reviewed on:25/6/24

Fiona Harcourt

Children's Records

Policy Statement

The GDPR sets out the rights of the individual and establishes the obligations of those processing and those responsible for controlling and holding data. It also establishes the methods for ensuring compliance as well as the scope of sanctions and penalties for those in breach of the rules.

Key parts of the GDPR include a widened definition of personal data, new obligations for processors as well as boosted rights for individuals.

The Isle of Man has implemented the GDPR into its law so that it can continue to do business with EU countries.

The GDPR has been implemented in the Isle of Man using an Order made under a new Data Protection Act 2018 which enables the Isle of Man to bring in EU laws relating to data protection. New data protection provisions are in a set of regulations which set out all the data protection procedures and powers of the Information Commissioner, called the GDPR and LED Implementing Regulations 2018.

These provisions were previously in the Data Protection Act 2002.

We have record keeping systems in place that meet legal requirements set by the Isle of Man government; the means we use to store and share that information takes place within the framework of the Data Protection Act 2018

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records Policy and the Information Sharing Policy.

Procedures

We keep two kinds of records on children attending our setting:

Developmental records

These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.

These are usually kept in the playroom and can be freely accessed and contributed to, by staff, the child and the parents.

Personal records

These include registration and admissions forms, signed consent forms, correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.

These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.

Parents have access, in accordance with our “parents access to records policy”, to the files and records of their own children, but do not have access to information about any other child.

Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child’s needs. Staff induction includes an awareness of the importance of confidentiality in the role of the keyperson.

Standard 14.10

“Records must be retained for 10 years after the child has left the service”

We retain children’s records for ten years after the child has left the service, except records that relate to a child protection matter. A child protection matter will be handed to the DHSC’S Initial response team once the child leaves our service.

Legal Framework: DHSC Child day care minimum standards

Other records kept are:

Child register –

Staff register -

Accident records

Exclusion records –

Medication records

People living on premises record –

Confidential Incident book

Any behavioural concerns –

Visitors book

Staff record

Issues to do with employment of staff, remain confidential to the people directly involved with making personnel decisions.

Legal Framework

Isle of Man Data Protection Act 2018

Standard 14.2

Individual records of each child must contain:

Full name & address

Date of birth

Photograph

Emergency contacts

GP Contact

Authorisation to go on outings, travel in vehicles and other appropriate permissions and parental consents.

Details of who will collect the child, including photos where appropriate.

Medical conditions

Allergies

Dietary requirements and preferences

Social, emotional behavioural needs

First language/ any additional languages spoken

Any cultural needs

Permission to seek emergency medical advice and treatment.

14.3 Records must be kept of all matters affecting children attending the nursery including:

Accidents

Incidents

Exclusions as a result of an infectious disease

Medication being administered

Any safeguarding concern and any multi agency meetings

Concerns or complaints raised including action taken

Any person living on the premises

Any behavioural concerns

The nursery has public liability insurance that conforms to our full legal requirements set by DHSC'S day care minimum standards and appropriate employer insurance.

COMPLAINTS POLICY

PLEASE CONTACT FIONA, AMY or LOUISE FIRST WITH A COMPLAINT.
WE WILL DO EVERYTHING POSSIBLE TO PUT THE MATTER RIGHT AND TO GIVE
IT OUR FULL ATTENTION.

Stage 1

If any parent should have cause for complaint or any queries regarding the care or education of their child they should in the first instance speak with the child's key worker.

Stage 2

If the issue remains unresolved and there is not a satisfactory outcome, then the Nursery Manager should be contacted. These concerns must be presented in writing to the Nursery Manager. The Nursery Manager will then investigate the complaint and report back to the parent within 10 working days.

This will be fully documented in the complaints log book and will detail the nature of the complaint and any actions arising from it.

Any written complaints that have been investigated will remain in the locked filing cabinet. Staff must sign and agree to confidentiality when a complaint has been made.

Any verbal complaints made will be written in the complaints log book and kept in the folder in the nursery cupboard.

Staff have access to the complaints log book. All staff must sign to agree to confidentiality when complaints are made and recorded.

Staff will be made aware of the complaint and will sign to agree the confidential policy that nothing is shared outside of nursery or with people who it involves and does not involve.

(Most complaints will be resolved informally at stage 1 or 2.)

Stage 3

If the matter is still not resolved a formal meeting should be held between the Nursery Manager and Parent and Deputy Manager to ensure that it is dealt with sufficiently. A record of the meeting should be made along with documented minutes and actions. All parties present at the meeting will sign the record and receive a copy, which 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 the Registrations & Inspections Team on Tel: 01624 642422.

If Registration and Inspections Team request the complaint/outcome of the complaint then it will be sent to them, otherwise it will be kept at our setting. The manager will then do an in house investigation of the complaint within the next 10 days. The parent will be notified of the outcome of the investigation and if they are happy with the outcome then they will be asked to sign to say that they do not require any further action to be taken regarding the complaint. If the complaint is listed in the Regulation of Care Act 2013, then a 'Notification of Events' form will be filled out and sent to Registrations and Inspections Team, along with a copy of the parent's letter and signature.

A record of complaints will be kept in the nursery. These will be accessible only to the parties involved and will be stored as confidential files. In case of a child protection related complaint, please refer to the Safeguarding Children Policy.

The nursery reserves the right to cancel a nursery place and to request a parent to remove their child with immediate effect.

Parents may use the black comments box outside the front door to leave any suggestions or complaints.

Registrations & Inspections Team

Catriona Bradley

1st Floor, Belgravia House,

34-44 Circular Road

Douglas

IM1 1AE

Tel: 01624 / 642422

randi@gov.im

Confidentiality Policy

We follow the requirements of the
General Data Protection Regulation (GDPR)
The Data Protection Act 2018.
The Department of Health and Social Care regulations set under
The Regulation of Care Act 2013 and
The Minimum Standards set by Registration and Inspection Unit

At the nursery we work very closely with children and their families on a day-to-day basis. It is a legal requirement for the nursery to hold relevant information for each child and their families, which remains confidential at all times. This information is used for registers, invoices and emergency contacts.

All confidential records will be stored in a locked cabinet in line with the Data Protection registration.

CONFIDENTIAL ISSUES MAY INCLUDE:

- Child details - Including developmental needs and behaviour.
- Parent details - Including their domestic circumstances.
- Nursery working practices and policies.
- Nursery financial dealings.
- Staff details

PROCEDURE

It is our intention at the nursery to respect the privacy of children and their families which is achieved by:

- Storing confidential records in a locked filing cabinet.
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery.
- Ensuring that staff are aware that information held for each child is confidential, and only to be used within the nursery setting. If any of this information is requested for whatever reason, the parent's permission MUST always be sought and Written authorisation from the parent MUST be given to discuss sensitive information.
- Ensuring that staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs and ensuring confidentiality is always maintained outside of the nursery.
- Ensuring that any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file. This information must be shared with as few people as possible on a need-to-know basis. If however, a child is considered at risk, the nursery's safeguarding children policy will override confidentiality.
- Ensuring that staff, student and volunteer inductions include an awareness of the importance of confidentiality.

- Ensuring that parents have access to files and records of their own children, but not to those of any other child.
- Gaining parental permission for any photographs of the children to be used within the nursery.
- Ensuring that staff have a professional relationship with all parents and don't become too familiar with particular families within the nursery.
- Ensuring that staff, students and volunteers are aware of, and follow, the nursery's social networking policy in relation to confidentiality.

STAFF AGREEMENT

- All areas of confidentiality must be adhered to at all times. At no time whilst in employment and after termination of employment with Cranford Nursery are you to divulge any of our clients details, working practices, policies or financial dealings to any other party.
- When taking on any private baby-sitting arrangements you must remain professional and ensure that confidentiality of the nursery is considered at all times.
- No information regarding other children or problems within the organisation is to be discussed with parents when baby-sitting is privately arranged. You must never become too familiar with parents and must ensure that this agreement is adhered to.
- When feedback is given at the end of each child's session you must ensure that it is done in a professional way, giving the parent all the information that they need to know about their child's day.
- You must ensure you are aware of and follow our social networking policy in relation to confidentiality.

When staff leave their position at the nursery they must not speak in a negative or slanderous way about the nursery, staff, parents, children or family that live above the nursery. Legal action may follow if a member of staff has been making slanderous comments about the nursery.

If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, instant dismissal without notice.

If a breach of personal data has been made that is written or processed electronically then we will inform the IOM Information Commissioner (see Information Commissioners website for more definitions)

“In the case of a personal data breach, the controller shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the supervisory authority competent in accordance with Article 55, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons. Where the notification to the supervisory authority is not made within 72 hours, it shall be accompanied by reasons for the delay.”

Staff Name:

Date:

I hereby understand and will adhere to the above confidentiality policy and staff agreement.

Staff Signature:

DATA PROTECTION & PRIVACY

Introduction

Cranford Nursery School needs to gather and use certain information about individuals.

