

Policies
and
Procedures

Staff roles and responsibilities

Designated OFSTED registered person- Helen Mallion

Safeguarding Lead-Laura Jarvis or Charlotte Kingham

Prevent Duty co-ordinator- Laura Jarvis

Paediatric First Aid Trained- Helen Mallion, Laura Jarvis, Emily Weatherly, Emma Berry, Ally Schalch, Emily Edwards, Charlotte Kingham, Sarah Chaloner, Rebecca Crawford, Grace Naylor

First aid lead-Laura Jarvis

Equalities representative- Helen Mallion

SENCO- Helen Mallion (2-5's), Emma Berry(0-2's), Ally Schalch (additional support to SENco's)

Food Safety Officer- Helen Mallion, Laura Jarvis and Alyson Schalch

Health and Safety Officer- Helen Mallion/Emily Edwards

Fire safety officer- Helen Mallion/Emily Edwards

GDPR Lead-Helen Mallion

Physical activity co-ordinator-Charlotte Kingham

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1.Aims and Objectives

Country Buttercups aims to provide a safe, stimulating and superior experience for babies and young children. We believe we create a relaxed, fun, home from home atmosphere which we feel is the perfect environment for children to thrive and become happy, confident and capable for school. We also feel your child is unbounded in finding their abilities and here they can explore freely and enhance themselves through a wide variety of activities all in easy reach to all.

Every child is valued for their individuality and uniqueness. We are experienced in being perceptive and adjust to the children within our care appropriately ensuring they reach their full potential, making sure they have as much fun in doing so. There are no limits at Country Buttercups in forming and assembling the best childcare in the ideal surroundings for children to thrive.

A healthy lifestyle is also key to your child's development and so we have home cooked, well balanced meals and operate a rolling snack bar system where there is fruit and water available to everyone at all times. We supervise this by observing and using a positive system for the children to gain personal control around consuming and preparing their own snacks.

Our main activities include messy play, gardening, outdoor freedom and exploration, sensory play, heuristic play, big stories with story bags, child initiated craft, Mini Munchkins cooking, external provider Fun Time French, who we have enjoyed for over 7 years. We follow the Phunkyfoods programme

By the end of your child's time at Country Buttercups, they will have accumulated a substantial learning record online which is interactive with both our team here and friends and family at home, this records all of your child's learning and development at Country Buttercups and allows us to plan and implement appropriate activities for the children in our care, this is all downloaded when your child leaves ensuring you have the memories to keep. In addition, your child will fill a scrapbook full of photo's, craft and milestones, creations and experiences, all to treasure forever more.

Date adopted: 26th February 2019

Date to review: 26th February 2020

Approved by(Please Print Also):

Signed:

Print:

2. Working in partnership with parents and carers policy

It is important to keep a close communication link between the Nursery and parents. Country Buttercups have worked hard to create a friendly and approachable atmosphere for parents and carers. Parents are always welcome at the nursery to check the progress of their children or to raise and discuss any concerns they may have. Every child is allocated a key person who will work closely with the children within their key families and so are the first ports of call for parents wishing to find out more about their child's progress.

There are many opportunities for parental involvement and participation at the nursery. Parents are encouraged to help in most organised events such as cake bakes, teddy bears picnics, sports days etc. Parents have access to their child's records online at any time or on request and we encourage positive contributions about their child in order to add an 'outside nursery' perspective which creates a very well rounded record for the child. We will look to go through the child's folder with the parents before they move onto a new setting, such as school or at any milestones that feel a necessary time to discuss the child's development and we share developmental reviews with parents on the online system called Tapestry.

We ask that parents volunteer any skills or talents that could be incorporated in our children's learning which offers a wide range of interests to the setting.

Parents can discuss their child's development and find out more about the Early Years Outcomes and EYFS framework at any time.

We show our weekly cooking on our notice board for parents to view along with a copy of the menu to have a go at home.

There are ideas for experiences to share together at home in the form of an activity sheet on display for all families that is renewed frequently to give a few fresh ideas for home.

Date adopted: 26th February 2019

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Approved by (Please Print Also):

Signed:

Print

3. Health and Safety, hygiene and security policy and procedures

Health

Outdoor play

Children have plenty of opportunity to play in the fresh air through outdoor play and trips outside the nursery. We have plenty of physical equipment such as balance bikes (incorporated within a Balanceability programme), stepping stones, parachutes, ride-ons, channelling water equipment and many other outdoor resources to promote physical health and strength.