These can include customers, suppliers, business contacts, employees and other people the nursery has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet the nursery's data protection standards.

Why this policy exists

This data protection policy ensures Cranford Nursery School:

- Complies with data protection law and follows good practice.
- Protects the rights of staff and customers.
- Is open about how it stores and processes individual's data.
- Protects itself from the risks of a data breach.

Data Protection law

The General Data Protection Regulation 2018 describes how organisations – including Cranford Nursery School must collect, handle and store information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

Eight important principals underpin the Data Protection Act. These say that personal data must:

1. Be processed fairly and lawfully.
2. Be obtained only for specific lawful purposes.
3. Be adequate, relevant and not excessive.
4. Be accurate and kept up to date.
5. Not be held for longer than necessary.
6. Processed in accordance with the rights of data subjects.

7. Be protected in appropriate ways.
8. Not be transferred outside the European Economic Area (EEA) unless that country or territory ensures an adequate level of protection.

People, Risks and Responsibilities

Policy Scope

This policy applies to:

- The Head Office of Cranford Nursery School.
- All staff and volunteers of Cranford Nursery School.
- All contractors, suppliers and other people working on behalf of Cranford Nursery School.

It applies to all the data that the company holds relating to identifiable individuals, even if that information technically falls outside the General Data Protection Regulation Act 2018. This can include:

- Names on individuals.
- Postal addresses.
- Email addresses.
- Telephone numbers.
- Plus any other information relating to individuals.

Data Protection Risks

This policy helps to protect Cranford Nursery School from very real security risks, including:

- **Breaches of Confidentiality.** For instance, information being given out inappropriately.
- **Failing to offer choice.** For instance, all individuals should be free to choose how the company uses data relating to them.
- **Reputational Damage.** For instance, the company could suffer if hackers successfully gained access to sensitive data.

Responsibilities

Everyone who works for or with Cranford Nursery School has some responsibility for ensuring data is collected, stored and handled appropriately.

Key areas of Responsibility.

Fiona Harcourt is ultimately responsible for ensuring Cranford Nursery School meets its legal obligations.

General Staff Guidelines

- The only people able to access data covered by this policy should be those who need it for their work.
- Data should not be shared informally.
- Cranford Nursery School will provide training to all employees to help them understand their responsibilities when handling data.
- Employees should keep all data secure by taking sensible precautions.
- In particular, strong passwords must be used and they should never be shared.
- Personal data should not be disclosed to unauthorised people, either within the company or externally.
- Data should be regularly reviewed and updated. If no longer required it should be deleted.
- Employees should request help if unsure about any aspect of data protection.

Data Storage

These rules describe how and where data should be safely stored.

- Questions about storing data safely can be directed to the manager.
- When data is stored on paper, it should be kept in a secure place where unauthorised people cannot see it.
- These guidelines also apply to data that is usually stored electronically but has been printed.
- When not required paper or files should be kept in a locked drawer or filing cabinet.

- Employees should make sure paper and printouts are not left where unauthorised people could see them.
- Data printouts should be shredded when no longer required.
- When data is stored electronically it must be protected from unauthorised access, accidental deletion and malicious hacking attempts.
- Data should be protected by strong passwords that are changed regularly and not shared amongst employees.
- If data is stored on removable media it should be kept locked away securely.
- Data should only be stored on designated drives and servers and should only be uploaded to an approved cloud service.
- Servers containing personal data should be sited in a secure location away from office space.
- Data should be backed up frequently.
- Data should never be saved directly on laptops or other mobile devices like tablets or smart phones.
- All servers and computers containing data should be protected by approved security software and a firewall.

Data Usage

Personal data is of no use to Cranford Nursery School unless the business can make use of it. However, it is when personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft:

- When working with personal data employees should ensure the screens of their computers are locked when left unattended.
- Personal data should not be shared informally, in particular it should not be emailed.
- Data must be encrypted before being transferred electronically.
- Personal data should never be transferred outside the European Community.

- Employees should not save copies of personal data on their own computers.

Data Accuracy

The law requires Cranford Nursery School to take responsible steps to ensure data I kept accurate and up to date.

The more important it is that the personal data is accurate, the greater the effort Cranford Nursery School should put in ensuring its accuracy.

It is the responsibility of all employees who work with data to take reasonable steps to ensure it is kept as accurate and up to date as possible.

- Data will be held in as few places as necessary. Staff should not create any unnecessary additional data sets.
- Staff should take every opportunity to ensure data is updated.
- Cranford Nursery School will make it easy for data subjects to update the information Cranford Nursery School holds about them.
- Data should be updated as inaccuracies are discovered. i.e. old phone numbers should be removed.

Subject Access Requests

All individuals who are the subject of personal data held by Cranford Nursery School are entitled to:

- Ask what information the company holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how the company is meeting its data protection obligations.

If an individual contacts Cranford Nursery School requesting this information this is called a subject access request.

Subject access requests from individuals should be made by email, addressed to the data controller, cranfordnursery@yahoo.com The data controller can supply a standard request form although individuals do not have to use this.

The data controller will aim to provide the relevant data within 14 days.

The data controller will always verify the identity of anyone making a subject access request before handing over any information.

Disclosing data for other reasons

In certain circumstances the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances Cranford Nursery School will disclose requested data. However, the data controller will ensure the request is legitimate, seeking assistance from the board and from the company's legal advisers where necessary.

Providing information

Cranford Nursery School aims to ensure that all individuals are aware that their data is being processed and that they understand:

- How the data is being used.
- How to exercise their rights.

To these ends, the company has a privacy statement setting out how data relating to individuals is used by Cranford Nursery School.

A version of the statement is available on the company website.

Privacy Policy

Effective date: August 16, 2018

Cranford Nursery School ("us", "we", or "our") operates the <http://www.cranfordnurseryschool.co.uk/> website (the "Service").

This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our Service and the choices you have associated with that data. This Privacy Policy for Cranford Nursery School is powered by [FreePrivacyPolicy.com](https://www.freeprivacypolicy.com/).

We use your data to provide and improve the Service. By using the Service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, terms used in this Privacy Policy

have the same meanings as in our Terms and Conditions, accessible from <http://www.cranfordnurseryschool.co.uk/>

Information Collection And Use

We collect several different types of information for various purposes to provide and improve our Service to you.

Types of Data Collected

Personal Data

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- Address

Usage Data

We may also collect information how the Service is accessed and used ("Usage Data"). This Usage Data may include information such as your computer's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic

Use of Data

Cranford Nursery School uses the collected data for various purposes:

- To provide and maintain the Service
- To notify you about changes to our Service
- To allow you to participate in interactive features of our Service when you choose to do so
- To provide customer care and support
- To provide analysis or valuable information so that we can improve the Service
- To monitor the usage of the Service
- To detect, prevent and address technical issues

Transfer Of Data

Your information, including Personal Data, may be transferred to — and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside Isle of Man and choose to provide information to us, please note that we transfer the data, including Personal Data, to Isle of Man and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

Cranford Nursery School will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

Disclosure Of Data

Legal Requirements

Cranford Nursery School may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation
- To protect and defend the rights or property of Cranford Nursery School
- To prevent or investigate possible wrongdoing in connection with the Service
- To protect the personal safety of users of the Service or the public
- To protect against legal liability

Security Of Data

The security of your data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

Service Providers

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf, to perform Service-related services or to assist us in analysing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

Links To Other Sites

Our Service may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

Children's Privacy

Our Service does not address anyone under the age of 18 ("Children").

We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and you are aware that your Children has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.

Changes To This Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update the "effective date" at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Contact Us

If you have any questions about this Privacy Policy, please contact us:

By email: cranfordnursery@yahoo.com

By phone number: 01624676086

Employment of people with a criminal record

The Rehabilitation of Offenders Act 1974 was introduced in the UK to make sure that people with previous convictions but who have not re-offended for a certain period of time are not discriminated against when applying for employment. The equivalent law in the Isle of Man is the Rehabilitation of Offenders Act 2001. The Act allows ex-offenders to not disclose previous convictions once they have become 'spent'. There are, however, certain jobs which are exempted from this Act. In these circumstances, the Manager & Deputy (Fiona Harcourt) are legally permitted to ask applicants to disclose all previous convictions, whether spent or not.

Responsibilities The Manager & Deputy will make all efforts to prevent discrimination and other unfair treatments against any of its staff or volunteers or potential staff or volunteer or users of its service regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background that does not pose a risk to children and/or vulnerable adults.

The Management team will ensure that any criminal record information supplied by the applicant is kept confidential and in accordance with Data Protection legislation and, if applicable, CRB Codes of Practice. Recruitment A criminal record will not necessarily prevent the applicant from working with Cranford Nursery. A decision on whether or not to employ will be made dependant on the nature of the position applied for and the circumstances and background of any recorded offences.

CRANFORD NURSERY EMPLOYMENT OF EX OFFENDERS CONTINUED Code of Practice Cranford Nursery will make available a written Equal Opportunities Policy and Recruitment of Ex-offenders Policy to all applicants at the start of the recruitment process. Applicants who have criminal record will be treated according to their merits and in conjunction with any special criteria for the post applied for. The Management team will ensure that those working within the recruiting organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of any offences. The organisation will also ensure that staff have received sufficient training in legislation relating to the employment of ex-offenders. The organisation will only request a disclosure after a thorough risk assessment has indicated that it is both relevant and proportionate to do so giving consideration to the position applied for. For a position where a disclosure is requested, all application forms, job advertisements and recruitment documentation will contain a statement that a disclosure will be requested in the event of the

applicant being given a conditional offer of employment. Where a criminal record disclosure is to form part of the recruitment process, the organisation will encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process and before a disclosure request is submitted.

At interview or in a separate discussion, the organisation will ensure that an open and measured discussion takes place on the subject of any offences or other matters revealed by the applicant. Failure to reveal information which is directly relevant to the application may lead to the withdrawal of a conditional offer of employment. If an applicant reveals a serious criminal record, the recruiter within the organisation will consult with the appropriate senior member of staff or management. A decision to reject an applicant because of, or partly because of, a criminal record should relate to an aspect of the person specification which is seen to be unmet. If possible in these circumstances, the organisation will advise the applicant why their application has been unsuccessful. The organisation will make every applicant for a position that is subject to a disclosure request aware of the existence of the CRB Code of Practice and make a copy available on request.

EQUAL OPPORTUNITIES POLICY

Valuing diversity and promoting equality.

Policy Statement

We will ensure that our service is fully inclusive in meeting the needs of all children. We recognise that children and their families come from diverse backgrounds. All families have needs and values that arise from their social and economic, ethnic and cultural or religious backgrounds. Children grow up in diverse family structures.

We understand that these factors affect the well-being of children and can impact on their learning and attainment. Our setting is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families. We aim to:

- Provide a secure and accessible environment in which all of our children can flourish and in which all contributions are considered and valued.
- Include and value the contribution of all families to our understanding of equality and diversity;
- Provide positive non-stereotyping information about gender roles, diverse family structures, diverse ethnic and cultural groups and disabled people.
- Improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity;
- Challenge and eliminate discriminatory actions;
- Make inclusion a thread that runs through all of the activities of the setting; and
- Foster good relations between all communities.

Procedures

Admissions

Our setting is open to all members of the community.

- We advertise our service widely
- We reflect the diversity of our society in our publicity and promotional materials.
- We provide information in clear, concise language, whether in spoken or written form.
- We base our Admissions policy on a fair system.
- We ensure all parents are aware of our valuing diversity and promoting equality policy.
- We do not discriminate against a child or their family, or prevent entry to our setting, on the basis of a protected characteristic as defined by the equalities Act 2010. These are:

- Disability
- Race
- Gender reassignment
- Religion or belief
- Sex
- Sexual orientation
- Age
- Pregnancy and maternity and
- Marriage and civil partnership.

We do not discriminate against a child with a disability or refuse a child entry to our setting for reasons relating to disability.

We ensure, wherever possible, that we have a balanced intake of boys and girls in the setting.

We develop an action plan to ensure that people with impairments can participate successfully in the services offered by the setting and in the curriculum offered.

We take action against any discriminatory behaviour by staff or parents whether by:

- Direct discrimination – someone is treated unfairly because of a characteristic eg preventing a child of some racial group.
- Indirect discrimination - someone is treated unfairly by a general policy eg children must only speak English
- Association - someone is treated unfairly by association to someone else
- Perception – someone is treated unfairly by eg making assumptions about a person.
- Openly discriminating and offensive material, name calling, threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner.

Employment

Posts are advertised and all applicants are judged against explicit and fair criteria. Applicants are welcome from all backgrounds and posts are open to all.

We may use exemption clauses in legislation to enable the service to best meet the needs of the community.

The applicant best suited to the position will be offered the post subject to DBS checks.

Job descriptions include a commitment to promoting equality and respecting diversity.

Training

We seek training opportunities for staff to enable them to develop anti-discriminatory and inclusive practice.

We ensure staff are confident in administering medicine

We review our policy for valuing diversity and promoting equality.

Curriculum

The curriculum offered encourages children to develop positive attitudes about themselves as well as people who are different from themselves. It encourages children to empathise and develop critical thinking.

Our environment is as accessible as possible for visitors and service users. If access to the setting is found to treat disabled children or adults less favourably then we make reasonable adjustments to accommodate the needs of disabled children and adults. We do this by:

- Making children feel valued and good about themselves and others
- Ensure children have equal access to learning
- Making adjustments to the environment and resources to accommodate a wide range of learning, physical and sensory impairments.
- Making appropriate provision Recognising different learning styles of girls and boys
- Reflecting a wide range of communities in resources
- Celebrating a wide range of festivals
- Creating an environment of mutual respect and tolerance
- Adapting curriculum to meet special needs
- Help children understand that discriminatory behaviour is hurtful and unacceptable
- Helping children be inclusive when they have special needs and disability's.
- Ensure that children learning English as an additional language have full access to the curriculum and are supported in their learning.
- Ensure that children are supported in the maintenance and development of their home language.

Valuing diversity in families

We welcome diversity of family lifestyles and work

We encourage all carers to take part in the life of the setting and to contribute fully.

We will develop means to offer full inclusion to families of an additional language.

We offer a flexible payment system for families of differing means

We encourage disadvantaged and under-represented groups to the setting.

Food

We ensure dietary requirements of children are met these can be medical, religious or cultural needs.

We help children to learn about a range of food, cultural approaches to mealtimes and eating and to respect the differences among them.

Meetings

We positively encourage all parents and carers to be involved with the setting. Information is communicated in a variety of ways – written, verbal and social media.

Monitoring and reviewing

So our policies and procedures remain effective, we monitor and review them annually to ensure our strategies meets the overall aims to promote equality, inclusion and to value diversity.

We provide a complaints procedure and a complaints summary record for parents to see.

Legal framework

The Equality Act (2010)

Children Act (1989) & (2004)

Special Educational Needs and Disability Act (2001)

Exclusion Policy in an event of an illness

If a child has a suspected illness this can be for example a high temperature or a low temperature, looks unwell, has vomited, has an episode of diarrhea, or any other condition which the nursery believes to be contagious and will put children and teachers at risk of becoming ill, then the parents will be called and asked to collect their child immediately. The child will be kept away from the other children where possible with a member of staff looking after the sick child.

If the parents cannot be contacted then the emergency contacts will be asked to collect the child and take them home. The parents will be asked to keep their child at home for the duration of the illness and once the illness has run its course. We ask parents to observe the 48 hour rule before returning their child to nursery, for example the parent must wait 48 hours after the last episode of infectious illness before returning to nursery.

FIRE SAFETY POLICY

Fire safety and emergency evacuation Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer / Fire consultant which is John Bellis

Procedures

- The basis of fire safety is risk assessment, carried out by a “competent person”
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment, this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment – Educational Premises
- John Bellis our Fire Consultant has carried out our Risk Assessment
- Fire doors are clearly marked, never obstructed and easily opened from the inside
- Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - Clearly displayed in the premises;
 - Explained to new members of staff, volunteers and parents; and
 - Practised regularly, at least once every six weeks.
 - Records are kept of fire drills and of the servicing of fire safety equipment.

EMERGENCY EVACUATION PROCEDURE

Our practice drills include a written statement of:

- ***How children are familiar with the sound of the fire alarm***

- Record on the drill if a child was upset

- ***How children, staff, parents know where fire exits are:***

Each room has a fire evacuation sign which alerts children, staff, parents to our fire exits.

What should staff members take with them:

Registers,

emergency contacts box

phone

How are children led from the building to the assembly point:

A staff member in the front room will take the register and the emergency contacts box.

Each staff member will lead their class room out of the rooms and out of the emergency evacuation route which is the front door.

Our fire exits are the front door the meeting point is the garden gate, if children are in the toilet or art room then the fire exit will firstly be the front door but they can exit from the back door and the meeting point here will be at the garden gate.

- The children will be led by an adult carrying the nursery register. The last staff member will do a sweep of the rooms, closing each fire door to check everyone is out, the staff will shout upstairs to make sure anyone upstairs is out of the building too.
- We have a PEEPS plan where any children with special needs have their own designated adult to lead them out of the building holding their hand or whatever the plan may say.
- ***How will the children be accounted for:***
- The children will be accounted for using the register by a staff member.
- ***How long does it take to get the children out safely.***
- Our fire drill will say how long it takes to get the children out safely, this is normally approximately one minute.
- ***Who calls the emergency services in an event of a real fire:***
- The designated fire officers Fiona Harcourt or Vicki Hargreaves will call the fire service in the event of a real fire.
- ***How are parents contacted:***
- Parents will be phoned to come and collect their children.