Food

Home cooked, nutritious and well-balanced meals are provided for all the children. We also meet individual dietary needs and requirements. We hold an area for the use of growing as much produce as possible for the children to incorporate into their daily diet also, nature and weather permitting. We follow Phunkyfoods programme and are a part of the Halo programmes. We received our Outstanding Food Award in August 2017, recognising the nutritional value to your child's menu and healthy lifestyle at nursery, we hope for them to continue at home and into adulthood. A copy of our well-developed menu can be found in the lobby or on request, along with recipes.

Hygiene

Hand hygiene

Regular and effective hand washing among both staff and children is one of the most effective ways to control the spread of germs.

Tissues are readily available to adults and children at the nursery. We encourage children to blow and wipe their noses and discard tissues in the bins provided however, we do also understand independence on these matters can be of a progressive nature. Staff carry tissues and antibacterial hand gel in their aprons at all times.

All children are encouraged to wash their hands before and after meals and snacks and coming in from the garden etc.

Table tops must be cleaned before handling food. All children must wash their hands before they participate in cooking or preparing food activities.

All children are encouraged to cover their mouth when sneezing or coughing and then to wash their hands, we suggest using their elbows rather than hands.

Hands should always be washed after using the toilet and playing outdoors.

We have a very comprehensive guide to hand washing beside all sinks and are very child friendly with clear imagery. The scheme is called 'The Clean Team'

Cleaning and clearing

Disposable gloves are provided and must be worn by staff when clearing up vomit, blood or any bodily fluid. All affected areas must be cleared away with paper towels and disinfected immediately. Contaminated clothing must be removed from the child, placed in plastic bags provided and given to parents to take home.

Soiled clothes are placed in bags provided and placed in a designated area ready for collection.

Spare clothes are kept in case of accidents.

Same applies to staff aprons and clothing.

Hygiene in the kitchen

Before adults prepare or handle food they must wash their hands thoroughly and protective clothing must be worn i.e. apron and gloves if necessary.

All hot food should be piping hot and above 75 degrees Celsius, we do not hot hold any foods.

Staff must use the appropriate chopping boards when handling meat, fish, bread, fruit and vegetables.

All food should be kept covered and refrigerated where appropriate.

All waste food should be disposed of in the appropriate bins and hands washed after use.

Any adult with contagious infection or illness will not be allowed to prepare or handle food.

Dishcloths and tea towels should be washed daily, these are not permitted for food handling purposes.

Jewellery must be removed or covered with a blue plaster.

Hygiene of resources

All toys and equipment are checked regularly before made available to the children and a hygiene assessment is completed daily including the environment and surroundings included in our daily safety check.

Additional health and safety measures

Country Buttercups aims to ensure children are in a safe, happy and secure environment. In order to achieve a safe environment, the following factors are taken into account.

1. Children are supervised at all times, with the correct ratio of staff. The current ratios according to OFSTED are 1:3 under 2 year olds, 1:4 2-3 year olds, 1:8 3-5 year olds 1:13 Qualified Teacher Status. If any accidents occur they are recorded in the accident folder and dealt with appropriately, informing the parent.
2. First aid kits are kept on site and easily accessible which are checked regularly and items are replaced when required.
3. Incident forms (incident/welfare form) are kept to record any bruises, cuts, swelling etc. that a child may have on arrival at the nursery.
4. All dangerous liquids, materials are kept out of reach of children.
5. All equipment and toys are regularly checked for safety.
6. All toys and equipment are cleaned on a regular basis, and termly with the risk assessment.
7. If any infection has been made apparent, we clean or dispose of if necessary, every toy and all equipment the infection has potentially reached.
8. We have a discrete CCTV system that operates during all inclusive nursery opening times as an added measure of security and all entrances into the building are safe and secure.

Secure storage

All items belonging to Country Buttercups will be stored in the shed or secure outdoor containers around the nursery building, only accessible to senior members of staff. We have risk assessments of the storage areas and are compliant with the health and safety at work guidelines. We lock away any confidential documents within the office and keep closed the office door at all times when outside our opening times, during operational hours, a member of staff is present in the office. Any items for disposal are done so accordingly into the correct bins and any waste for the tip is stored in a container in the garage separate from the other equipment.

Date adopted: 26th February 2019

Date to review: 26th February 2020

Approved by (Please Print Also):

Signed:

Print:

4.Safeguarding children, reporting and procedures

At Country Buttercups, child protection is our first priority. We intend to create a safe and secure environment for all children at the nursery. Parents should be aware that the nursery will take any reasonable action to ensure the safety of the children.

Aims:

Our aims are to carry out this policy by:

Respecting children's right to enjoy their diverse individual and shared heritages by creating an environment which encourages them to develop a positive self-image and fosters mutual respect, tolerance and understanding.

Listening to and taking seriously children's concerns about their safety, happiness and welfare by equipping them with the self-confidence and vocabulary to resist and report inappropriate treatment.

Helping children to establish and sustain positive relationships within their families, with peers and nursery staff.

Working with parents to maintain a safe and nurturing environment for all our children.

Responding to suspicions of abuse with tact and in accordance with current child protection rules.

Duty and Assessment Team East (Hastings and Rother district)

If the child is 11 years old and under, contact the Duty & Assessment Team East.

Ground floor,

Ocean House, 87-89 London Road,

St Leonards-on-Sea,

East Sussex TN37 6DH

Phone: 01424 724144

Emergency contact details: 01273 335905

Fax: 01424 724122

When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such causes of concern occur, the nursery investigates, following the guidelines as laid out in current child protection training.

Also, separate confidential files are opened to record statements, observations and dates concerning the abused child. This file may hold details of social service workers involved with the family and any other relevant contacts.

All suspicions of abuse and any findings are kept confidential and reported to the named *DSL (Charlotte Kingham)* who takes the necessary steps. Any such information will be handled in confidence.

Whistle-blowing and complaints:

A separate complaints procedure exists which should be followed by any individual that has concerns about staff or practice in the setting. All concerns regarding Safeguarding must be directed to the Designated Safeguarding Lead Practitioner (Charlotte Kingham/Laura Jarvis) or in the DSL absence refer to Helen Mallion. If the complaint relates to the Lead Safeguarding Practitioner the complaint must be directed to the owners/Manager (Helen Mallion). If the complaint relates to the owners/Managers and Lead Safeguarding Practitioner the complainant must contact the Local Authority Designated Officer (LADO) and OFSTED.

Disclosures:

If a child makes a disclosure to a member of staff, they should:

Offer reassurance to the child, listen to the child and ensure that the child understands you must seek help on their behalf. The member of staff does not question the child. The member of staff does not agree to keeping any concerning information to themselves, they have a duty to share information with the child protection officer. This is dealt with sensitively and with fairness to all.

Staff training and responsibilities

Country Buttercups nursery ensures that all staff know the procedures for reporting and recording their concerns about child protection issues at the nursery. Members of staff who have child protection concerns about a child are responsible for informing the named designated person, immediately noting dates and times.

Staff members are also encouraged to attend regular child protection training to ensure that they recognise the signs and symptoms of possible neglect and physical, emotional, sexual abuse.

All staff are required to have a clear DBS check regularly and are employed with at least 2 references and to have proof of qualifications. All staff, volunteers, contractors and visitors to the setting must sign a register and record their exact time of arrival and departure.

Parents

If a suspicion of abuse is recorded, parents are informed when the report is made except where the guidance of Social Services does not recommend this. This is usually when the parent is the abuser; in these cases the investigating officers will inform parents.

Staff

If an accusation is made against a member of staff by anyone in line with an issue of safeguarding, we immediately remove that member of staff from any contact with children within our care and suspend their contracted hours until further notice. We would make a written account of any information given by any person involved. We then would report this concern to Duty and Assessment Team and OFSTED on 0300 1231231 who would offer advice on the next course of action, and we would contact our LADO, Amanda Glover (Local Authority Designated Officer) on 01323 466606.

Reporting procedures and making a referral

The police will be informed immediately if it is suspected a criminal offence has been committed.

The lead person will contact the Duty and Assessment Team to either discuss a concern or report an incident. The telephone number is provided at the start of this document. The timing of referrals will reflect the level of perceived risk and will always be within one working day of recognition of risk.

All referrals made verbal must be confirmed in writing by the referrer within 24 hours. Any allegation or concern about a member of staff or volunteer must be reported immediately to the LADO, Amanda Glover by the named Lead Person.

Record Keeping and Records Management

All staff will record concerns on the appropriate document (incident form, cause for concern slip, bumps and bruises form) and share them immediately with the Lead Person. Concerns should be monitored daily and discussed with the Duty and Assessment Team if further concerns arise. The Lead person will telephone the Duty and Assessment Team to notify them of a safeguarding concern and follow instructions on completion of paperwork.

All referrals should include:

- The child's name
- Address
- Gender
- Date of birth
- Name(s) or Person(s) with parental responsibility (for consent purposes) and primary carer(s) if different.
- Details of concerns regarding the child including witness statements etc.

Where concerns relate to an allegation against a member of staff, contractor or volunteer the referral should include the first four items above together with full details of the complaint/allegation including witness statements.

All records will be kept confidentially but will be shared with the other agencies e.g. police, children's social care, Ofsted, where this assists an on-going investigation. Records will be held for a reasonable period of time after children or staff have left the provision in case they are needed for any future investigation.