The fire drill record book contains:

- The date and time of the drill

- How long it took
- Whether there was any problems that delayed evacuation any further action taken to improve the drill procedure.

Legal Framework

Regulatory Reform (Fire Safety) Order 2005

This policy was reviewed by: F Harcourt 15/6/24

First Aid

Policy Statement

In our setting staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All staff hold a current first aid certificate, at least one on the premises or on an outing. The first aid qualification includes training for infants and children and complies with nursery regulations. If a child has a serious allergy then we will arrange for the allergy nurse to do a group training course with staff.

Procedures

The first aid kit is checked regularly and complies with regulations.

The first aid box is in the front nursery room.

Each child has medical records on their registration form, parents have signed to agree to emergency medical treatment.

Legal Framework

Minimum Standards 2017

Health and safety First Aid regulations.

Food and Drink

Our provision regards snack and meal times as an important part of our day. Eating represents a social time for children and adults and helps children to learn about healthy eating. We promote healthy eating. At snack time we aim to provide nutritious food, which meets the children's dietary needs.

Procedures

We follow these procedures to promote healthy eating in our setting.

- Before a child starts to attend the nursery we ask parents about their dietary needs and preferences, including any allergies.
- We record information about each child's dietary needs in the registration form and parents sign the form to signify that it is correct.
- We regularly consult with parents to ensure that our records of their child's dietary needs are up to date.
- We display current information about children's dietary needs so all staff are informed.
- We display our snack menu.
- We inform parents who provide food for lunch about our storage facilities available and advise parents on how to prepare and store lunches for the next day.
- We have fresh drinking water for the children, we teach the children how to help themselves to water and also that they can ask at any time for a drink.
- We offer extra snacks in the morning and evening for children.
- We advise parents about suitable food containers for food.
- In order to protect children from allergies, we discourage from sharing and swapping their food.
- We ensure perishable contents of packed lunches are refrigerated or contain an ice pack to keep food cool
- We inform parents on our policy for healthy eating and request that sweets and chocolate are restricted.
- We inform parents of whether we have facilities to microwave cooked food brought from home.

- We encourage parents to provide sandwiches with a healthy filling, fruit, and milk based deserts such as yogurt, we discourage sweets, cakes, biscuits and sugary drinks.
- We discourage lunches where the content consists largely of unhealthy food such as crisps and biscuits and cake and therefore we reserve the right to return some of this food as a last resort with a note to the parents.
- We ensure staff sit with the children to eat their lunch so that meal time is a social occasion.

Legal Framework

Regulation (EC) 853/2004 Hygiene of Foodstuffs

This policy was adopted by F Harcourt, 15/8/18

Review; annually 1/8/24

INFORMATION SHARING POLICY

25/7/23

Policy Statement

"Sharing information is an intrinsic part of any frontline practitioners' job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum, it could be the difference between life and death."

Cranford staff and ex members of staff agree that they must not share any information or speak about the nursery in a derogative or negative way or make any slanderous comments about the nursery, the nursery staff, Fiona and her family, the parents and the children. Legal action may follow if staff members are found to be slanderous in any way towards the nursery which may be detrimental to the business or cause stress to an individual.

Transition to school: Your child's new school teacher will phone to speak to the nursery and may ask to visit your child in nursery, by signing your nursery contract you have given permission for us to speak with your child's teacher if you do not wish for us to disclose any sensitive information then please put this in writing to Fiona Harcourt.

Early years development and additional needs

If we identify that your child would benefit from additional help in his/her development or a parent would like help and support with their child in the home then we can help you to do this. We will firstly discuss this with you the parent gain your permission and ask you to sign an authorization slip for example:

I give consent for Cranford Nursery's Management team to contact the necessary multi agencies to support my child's early years development.
These agencies may be:

Child's Health visitor

SALT- Speech and Language Therapist

EHAS - Early help and support team

PSAC – Preschool assessment center

School teacher

Name of Child:

DOB:

Parent sign:

Parent print name:

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- It is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or an adult; or if not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of the management team.

The three critical criteria are:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

Procedures

Our procedure is based on the seven golden rules for information sharing as set out in *Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)*

1 *The Data Protection Act 2018 is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.*

- **Our policy and procedures on information sharing provide guidance to appropriate sharing of information with external agencies.**

2 *Our aim is to be open and honest with the parent or family from the outset about why, what, how and with whom information will, or could, be shared, **and staff and Management MUST seek parental agreement, unless it is unsafe or inappropriate to do so.***

In our setting we ensure parents:

- Receive information about our *information sharing policy* when starting their child in the setting and that they

Sign our Registration Form to say that they understand the circumstances in which information may be shared with their consent **(and without their consent this will only be when it is a matter of Safeguarding a child)**

- **have information about our safeguarding Children and Child Protection Policy; and**
- **have information about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.**

3 *we seek advice if we are in any doubt, without disclosing the identity of the person where possible.*

- **Managers will contact the department of children’s social care for advice where we have doubts or are unsure.**

4 We share with consent where appropriate and, on a need to know only basis, and respect the wishes of those who do not consent to share confidential information.

We may still share information without consent if, in our judgement, that lack of consent can be overridden in the public interest. Our judgement on the facts will be based on the case.

- Guidelines for consent are part of this procedure.

5 We will always consider safety and well-being: we will base our information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

In our setting we:

- Record concerns and discuss these with the settings designated person which is the Manager Fiona Harcourt
- We record decisions made and the reasons why information will be shared and to whom; and follow the procedures for reporting concerns and record keeping.

6 We will ensure the information we share is Necessary, proportionate, relevant, accurate, timely and secure: We will ensure that the information we share is necessary for the purpose for which we are sharing it, is shared only with those people who need to have it, and that it is accurate and up to date and is shared in a timely fashion and is shared securely.

- Our safeguarding children and child protection policy and children’s records policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.

7 We will keep a record of our decision and the reasons for it – whether it is to share information or not. If we decide to share, then we record what we have shared, with whom and for what purpose.

- Where information is shared, the reasons for doing so are recorded in the child’s file; where it is decided that information is not to be shared that is recorded too.

Consent

Parents MUST be informed that their consent to share information MUST be sought before any information is shared in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent may be overridden. We do this as follows

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- We may cover this verbally when the child starts and include this in our parent contract. This policy can also be found on our website.
- Parents sign our Registration Form at registration to say they understand this.

- Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider eg School, health visitor, EHAS, PSAC, Kim Games DESC.
- We consider the following questions when we need to share:
 - Is there legitimate purpose to sharing the information?
 - Does the information enable the person to be identified?
 - Is the information confidential?
 - If the information is confidential, do we have consent to share?
 - Is there a statutory duty or court order requiring us to share the information?
 - If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest for us to share information?
 - If the decision is to share, are we sharing the right information in the right way?
 - Have we properly recorded our decision?

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection Policy.

Legal Framework

Information Sharing: Guidance for practitioners and managers HM GOV July 2018
Data Protection Act (2018)

This policy was adopted by F. Harcourt

Date: 1st August 2018

reviewed: 17/7/24

I sign to agree to Cranford's Information Sharing Policy

Name:

Sign

Date:

Lone working

We keep doors open in nursery this prevents any member of staff from working alone and prevents grooming. We rotate staff within the nursery and rotate key workers to avoid any special relationships. We rotate staff when putting children down for a nap, the door is always left open. No phones are allowed in the room where children are sleeping and the door is to be kept open. All staff members are expected to pop their head around the door to check sleepers especially when a member of staff is supervising that room. This is considered good safeguarding measures against risk and should be a daily routine that all staff do.

Staff members are discouraged from developing “special relations” with children and their families. Staff are asked not to babysit for nursery parents and staff must not invite nursery children to their home for sleepovers this is considered as inappropriate/special relationships.

The bathroom door must always be kept open for nappy changing and phones are not allowed in this area. Staff members are expected to pop their head around the door to check when staff are nappy changing this is considered as good safeguarding measures against risk and should be part of nurseries daily routine.

Medicine Policy and Procedure

Cranford Nursery does NOT administer medicines unless the medicine is life threatening such as an inhaler or Epipen.

We do not allow parents to administer medicine to their child in nursery for example calpol, Ibuprofen, antibiotics. This is because if your child requires these medicines throughout the day then they are too sick to be in nursery and the parent **MUST** keep their child at home.

Any life threatening medicine that is kept in nursery **MUST** be in the container in which it has been dispensed, it **MUST** not be decanted into any other container and the medicines container **MUST** carry the pharmacist's original label.

All medicines **MUST** be stored correctly following the instructions on the medicine container. If there are no specific storage instructions then the life threatening medicine **MUST** be stored in a locked cupboard. If it is necessary to store the medicine in the fridge it **MUST** be kept in a labelled airtight container with name of child and date.