Mobile phones/ cameras and social network sites

The Nursery takes photographs of the children as part of its daily running and recording of the provision. We may display these photographs in the Nursery, use them in individual progress/development records, and/or email them to you. The Nursery retains all rights, title and interest in any photographs taken of the children and will only use them for the purposes described above. Consent will be sought from you as the parent/carer on registration.

Children should not bring in mobile phones or cameras into the nursery, if a child brings in a phone or camera inadvertently, staff will remove this into the secure office until the end of the day when it should be collected by the parent/carer. Children are prohibited to take any photographs on personal property within the nursery grounds without a member of staff's supervision, in order to maintain safe standards within the nursery setting. Any photographs will be deleted containing images of other children.

Staff are required to switch off or turn to silent mode on their mobile phones.

Mobile phones brought into the nursery are the responsibility of the phone owner and should be kept securely in the designated compartments in the office. We allow phones to be accessed as and when deemed an appropriate time, such as break times or emergency circumstances for the individual, but never putting the children at risk.

The nursery is not liable for personal mobile phones. The landline is open to use by all staff in emergencies and they are not prohibited to use mobile phones in the nursery grounds where children are present, if seen doing so, this must be challenged by another member of staff.

Country Buttercups have no responsibility for photographs taken by other nursery parents/family members in social events organised by Country Buttercups, we ask before such events that photos should not be uploaded onto the internet, including social media sites. The nursery also uses a separate clear memory card when the camera is taken off site for outings/events, and on return, these photos are uploaded onto the internal PC and then deleted off the camera.

Staff are only permitted to use the designated nursery camera and tablets internally.

We acknowledge that many modern mobile phones have a camera, so therefore we strictly prohibit the use of mobile phones by staff or any other person in the presence of the children. We allow phones to be accessed as and when deemed an appropriate time, such as break times or emergency circumstances for the individual, but never putting the children at risk.

The widespread availability and the use of social network applications bring opportunities for other audiences in new and exciting ways, it is important that we are able to use these technologies and services effectively, however it is also important to ensure we balance this with our duties to the nursery, our legal responsibilities and reputation. Therefore we do not allow any photo's or videos or information acquired in the nursery setting being posted on any social networking applications, these include blogs, online discussion forums, my spaces media share and services, 'microblogging' applications such as Twitter, Facebook, MSN and You Tube.

All staff are required to complete Prevent, Safeguarding children and FGM training on induction to work at Country Buttercups.

All nursery staff and representatives should acknowledge all information they share through networking applications even if they are on private spaces, as they are still subject to copyright, data protection and freedom of information and legislation, the safeguarding and vulnerable act, they must also operate in line with this safeguarding policy and so any inappropriate discussions or information shared concerning the nursery or children in any capacity of concern is prohibited and so if anyone is made aware of any inappropriate communications, this must be reported immediately and the staff member suspended. An investigation will take place and may amount to misconduct to which our dismissal process will apply.

Collection of children

We operate a secure gate for parents/carers to collect their children from nursery. This involves following a buzzer system by all staff:

- Answer the buzzer by asking 'Hello, who is it?'
- If known, check the camera screen and let them in if no child is present on the playground.
- If children are present on the playground, escort the parent/carers down the playground, ensure no child escapes through the gate. (School to notify nursery of any 'known runner' on register at the school.)
- **DO NOT OPEN THE GATE IF THE PERSON IS NOT RECOGNISED**
- Check nursery in a box for emergency contact details.
- Go up to the gate and ask for their name, ID and password for the child
- If all correct escort them down to the nursery.
- If a visitor is asked for a password in front of another person (general public) then the parent is notified immediately with a instant message on ParentAdmin to request a change of collection password.
- If they get these details incorrect or unknown, staff must intercom to the nursery, asking to phone the parent to confirm and to inform the 'collector' so staff can permit their entry to the premises.
- If in any doubt of persons suitability eg (under the influence of drugs/alcohol/ mental health symptoms) deny access until a suitable person is able to collect, following procedure above for parent verification.

Date adopted: 2nd November 2018
Approved by: (Please Print Also):

Date to review: 2nd November 2019
Signed:

5. Mobile phones/ cameras and social network sites

The Nursery takes photographs of the children as part of its daily running and recording of the provision. We may display these photographs in the Nursery, use them in individual progress/development records, post them on the Nursery's website (if applicable), and/or email them to you. The Nursery retains all rights, title and interest in any photographs taken of the children and will only use them for the purposes described above. Consent will be sought from you as the parent/carer on registration.

Children should not bring in mobile phones or cameras into the nursery, if a child brings in a phone or camera inadvertently, staff will remove this into the secure office until the end of the day when it should be collected by the parent/carer. Children are prohibited to take any photographs on personal property within the nursery grounds without a member of staff's supervision, in order to maintain safe standards within the nursery setting. Any photographs will be deleted containing images of other children.

Staff are required to switch off or turn to silent mode on their mobile phones.

Mobile phones brought into the nursery are the responsibility of the phone owner and should be kept securely in the designated compartments in the office. We allow phones to be accessed as and when deemed an appropriate time, such as break times or emergency circumstances for the individual, but never putting the children at risk.

The nursery is not liable for personal mobile phones. The landline is open to use by all staff in emergencies and they are not prohibited to use mobile phones in the nursery grounds where children are present, if seen doing so, this must be challenged by another member of staff.

Nursery have use of an emergency mobile without camera which is to be used by staff only in any required situation to make contact to the main setting. We also use walkie talkies to make contact from the trim trail to the Nursery if there is a problem.

Country Buttercups have no responsibility for photographs taken by other nursery parents/family members in social events organised by Country Buttercups, we ask before such events that photos should not be uploaded onto the internet, including social media sites. The nursery also uses a separate clear memory card when the camera is taken off site for outings/events, and on return, these photos are uploaded onto the internal PC and then deleted off the camera.

Staff are only permitted to use the designated nursery camera and tablets internally.

We acknowledge that many modern mobile phones have a camera, so therefore we strictly prohibit the use of mobile phones by staff or any other person in the presence of the children.

We allow phones to be accessed as and when deemed an appropriate time, such as break times or emergency circumstances for the individual, but never putting the children at risk.

There are mobile phone signs up in the lobby as a reminder to not use them whilst in the Nursery and any calls that need to be taken need be done outside of the building. This applies to Parents and Staff. It inhibits communication between children, parents and staff. **It brings a risk of camera phones into the building and these must not be accessed at any time.**

The widespread availability and the use of social network applications bring opportunities for other audiences in new and exciting ways, it is important that we are able to use these technologies and services effectively, however it is also important to ensure we balance this with our duties to the nursery, our legal responsibilities and reputation. Therefore we do not allow any photo's or videos or information acquired in the nursery setting being posted on any social networking applications, these include blogs, online discussion forums, my spaces media share and services, 'microblogging' applications such as Twitter, Facebook, MSN and You Tube.

All nursery staff and representatives should acknowledge all information they share through networking applications even if they are on private spaces, as they are still subject to copyright, data protection and freedom of information and legislation, the safeguarding and vulnerable act, they must also operate in line with this safeguarding policy and so any inappropriate discussions or information shared concerning the nursery or children in any capacity of concern is prohibited and so if anyone is made aware of any inappropriate communications, this must be reported immediately and the staff member suspended. An investigation will take place and may amount to misconduct to which our dismissal process will apply.

Date adopted: 2nd October 2018

Date to review: 2nd October 2019

Approved by:

Signed:

Print:

6. Behaviour Management Policy

We believe at Country Buttercups that children tend to flourish and enjoy developing, learning and making a positive contribution by adults following a positive, coherent policy on behaviour management.

We feel that children show challenging behaviour when unable to express themselves verbally. We therefore will attempt to curbe unwanted behaviour through positive praise of their own behaviour and of others around them and to use strategies in order to increase their communication skills.

How we use praise and positive reinforcement.

- Encouraging sharing and negotiation however we respect a child doesn't always have to share. Eg "Please may I have that **after** you?"
- Staff/volunteers and students being good role models and setting good examples of positivity.
- Consulting with children when creating rules/boundaries (age dependent).
- Helping children understand the consequences of their behaviour.
- Helping children challenge bullying, harassment and name-calling.
- Encouraging children to be responsible, for example, tidying up and creating own rules.
- Reassuring children they are valued as individuals even if their behaviour may sometimes be unacceptable.

Our Cosy Corner Code:

- Crossed legs
- Hands in your lap
- Looking focused
- Quietly

"Are you criss cross, are you criss cross? Eyes on me, eyes on me. Hands in your laps, hands in your laps, quietly, quietly." Sang to the tune of Frere Jacques.

Children are encouraged to make their own choices, therefore if they do not wish to join in they are able to find other appropriate activities.