Written permission for the administration of the life threatening medicine **MUST** be obtained from the parent, giving clear instructions about the following;

- The name of the medicine as shown on the pharmacist's label
- The dosage to be given to the child
- The time the dosage is to be given
- Any other instructions; e.g. storage instructions
- A signed permission naming a senior staff member, as the person authorised by the parent to administer the medication following the written instructions
- The parents have administered the initial dose of any medicines. The setting **MUST NOT** administer the initial dose.

Blanket permission by the parent for the giving of medicine to their child is **NOT** acceptable. A fresh permission **MUST** be received for each specific course of medication.

If a request is made for the administration of medication which is ongoing (e.g. asthma inhaler) then the agreement forms **MUST** be

updated at regular intervals. This would usually be to coincide with the child's General Practitioner's review of the medication.

The following **MUST** be recorded each time medicine is administered to a child:

- Name of the child
- Name of the medicine
- The dosage administered
- The date and time the medicine **IS** given
- Signature of the person administering the medication and witnessing staff member
- Signature of parent acknowledgement that informed medicine given
- Why the child needs the medication for example coughing or breathless.
- The inhaler/Asthma medicine **MUST** be in its box with the **G.P.'s instructions** of the amount of puffs and the times given.

The nursery **will not** give inhalers to a child on behalf of a parent "As and when needed" the medicine will only be given as instructed by the child's GP and for a specific reason/condition.

If a child has been in hospital with a suspected asthma attack he/she **MUST** not be returned to nursery until the GP has deemed the child fit again. We will ask evidence of this along with an up to date asthma plan from the child's GP.

Inhalers **MUST** only be given by an experienced, qualified staff member and witnessed by a senior staff member.

Staff Medicine:

Staff **MUST** keep any medicines in a box with a lid and labelled with name and date and keep it in the staff kitchen upstairs in the medicine cupboard.

It **MUST NOT** be kept in the nursery unless it is life threatening medicine..

Please inform management and your team if you are in need of life threatening emergency medicine such as an EpiPen or inhaler and we will arrange for you to keep these in a locked cupboard in the nursery but on a different shelf to any children's medicine.

All staff will be made aware of any emergency medical conditions of a team member and training for these medical conditions will be done by all staff members.

All staff are required to complete an emergency contacts card in case we need to call a family member.

Mobile Phone and Camera Policy

Mobile phones must not be used in nursery this especially includes the children's toileting and changing area this is to prevent grooming and inappropriate photos of children.

The use of camera's must not been used in these areas.

The designated people to use a camera will be Fiona Harcourt (Manager), The use of photographs will be for nursery use only and the nursery camera is the only one to be used.

No photographs may be taken on personal cameras or on mobile phones.

If a member of staff needs to use a phone then the nursery phone and number may be used.

The only time your mobile phone may be used is for the After School pick up and the garden and this will be to phone the nursery landline to speak to another member of staff.

Staff Qualifications, Training, Support and skills

Policy statement

Induction of staff, volunteers and managers

We provide for all staff volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

Procedures

We have a written induction plan for all new staff, which includes the following:

- Introductions to staff, volunteers, managers
- Familiarise with the building, health and safety and fire and evacuation procedures.
- Ensuring our policies and procedures have been read and are carried out.
- Introduction to parents, especially parents of allocated key children where appropriate.
- Familiarise them with confidential information where applicable in relation to key children.
- Details of tasks and daily routines
- Successful completion of the induction forms part of the probationary period.

This policy was adopted by F. Harcourt 15/8/18

Review: Aug 2019

Other People on the Premises

Access to the service by non-staff members:

Visitors must sign the visitor book with the times they enter and leave. The family who live above which is the owners family are usually the only other people who will access the service, all members of Fiona's family are police checked.

All visitors who are working on the premises will be supervised at all times, children will be supervised at all times whilst workers are in the building.

Staff will be aware of the door ensuring other people do not open the door to unknown people.

Outings Policy and Outdoor Curriculum Policy

Outings:

Child staff ratios

1 Adult to 8 children from age 2 years to 7 years

Two staff members at all time so there is support in case of an accident or if children need the toilet.

A First Aid kit will be taken on the trip

Children's emergency contacts

Children's register

Child medicines for example inhaler

Drinks and snacks

A risk assessment will be completed before the outing

If in a vehicle then the children will wear seat belts and if younger be in booster seats, the driver will be a designated driver or if a taxi then seatbelts will be worn.

Children will not be left unsupervised in a vehicle

We have a 6 seater pram, plus a double pram for outings

We have "walking ropes" and ropes that are attached to the children for safety.

Children and staff wear high viz jackets with the name and number of the nursery on the back.

Staff take a mobile phone with them in case of emergency's. Staff are not authorised to use their phones unless it is to take photographs of the outing and emergency's.

Outdoor Policy (in the nursery garden).

The garden is somewhere all children at Cranford can extend their learning beyond the classroom.

The garden is a fantastic resource – and is used in all weathers, it can be used spontaneously and for an extended length of time.

All children and staff should have appropriate clothing for outdoor play.

Children must wear sun hats and sun cream in warm weather and staff will always re- apply sun cream to children who stay for a full day. All parents sign the registration form to agreeing to staff applying sun cream.

The garden is part of the planning and curriculum. All staff evaluate the outdoor curriculum on a regular basis.

The staff set the areas of the garden up, but also:

Check the garden for litter, broken glass, fences and other dangerous obstacles.

The staff setting up the garden will ensure that all lifting and carrying of play equipment is done safely, as heavier equipment will require two members of staff.

When the children go outside, they are head-counted on the steps and are reminded to walk.

A head count is done before going back inside again. Any accidents that occur outside must be recorded in the accident book and parent informed at the end of the day.

All materials and equipment must be checked regularly and any broken equipment discarded or mended.

All staff and children will tidy away together

ALL STAFF AND STUDENTS MUST LIFT CAREFULLY AND NEVER LIFT HEAVY ITEMS ON THEIR OWN.

We have a large garden with space to run freely, but we also set up different learning areas within the garden, so that children can access distinct areas where something special to that area take place.

CONSTRUCTION

Hollow blocks, cardboard boxes, tyres, cones (hard hats and construction tools for role play opportunities) but also small scale construction such as Lego, Cars and Garage and other small world play

WATER PLAY

Water tray, buckets, tubes, funnels, basters and sponges (to pour, transfer and experiment) and access to the water tap
Painting with water (paint rollers and brushes), Washing cars, trikes, chairs and dolls

SAND PLAY

Sand box with spades, spoons, buckets, containers, sand wheel

CLIMBING FRAME/BALANCING BEAM

To climb onto, hide inside, crawl through, pretend play/walk across, balance on one leg, jump off/swinging, experiencing risk

ART AREA

Art trolley with various art materials, easel and drying rack

QUIET AREA

Rug with cushions, books and cuddly toys – the tepee to hide inside (summer only)

GROWING AREA

Watering cans, plastic pots, soil, seeds and bulbs

MUSIC AREA

Instruments in a box, but also hanging pots and pans to play with wooden and metal spoons etc.

MINIBEAST GARDEN AND SENSORIAL GARDEN

To see the natural world, with logs, rocks, stones, tree stumps, twigs and weeds. Provide magnifying glasses and reference books.

TABLES FOR PUZZLES/WRITING/INDIVIDUAL WORK

WEATHER BOXES with resources and books with a rainy day or windy day theme for example.

PARACHUTE GAMES/BEAN BAGS/BALLS/HOOPS

TRIKES, SMALL PUSH ALONG CARS, HOBBY HORSES, BROOMS FOR SWEEPING

Parental Access to Child's Records

Parent/carers have full access to their child's records and can be viewed at any time.

If parents are separated it will be the main carer with full custody who will give the nursery written permission to allow the other parent access to records.

Children's records are completely confidential and only the parent will see them.

Records will not be given to any other authority without written permission unless it is a Safeguarding matter.

Parental Responsibility

Parental Responsibility is defined in The Children Act 1989 as:

“All the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to a child and his property”

Parental Responsibility is only automatic to both parents if they are married and divorce does not nullify it.

There are other rules and regulations to consider – the details are as follows:

Parental responsibility is automatic to both parents when married

Divorce does not nullify parental responsibility

Parental responsibility for a child can only be withdrawn by a court order

Unmarried fathers

If a father is not married to the mother of their child, parental responsibility is not automatic. A father has parental responsibility if:

Both parents registered the birth together (from December 2003)

A Parental Responsibility Agreement has been arranged with the mother's consent, certified by the Court

A Parental Responsibility Order has been obtained from the Court

A residence order has been obtained

The father marries the child's mother

An unmarried father of a child whose birth was registered before 1st December 2003 can re-register the birth with the mother in order to obtain parental responsibility.

If a person obtains a residence order in respect of a child then they will automatically obtain PR for that child. Therefore, a stepfather or other family relative who has a residence order will also have PR.

We also recognise that home situations can differ from family to family, e.g. there may be circumstances whereby contact is lost between child and a parent/carer.

Registration Documentation in Nursery

Documentation for every child in the setting should clearly state WHO has parental responsibility for the child and who is the resident parent for the child. That parent should inform us of any change to consent in collecting the child.

If both parents are together at the time of registering the child for the setting, the setting will assume that both parents will be listed on the child's records as being authorized to collect the child from the setting.

The nursery will endeavour to ensure that both parents receive information from the setting about the setting and about their child's progress.

If a non-resident parent turns up to collect a child unannounced, the following procedure will be followed:

The child's records will be checked to see if the parent is on the list of persons authorised to collect the child.

If the parent is not on the list authorised to collect the child, the parent will be asked for identification if unknown to the setting.

Once the identity of the parent has been established (or if already known) the child will be kept in the setting until the resident parent has been contacted and permission established for the unannounced parent to leave with the child.

If the resident parent does not give permission for the child to leave with the unannounced parent, the resident parent will be asked to collect the child themselves or arrange for an authorized person to collect the child.

If the unannounced parent is not willing to leave the setting without the child, the staff will contact the Police for further assistance.

The resident parent may be asked to resolve the situation before returning the child to the setting.

Cranford does not accept that members of staff should be subjected to verbal abuse or physical violence of any nature. We will encourage Police intervention and offer support to staff that have suffered mental and/or physical trauma. Any assault on a member of staff will be treated extremely seriously and may result in criminal charges being brought.

Parents as Partners Policy

Parents are the child's first educator. We respect and value our parents and we aim to have an open, honest and supportive relationship with the families of our nursery.

Communication

Your child's key person will keep you informed of your child's progress through informal chats and where necessary formal meetings. We have an open door policy, and generally encourage parents to have a brief chat with the child's key person every morning.

Parents can reach the school by phone or email at any time, and this is encouraged if parents are working and do not always drop off and pick up their child.

We invite Parents in for an informal chat either in the evening or in the day time to chat about their child's progress or any other concerns.

Information

A newsletter is sent home with the children once per month and also electronically.

The notice board in the entrance holds a wealth of information and there is a part of the notice board dedicated to parent's adverts.

Children's learning journal, key person's record keeping, observations and other information is available to parents at all times. We endeavour to make information available in other home languages or on audiotape, if needed.

Parents are always consulted and permission sought if Cranford feel that a child needs additional support at any one time (see Special Educational Needs Policy).

Involvement

We seek parent's support and involvement – we value any contributions made and parents are invited to demonstrate their various skills and talents in any way possible.

We promote Volunteer Days, and parents can sign up to help out and support children's learning whilst at the same time get an insight into their child's day at nursery.

We encourage visitors from our local community, and seek to go out into the community whenever possible. During trips we may ask parents to volunteer. We welcome and invite and celebrate families' diverse backgrounds and enjoy the celebrations of cultural and religious festivals. We encourage parents to share their religious festivals with us so we can participate as part of our curriculum, people and communities.

Transitions

We aim for a smooth transition between home and nursery, and work closely with parents and carers to achieve this. At the time the child is ready to leave us, we encourage parents to share information, such as the record keeping and child's scrapbook, with the child's next school.

Parents Feedback

We value our parent's opinion

Please tell us what we do well?

Please tell us what we can do to improve our service.

We may use your information to use on our website, in our prospectus or on our Facebook. please sign if you agree

Signed:

PERSONAL AND INTIMATE CARE

Cranford nursery school is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Cranford recognises the need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. The child's welfare and dignity is of paramount importance. Every child's right to privacy will be respected.

Rationale The purpose of these procedures is to set out guidelines that safeguard children and staff by providing a consistent approach. Staff providing Personal Care must be aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and staff.

Aims

The aims of the policy and procedures are:

- To safeguard the dignity, rights and well-being of children.
- To ensure that children are treated consistently when they experience personal care.
- To provide guidance and reassurance to staff.
- To ensure that parents are involved in planning the intimate care of their child and are confident that their concerns and the individual needs of their child are taken into account
- To reassure parents that staff are knowledgeable about intimate care.

Definition of Personal Care

Personal care involves helping children with aspects of personal care which they are not able to undertake for themselves, either because of their age and maturity or because of developmental delay or disability.

Responsibilities

Management responsibilities:

Management will supervise toilets on unexpected occasions to ensure best practice procedures are being followed.

- To ensure permission has been sought from parents for staff to support their child's personal care routines.
- To ensure all staff and volunteers have clearance by the Criminal Record Bureau before engaging in any personal care routines. DBS Police checks.
- To provide facilities appropriate to the children's age and individual needs.

- To provide appropriate guidance, training, supervision and reassurance to staff to ensure safe practice.
- To ensure that staff will receive ongoing training in good working practices which comply with health and safety regulations, hygiene procedures, first aid and child protection procedures.
- To keep a record of training undertaken by staff and to ensure that refresher training is provided where required.
- To ensure that all staff are familiar with the pre-schools Personal Care Policy
- To provide an Induction programmes for all new staff and to ensure that they are made fully aware of the Personal Care procedures for the children they are supporting.
- To ensure parents are aware of their responsibilities in supporting the pre-schools Safeguarding Children Policies, with particular regard to the 'Toilet Access Policy'.
- To ensure all mobile phones are locked away and no unauthorised recording equipment is in use, as per our employment policy.

Staff Responsibilities:

- Staff must be familiar with the Intimate Care procedures.
- Staff must adhere to the personal care policy and procedures
- Staff must report any concerns to management.
- Key persons will liaise with parents/carers to establish specific care routines for each child.
- Staff must take part in training for any aspect of Intimate Care Support.

Personal Care Procedures

- Wherever possible, children's personal care should be attended to by their key person.
- Staff must inform a colleague when leaving the room to support personal care routines.
- Children must be changed in the designated changing area, however children's wishes must be respected.
- The door to the toilet area must remain open at all times.
 - The door to the designated changing area must remain open at all times during personal care routines.
- Protective gloves and aprons must be worn when supporting personal care routines.
- Allow children to care for themselves as far as possible and encourage them to carry out aspects of intimate care to promote independence.
- Staff to communicate with children at all times during personal care procedures, ensuring the child is consulted about routines and kept informed at all times.

- Staff must respect the wishes of children, with regard to dignity, privacy, choice and safety.
- Staff must show awareness of and be responsive to the child's reactions, their verbal and non-verbal communication and signifiers.
- Staff to use the opportunities during intimate personal care to teach children and young people about the value of their own bodies, to develop their personal safety skills and to enhance their self-esteem.
- Wherever possible, ensure lower regions are covered before removing garments from upper body.
- Soiled garments must be securely wrapped in a plastic bag and tied to prevent risk of suffocation.
- The changing mat must be cleaned with an antibacterial wipe after each use.
- Soiled nappies, wipes, gloves and aprons should be placed in a sealed plastic bag and disposed of in the main dustbin outside.
- As staff engage in hand-washing procedures after all personal care routines, children must be encouraged to do the same, creating an ideal opportunity to discuss the importance of hygiene.
- Staff to record all Personal Care interactions in the Personal Care Record file.

Principles The policy and procedures embrace the principles of Every Child Matters.

- Every child has the right to feel safe and secure
- Every child has the right to be treated as an individual
- Every child has the right to remain healthy
- Every child has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs
- Every child has the right to information and support that will enable him or her to make informed and appropriate choices
- Every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs

PROCEDURES FOR NAPPY CHANGING IN THE NURSERY

PLEASE TAKE YOUR TIME,

DO NOT RUSH REMEMBER THIS IS A VERY PERSONAL AND SPECIAL TIME

TALK TO THE BABY OR CHILD THROUGHOUT

Put on an apron and gloves

Reassure the child and gently place them on to the Nappy Changing Unit Remove their shoes, socks and trousers as needed

Talk to and amuse the child throughout this 'special time' together.

Take off wet or soiled nappy and dispose of it immediately in the nappy bin
Clean the child using wet wipes [or water and cotton wool if parents prefer]

ALWAYS wipe little girls from 'front to back' – never 'back to front' to avoid the spread of bacteria. Apply nappy cream if needed. Follow parental preferences for cream, Sudocrem or Vaseline.

Take off your disposable gloves and put them into the nappy bin
Put on a new – correctly sized – nappy, and fasten with great care. Ensure it is not too loose that it falls down, or too tight around child's tummy to restrict.
This is a good time to gently Clean the child's face and hands

KEEP TALKING TO AND AMUSING THE CHILD AS YOU REDRESS THEM

Place the child safely back down on the floor in the playroom.

Wipe down the Changing Unit thoroughly with disinfectant spray and a green paper towel and dispose of the towel.

Dispose of apron and wash/use bacterial gel to cleanse hands

Complete the Nappy Changing Record paperwork correctly Enter anything unusual in the Child's Health File for discussion with your Department Manager and for them to talk to the child's parents about

NEVER LEAVE A CHILD UNATTENDED ON THE NAPPY UNIT

I HAVE READ AND UNDERSTOOD THE NURSERIES STAFF AND CHILDREN'S PERSONAL HYGIENE POLICY

Pet and No Smoking

No Smoking Policy

We have a No Smoking policy at nursery and neither staff, students or visitors are allowed to smoke either indoors or in the garden. If staff are smokers, they can use their breaks to smoke, but must not return to the premises smelling of smoke.