Further to this, if undesired behaviour persists more than 3 times, the child will be given a 'cool down period' from the situation with an adult to assess their own behaviour when at which stage we will discuss the reasons why we did not like the bad behaviour but also the ways in which we could return to good behaviour. It will always be made clear to a child or children in question it is that the behaviour, not the child that is unwelcome. We feel this is a very effective way of managing children's behaviour as it passes the responsibility over to the child with adult guidance and this lesson is learnt a lot quicker than if the child is merely following commands from an adult of 'penalty spots' and timers, removing toys etc. This time varies per individual child and so the adult will stay with the child as long as needs be.

Method:

1. ... is not nice behaviour, it hurts your friends. Let's go and do...
2. ... is not nice behaviour, it hurts. Let's go and do...
3. ... is not nice behaviour, it hurts. Let's go and do...
4. We are going for a time away together. (In the environment of others, reiterate why it was wrong and turn to another activity. When it seems appropriate, when activity ends...
5. Let's go back and play now. (Positive praise).

The technique above is a broad and an effective way on a general basis and so we will look to assess any persistent unwanted behaviour per child and will discuss with a child's parent if we feel an alternative technique may be more beneficial for their child, particularly if they are showing aggressive behaviour. This will be agreed between the parent, Nursery and Early Years Team at ESCC.

We will complete a record of this such as an incident form and SBSP (setting based support plan) and review any strategies accordingly with the parent.

Date adopted: 29th September 2018

Date to review: 29th September 2019

Signed:

Print:

Approved by (Please Print Also):

7. Staff and Children Confidentiality Policy

At Country Buttercups, we take confidentiality very seriously and so all staff are made aware that any breach of a child or staff's confidentiality is unacceptable. All staff are aware that not only are records to remain confidential but any other information they learn while working closely with children and parents.

If they fail to comply with the above, disciplinary action can be taken.

We are required by law to hold records on all the children using the nursery and on all the staff. We use the basic information for registers, invoices and emergency contacts but all files and records are stored in locked filing cabinets and with the use of online systems, we use passwords to protect the information held on them.

If, however, a child is thought to be at risk then the child protection policy will automatically override confidentiality.

Date adopted: 22nd May 2018

Date to review: 22nd May 2019

Approved by(Please Print Also):

Signed:

Print:

8. Parents and Carers Complaints Procedure

At Country Buttercups we strive to ensure that your child is looked after in a caring, comfortable and safe environment. We aim to work with parents to ensure that any problems are kept to a minimum. However we understand that, on occasion, problems do occur. If any parent/carer should have cause for complaint they should take it up with the child's key worker or the senior member of staff. If the problem remains unresolved it should be escalated to either of the nursery managers.

This policy constitutes the nursery's formal Complaints Procedure. It will be displayed on the premises at all times.

Under normal circumstances, the managers will be responsible for managing complaints. If a complaint is made against one of the managers, the other manager will conduct the investigation. All complaints made to staff will be recorded in detail in the Complaints Record Book. The manager dealing with the complaint will ensure that each complaint is fully investigated.

The Nursery will acknowledge receipt of the complaint as soon as possible – within three working days at least – and fully investigate the matter. If there is any delay, the Nursery will advise the parent/carers of this and offer an explanation. The Manager(s) will be responsible for sending them a full and formal response to the complaint – within 28 days of having received the complaint.

If the managers have good reason to believe that the situation has child protection implications, the designated Safeguarding Children/Child Protection Officer will be informed who will then ensure that the local social services department is contacted, according to the procedure set out in the Child Protection policy. If the complaint concerns the child protection officer, then the other manager will act in this role as is equally qualified. If any party involved in the complaint has good reason to believe that a criminal offence has been committed, then the police will be contacted.

As outlined in the Working in Partnership with Parents/Carers policy, the Nursery is committed to open and continue regular dialogue with parents/carers and the Nursery welcomes all comments on its services, regardless of whether they are positive or negative. In addition to the above method, we welcome written suggestions to improve our service by displaying at all times a suggestions form in the entrance of the nursery. This will not be expected to be used in a major concern, but only minor suggestions from parents/carers.

The formal response to the complaint from the Nursery will be sent to the parent/carer concerned and copied to all relevant members of staff if appropriate. The response will include an account of the findings; any actions taken as a result, recommendations for dealing with the complaint and any amendments to the Nursery's policies or procedures emerging from the investigation.

The manager(s) will arrange a time to meet the parent/carer concerned and any other relevant individuals, such as members of staff, to discuss the complaint and the Nursery's response to it. The manager(s) will judge if it is best for all parties to meet together or if individual meetings are more appropriate.

If at the conclusion of this process parents/carers remain dissatisfied with the response they have received, the original complaint along with the

Nursery's response will be passed to an advisory person from East Sussex County Council who will help to adjudicate the case.