Animals on Site Policy

Animals are from time to time allowed onto the premises. The animals are always kept with the safety of the children in mind – animals who could pose a threat to children are not allowed onto the premises. We do however encourage animals for educational purposes to visit the nursery, and a risk assessment is done prior to animals visiting. If animals are being kept at the premises, we follow strict hygiene routines, and any handling of animals, is only done with thorough handwashing. Cleaning of cages etc is done by teachers only – with the same level of hygiene routine (gloves, handwashing and appropriate disposal of waste).

The owners family and Fiona live above the nursery and we have 3 small dogs and one cat. We have one dog called Bonnie which is used for petting in the nursery with the children she is always supervised with the children, the children wash their hands after petting the dog.

Please inform us in writing if your child is allergic or has any fears.

Privacy Policy

Effective date: August 16, 2018

Cranford Nursery School ("us", "we", or "our") operates the <http://www.cranfordnurseryschool.co.uk/> website (the "Service").

This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our Service and the choices you have associated with that data. This Privacy Policy for Cranford Nursery School is powered by FreePrivacyPolicy.com.

We use your data to provide and improve the Service. By using the Service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, terms used in this Privacy Policy have the same meanings as in our Terms and Conditions, accessible from <http://www.cranfordnurseryschool.co.uk/>

Information Collection And Use

We collect several different types of information for various purposes to provide and improve our Service to you.

Types of Data Collected

Personal Data

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- Address, Post code, City
- Cookies and Usage Data

Usage Data

We may also collect information how the Service is accessed and used ("Usage Data"). This Usage Data may include information such as your computer's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic

Use of Data

Cranford Nursery School uses the collected data for various purposes:

- To provide and maintain the Service
- To notify you about changes to our Service
- To allow you to participate in interactive features of our Service when you choose to do so
- To provide customer care and support
- To provide analysis or valuable information so that we can improve the Service
- To monitor the usage of the Service
- To detect, prevent and address technical issues

Transfer Of Data

Your information, including Personal Data, may be transferred to — and maintained on — computers located outside of your area, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside Isle of Man and choose to provide information to us, please note that we transfer the data, including Personal Data, to Isle of Man and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

Cranford Nursery School will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization unless there are adequate controls in place including the security of your data and other personal information.

Disclosure Of Data

Legal Requirements

Cranford Nursery School may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation
- To protect and defend the rights or property of Cranford Nursery School
- To prevent or investigate possible wrongdoing in connection with the Service
- To protect the personal safety of users of the Service or the public
- To protect against legal liability

Security Of Data

The security of your data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

Service Providers

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf, to perform Service-related services or to assist us in analyzing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

Links To Other Sites

Our Service may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

Children's Privacy

Our Service does not address anyone under the age of 18 ("Children").

We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and you are aware that your Children has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.

Changes To This Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

Retention of records including safe disposal of records.

Retention periods for records Children's records Retention period:
Children's records - including registers, medication record books and accident record books pertaining to the children = 10 years
or if a child has been under child protection then those records will be passed onto the inspection unit.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) - Personnel records, Personnel files and training records (including disciplinary records and working time records) = 6 years after employment ceases.
(Recommendation Chartered Institute of Personnel and Development)

DBS checks will not be kept but the information will be recorded in the persons file. The following basic information should be retained after the certificate is handed back to the candidate, the date of issue; the name of the subject; the type of disclosure; the position for which the disclosure was requested; the unique reference number; and the details of the recruitment decision = 6 years

Income tax and National Insurance returns/records At least 3 years after the end of the tax year to which they relate.

The Income Tax (Employments) Regulations 1993, Redundancy details, calculations of payments, refunds, notification to the Secretary of State = 6 years after employment ends Recommendation Chartered Institute of Personnel and Development

HEALTH AND SAFETY RECORDS

Health and safety Staff accident records (for organisations with 10 or more employees) = 3 years after the date the record was made (there are separate rules for the recording of accidents involving hazardous substances)

Records of any reportable death, injury, disease or dangerous occurrence = 3 years after the date the record was made

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)= 40 years from the date of the last entry .

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) Assessments under Health and Safety Regulations and records = 6 years.

Financial records Retention period = 3 years from the end of the financial year for private companies.

ADMINISTRATION RECORDS

Complaints record book Requirement - At least 3 years from the date of the last record (Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006))

Insurance liability documents Requirement - 40 years from date of issue (The Employers' Liability (Compulsory Insurance) Regulations 1998)

Disposal of records

All records will be shredded or disposed of safely after the date and any computer files will be deleted.

Reviewed by:

Date:

Role of Parents

We appreciate the role of parents as a partnership.

We politely request that parents inform nursery when their child is sick and if there have been any changes at home that will effect behaviour.

We would like parents to help us improve our service by making recommendations.

Parents are invited into nursery to speak with your child's key worker.

Please ask if you would like a daily diary for your child.

SAFEGUARDING POLICY

(Verified by Inspector 2023)

Standard 13 - Safeguarding

13.1 The registered person must have an awareness of the Isle of Man Safeguarding Children Policy and Procedures. They must ensure that all staff have read these, understand them and are knowledgeable about them and have easy access to them provided at the following hyperlink <http://www.isleofmanscb.im/>.

CRANFORD SAFEGUARDING POLICY AND PROCEDURE

We have a clear Safeguarding policy/procedure in place. Our procedure is succinct and clearly states the steps we need to follow should we have a concern about a child's welfare.

- All concerns are recorded and reported to me. Fiona Harcourt
- I would discuss with the parent and if a satisfactory explanation was given, the matter would be closed.
- The explanation would be recorded alongside the concern and kept in the child's file and I would monitor.
- A second concern would be referred immediately to the Duty Social Worker.
- If the concern was serious, I would be informing the parent that I will be reporting our concerns to the Duty Social Worker.
- If I felt the child would be at risk by me talking to the parent, I would refer without first discussing with them.

We will always offer the family help and support throughout the procedure working in partnership with family and authorities ensuring the family can address the concerns without feeling isolated.

If you would like more information please contact Fiona who is our Level 3 Safeguarding lead.

POLICE TEL: 631212
DEPARTMENT OF HEALTH AND SOCIAL CARE
CHILDREN AND FAMILIES TEL: 686179
NURSERY INSPECTORS = 642427
POLICE PUBLIC PROTECTION UNIT = 631493
OUT OF HOURS 631212

Legal framework:

We follow the requirements of the
The Regulation of Care Act 2013 and The child day care centers Minimum Standards 2017 set
by Registration and Inspection Team.

The nursery reserves the right to withdraw a child's nursery place, after school or holiday place with immediate effect. This may be for reasons that include social, emotional and behavioural

issues of the child or parent or non payment of fees, even if they are under a child protection plan or have a social worker. This list does not deem to be exhaustive.

Additional Needs Policy

Standard 10

“The registered person must be aware that some children may have additional needs and is proactive in ensuring that appropriate action, care and equal opportunities are provided”

Policy statement

We provide an environment in which all children, including those with special educational needs (SEN), are supported to reach their full potential.

- We have regard for the Special Educational Needs Code of Practice (2001)
- We ensure our provision is inclusive to all children with special educational needs.
- We support parents and children with special educational needs.
- We identify the specific needs of children with SEN and meet those needs through a range of SEN strategies.
- We work in partnership with parents and other agencies in meeting individual childrens needs.
- We monitor and review policy, practice and provision and if necessary make adjustments.

Procedures

Fiona Harcourt holds a certificate in SEND

We ensure the provision of SEN is the responsibility of all staff members.

We ensure our inclusive admissions practice ensures equality of access and opportunity.

We use the graduated response system for identifying, assessing and responding to children's SEN

We work closely with the parents of children with SEN to create and maintain a positive partnership.

We ensure parents are informed at all stages of assessment, planning, provision and review of their child's education.

We provide parents with sources of advice and support

We liaise with other professionals, school and agencies involved with SEN and the child.

We provide a broad and balanced curriculum and use a system of planning and observing the child to monitor, evaluate and review individual educational plans (IEP)

The Graduated Response stages

- We will support children during the Early Years Action process (stage 2 on continuum of Needs)
- We will work with agencies through each stage of the Common Assessment Framework (CAF), Early Years Action Plus (stage 3 of continuum of Need), Statutory Assessment and the Statementing process (stage 4 of continuum of Need).
- We will contact the child's health visitor, the Preschool assessment centre and Early help and support where needed.

- We ensure the effectiveness of our SEN provision by collecting information from a range of sources eg IEP reviews, staff meetings, parental and external agency views, inspections and complaints. This information will be collated, evaluated and reviewed annually.

Reviewed by F Harcourt 20/6/24

Toys/selecting Equipment

The learning materials, toys and equipment in the school provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The equipment we provide:

- 1.** Is appropriate for the ages and stages of the children.
 - 2.** Offers challenges to develop physical, social, personal and intellectual skills.
 - 3.** Features positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
 - 4.** Includes a range of raw materials which can be used in a variety of ways and encourages an open-ended approach to creativity and problem-solving.
 - 5.** Will enable children, with adult support, to develop individual potential and move towards required learning outcomes.
 - 6.** Conforms to all relevant safety regulations and is sound and well made.
- 2.** Toys get cleaned daily and weekly and disinfected with an anti bacterial spray

Transition Policy

Nursery Visits- Building a Strong Partnership from the Outset

At Cranford we encourage short taster sessions to the nursery for new children. The principal, Fiona Harcourt accompanied by the key person of the child, will meet the new child and parent, we will encourage as many introductory sessions as we and the parent feels the child will need to settle in smoothly. The parent will leave the child for 2 hours to have a short play.

We encourage as much information as we can about the child and what they like and dislike for example what do they prefer to play with, do they like arts and crafts and singing. We do this because:

- It enables the key person to build a relationship with the child and family.
- It provides the child and family with a familiar person to relate to right from the beginning
- It gives parents the opportunity to ask questions•
- It enables parents and carers to find out about the setting's policies and procedures
-

Arrivals

Daily separation is the most common form of early transition from a parent or carer. Teachers will greet children and parents upon arrival. Drop off time is a great opportunity to have informal chats with the key person of your child if you have any concerns or need to pass any vital information on that day. Children feel secure in the regularity of daily routines; we therefore encourage the parent/carer to take 5- 10 minutes to settle their child in the morning. Upon arrival the child puts their name card on the name board, puts their lunch box on the rack and hangs their coat on the individual pegs provided. We also encourage parents/carers to say goodbye rather than sneak off. The child will be at the waving window to wave goodbye, we strongly encourage parents to wave goodbye to their child.

1. Transition to School

At Cranford we welcome a visit to nursery by the children's new teachers to build a relationship with the new teachers. We believe this is one of the big transitions in the child's life and every effort is made to make it a happy and positive experience.

Our keyworkers and manager may visit the schools reception teachers and classroom before the children start and after the child has started school where possible.

Transition Document for Parents

Transition to school:

Your child's new school teacher will phone to speak to the nursery and may ask to visit your child in nursery, by signing your nursery contract you have given permission for us to speak with your child's teacher if you do not wish for us to speak to your teacher or to discuss any sensitive information (on a needs to know basis) then please put this in writing to Fiona Harcourt.

I give permission for the nursery to speak to my child's school teacher and to share information about my child.

I/We have been informed and agree to the settings policies, procedures and Statement of Purpose.

I/We have been informed about the arrangements in regards to the pets kept at the setting.

I/We give permission for emergency medical treatment or advice to be sought

Signed: _____
Parent

Date: _____

How to make the change easier for your child to cope with?

Starting school is a big leap for children and their parents, which is both exciting and daunting.

A change of environment and routine in any aspect of life can be unsettling for children and it's understandable that parents worry about how their child will cope with the transition from nursery to primary school, so it is a good idea to prepare the child and yourself for the change.

Helping your child with the transition to his/her school may minimize their stress enabling them to settle in to his/her school easier and quicker, giving them a head start when it comes to school learning and skills development.

The nursery and the school will play a huge role in preparing your child for this transition, but there are also things you can do to help. Some of them include:

- Finding out as much as you can about the school
- Talking about the new school with your child will help the child get used to the idea of going to a new place and meeting new people
- Learning the class' teachers names
- Familiarizing your child with the school building whenever you pass it
- Being positive about starting the school, reminiscing about what you enjoyed when you were at school

Good personal skills are much more important than knowing numbers and letters and you can encourage social skills such as sharing, turn taking, asking for help by giving guidance and plenty of opportunities to interact with children and adults.

Teaching your child to be more independent will help your child to cope in the new school environment. Important skills include:

- Fastening and undoing buttons and zips
- Putting on socks and shoes
- Using the toilet independently
- Turning on taps, washing and drying hands independently
- Tidying up after themselves
- Blowing her/his own nose

Some children may benefit from preparing a little booklet about their new school. This may include:

- a picture of the new school
- the school name
- the name of the head teacher and the class teacher
- visual time line for a school day
- things that the child may look forward to in her/his new school
- how to ask for help
- friends at school
- how will I travel to and from school

- school rules that help us know what to do and make a school a happy place
- how to make new friends e.g. smile, say hello, tell them your name, ask them their name, ask them what they like doing, tell them what you like doing, etc
- who to speak to if they worry about something

First Day

Parents may also feel overwhelmed by the child's first day at school, pride but also some sadness that the child is growing up. Try not to show your child that you are feeling upset. The night before the big day, involve your child in making sure everything is ready. Keep your goodbyes brief when you arrive at the school. Smile and reassure her that you will collect her later, your child may cry but this usually does not last long as there are so many exciting things to do at school, and you can always phone the school later to ask how she he is settling in.

It is very important that you are on time or early when you collect your child at the end of the day as it can be distressing for the child if you are not there.

UNCOLLECTED CHILD POLICY

An uncollected child will be kept within the nursery with two members of staff whilst the child's parents and emergency contacts will be called.

The nursery closes at 5.30pm Monday to Friday. Once the nursery is closed we can only keep a child for 30 minutes before the authorities must be contacted.

There will be times when the nursery has to close early due to unforeseen circumstances for example a storm or a snow day, the parents will be asked to pick their child up early, also if a child is sick or unwell the nursery will request that the parent is to pick the child up early. If a parent refuses to pick their child up early or cannot be contacted then the IOM safeguarding procedure must be followed where the nursery will contact the Police child protection unit and the on duty social worker will be contacted. A notification of events will then be recorded and a follow up of events will be recorded for Registrations and Inspections Unit.

POLICE: 631212

DUTY SOCIAL WORKER AT CHILDREN AND FAMILIES: 686179

(Inspection unit: 642427)

Whistle Blowing Policy

The service provider's commitment to encouraging "whistle blowing" without the fear of alienation.

Cranford is committed to whistle blowing, any information will be taken seriously and regarded as confidential. Please report any concerns to Fiona.

- **All staff have a responsibility to report any suspected child abuse or neglect and bad practice by another staff member to the management team.**

Protocol for reporting concerns and on going Safeguarding investigations

If a member of staff is concerned about a child then firstly report to:

1. Fiona or Management.
2. The parent will be informed if appropriate and then the duty social worker
3. The RIU will then be informed
4. Complete a referral form for social services and a notification of events form for RIU.
5. Notification of events Follow up forms
6. All concerns are confidential.

- Contact and telephone numbers for the local Police and Children services:
- POLICE TEL: 631212
- DEPARTMENT OF HEALTH AND SOCIAL CARE CHILDREN AND FAMILIES
TEL: 686179
- RIU, NURSERY INSPECTORS = 642427
- POLICE PUBLIC PROTECTION UNIT = 631493
- OUT OF HOURS 631212
- **Procedures to be followed in the event of an allegation being made against a member of staff or volunteer.**

Report to Fiona immediately and without hesitation and if you are still not satisfied then report to Children and Families and the RIU.

- **Procedures to be followed in the event of an allegation being made against a registered person.**

Report to Fiona or a member of management, if this is not appropriate then report to Children and families and RIU.

This policy guidance for Cranford nursery staff and should be read in conjunction with Child Protection/Safe Guarding Policy.

All members of staff are responsible for bringing matters of concern to the attention of senior management and/or relevant agencies.

Although this can be difficult this is particularly important where the welfare of children may be at risk.

You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation; these feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. All children need to be safeguarded to protect their welfare.

Reasons for whistleblowing

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour

- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated yourself

What stops people from whistle blowing

- Starting a chain of events which spirals
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers • Fear of not being believed

What to do in case of a concern that a child may be abused?

Any concern about a welfare of a child is to be reported to the Principle and Designated Safeguarding Officer (Fiona Harcourt). In the absence of Safeguarding Officer, Deputy Manager (Amy Uren) &/or Louise Conwell needs to be informed.

The management team will then discuss the situation and depending on the circumstances the appropriate decision will be made whether the allegation or concern need to be passed on to the local Isle of Man Children's Services (Contact and Assessment Service on) or be discussed with the parents/carers first.

The decision may be to:

- a) Refer to Children's Services
- b) DEPARTMENT OF HEALTH AND SOCIAL CARE CHILDREN AND FAMILIES
TEL: 686179
- c) POLICE TEL: 631212
- d) POLICE PUBLIC PROTECTION UNIT = 63149
- e) RIU, NURSERY INSPECTORS = 642427
- f) OUT OF HOURS INITIAL RESPONSE TEAM 631212