The Council will communicate a response, including any actions to be taken, to both the managers they then will communicate with the parents/carers concerned within 15 working days.

Records of all complaints must be retained for a period of at least 3 years from when the record was made.

Parents will be allowed access to all written records about their children on request (except in exceptional cases). Parents will be given on request, the address and telephone number of Ofsted.

We do aim to resolve any problems or complaints within the nursery, however if the matter cannot be resolved then parents have the right to take the matter up with:

Ofsted, **0300 123 1231**
(8.00am to 6.00pm)

Or write to:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Whistleblowing

Any staff member or parent/carer or any other witnesses can share any information of concern to either manager, it is essential that any concerning behaviour witnessed by another person is shared to protect the children in our care. There will be no judgement made on the person who is concerned and the identity can be kept confidential. If neither manager is suitable to share information too as their position may feel compromised, the person who is concerned must act responsibly and contact East Sussex County Council.

Contacts

Duty and Assessment Team East (Hastings and Rother district)

If the child is 11 years old and under, contact the Duty & Assessment Team East.

Ground floor,

Ocean House, 87-89 London Road,

St Leonards-on-Sea,

East Sussex TN37 6DH

Phone: 01424 724144

Fax: 01424 724122

Date adopted: 11th May 2018

Date to review: 11th May 2019 Approved by (Please Print):

Signed:

Print:

9. Equal Opportunities Policy

At Country Buttercups, we recognise our responsibilities under the Race Relations Act, The Sex Discriminations Act and the Disability Discrimination Act to eliminate discrimination and to promote good relations between children, staff, parents and the local community.

The promotion of equal opportunities is the responsibility of the whole Nursery and must be reflected throughout the organisation of the Nursery and is addressed in the curriculum and in areas beyond the framework.

AIMS AND OBJECTIVES

Through the implementation of the equal opportunities policy we aim to:

- create an environment in which each individual feels valued, irrespective of ethnic origin, language, gender, ability or age;
- ensure equal access to all areas of the framework for all the children in our care;
- promote the belief that all can and should achieve to their highest potential in all areas of the taught framework;
- provide materials to promote learning that are appropriate and reflect diversity.

We will make everyone feel included at Country Buttercups and feel that children should gain an attitude that everyone is different and that is what makes this world interesting.

Date adopted: 11th May 2018

Date to review: 11th May 2019 Approved by (Please Print Also):

Signed:

Print

10. Special Educational Needs code of practice policy

This policy outlines the aims, principles and strategies to ensure effective provision of children with Special Educational Needs within Country Buttercups. It provides a framework for the identification of and provision for children with Special Educational and Additional Needs and will have regard to the SEN code of practice [DfES 2001], and Disability Discrimination Act [1995].

The SENCO, managers and parents share an inclusion and a partnership approach to provision. Country Buttercups provides a service for children aged 3 months to 5 years.

The nursery provides a broad range of stimulating and exciting experiences that will help children develop, learn and gain confidence – therefore maximising the potential of every child regardless of ability, disability, race, gender or social origin.

Roles and Responsibilities

Country Buttercups

- Ensures a continuing admissions policy.
- Premises are risk assessed daily and are accessible and welcoming to all.
- Staff will consult and collaborate with parents to discover the child's likes, dislikes, strengths and areas of special interest.

The Special Educational Needs Co-ordinator's [SENCo's] for the setting are Helen Mallion and Emma Berry, who will work closely with Laura Jarvis [Manager] and Alyson Schalch (also SENCo trained) in identifying and assessing the needs of individual children with whom they work. Jointly they will:

- Work in partnership with parents and will strive to ensure that an inclusive practice is maintained wherever possible through differentiating activities, equipment or the environment for use with children who have educational, additional or physical needs.
- Identify any additional training that staff may require to support children who have educational or additional needs.
- Access regular training opportunities in line with other Early Years professionals to enable them to fulfil their roles.
- Stay informed of current practice regarding any changes or developments on the Special Educational Needs Codes of Practice and the Disability Discrimination Act.
- Collaborate effectively with the Area Early Years SEN Co-ordinator, and the other external agencies/ services when required.
- Liaise with parents when there is a need, and oversee the records of all children with SEN.
- Aim to provide access to specialist equipment when a specific need has been identified through loan schemes or resource centres.
- Identification, assessment and provision for children with SEN.

Country Buttercups will have regard to the Special Educational Needs Code of Practice and the additional guidance contained in the SEN toolkit.

The Early Years Foundation Stage Curriculum sets out achievements for children from age birth to 5 years. Monitoring of individual children's progress is essential to ensure that they are making adequate progress, and that particular difficulties in any area of learning, whatever the cause, are identified and addressed.

The nursery will;

- Provide a broad and balanced curriculum based on the Early Years Foundation Stage.
- Undertake regular observations of children and record progress.
- Plan activities and learning experiences to meet individual children's needs and learning styles.
- Use opportunities to offer children's choice and allow for decision making during daily activities.
- Ensure that all adults within the setting are fully aware and consulted with planning activities or implementing the curriculum.
- Liaise with SENCo and parents to ensure those children's records, assessments or SBSP's are forwarded to school or new settings.

Early Years Action

If it is noted that a child is not making adequate progress then staff will work in partnership with the SENCo and parents/carer to ensure that an appropriate Setting Based Support Plan(SBSP) is formulated.

The SBSP will be reviewed a minimum of each short term, at a time to suit the key person, parents and SENCo.

Key person will work closely with parents to discuss ways in which they can support their children's progress at home.

Wherever practically possible the involvement and views of the child will be sought.

Early Years Action Plus

If after consultation the SENCo, key person and parents conclude that a child may need further support to help them progress then the SENCo will make contact with the Area Early Years SENCo or external agencies/ specialist services for support, advice or resources as appropriate to the child's needs.

EHCP(Education, Health and Care Plan)

In some cases 'Early Years Action Plus' will not be sufficient for them to progress satisfactorily. Parents, staff and other professionals will collaborate effectively to request that the Local Education Authority [LEA] make a full statutory assessment of the child incorporating the use of a multi-professional team. The LEA may then agree to issue an 'Education, Health and Care Plan(EHCP)' which may enable providers/parents to access additional support and enable the school in which the child will go onto attend, to be fully informed and prepared for a child who needs significant extra support to facilitate an environment for the best outcomes for the child to be achieved.

Working in Partnership

Country Buttercups is committed to working in partnership with parents. Key persons and staff work closely with parents by:

- Respecting their views and knowledge of their own child.
- Providing information on planning or activities.
- Making available any photographs or written records.
- Consulting and discussing the involvement of other professionals except in some situations where there may be concerns regarding child protection.
- In addition to regular exchanges of information regarding the child, any concerns that may be a barrier to learning can be discussed at pre-arranged times.

The SENCO will work closely with all staff. Meetings will be secured at a mutually convenient time for all parties. A sensitive approach to any identified additional needs of parents [eg; physical disabilities or English as a second language] will be adopted to ensure that effective communication is maintained.

Confidentiality

All information, SBSP's, and care plans on each individual child will be kept strictly confidential within the nursery and only forwarded with parental/carers consent.

Complaints

Complaints concerning the SEN provision for an individual child should initially be made to the SENCO, Helen Mallion or Emma Berry within 7 days in order to resolve as soon as possible, to avoid it being detrimental to the child.

If a parent is still unsatisfied contact should be made with the manager, Laura Jarvis within 14 days.

The manager will liaise with the East Sussex LEA Children's Services – 0345 60 80 192 and should the matter remain unresolved, the manager will provide information on how to proceed using the East Sussex LEA complaints procedure.

Date adopted: 2nd October 2018

Date to review: 2nd October 2019

Approved by (Please Print Also):

Signed:

Print:

11. Collection and Late Collection Policy

PARENT COLLECTION OF CHILDREN

For security reasons, children can only be collected by the persons stated on the registration form where there is a photo alongside their details and an individual password for that child. Any other person's details need to be provided prior to their collection, preferably with a photo, or in writing along with ID or password on arrival. To change any contact details, you must do so in writing and we can update the registration form. Children cannot leave the premises unaccompanied or with an unauthorised person(s) and the person collecting must be over the age of 18.

The Nursery cannot legally deny access of a child to either parent/carer unless there is an active restraining order on file or specific schedule of court ordered visitation rights or the equivalent under any applicable law.

If a parent is seen to be unfit by the Nursery to collect a child, we have the right to deny collection to the parent/carer and will inform the authorities of the situation. Under this situation it will be a joint decision amongst the staff with the deciding vote from both Managers.

- Staff *must* be informed if someone other than the parent/carer is collecting your child.
- In the case of separated parents, we cannot deny entry to a parent unless there is a court order against them with a copy presented to the nursery.
- If, in an emergency, someone else will be collecting your child, you *must* inform the Nursery staff *as soon as possible*. Describe the person to the staff and ensure they bring along some form of identification and know the previously decided password for the child. If a photo can be sent via email prior to their collection, we would ask for this.
- It is the parents' responsibility to inform staff, *in writing*, of access arrangements concerning their child. If there is a person other than the other parent, the parent/carer wishes not to collect their child, the nursery must be informed.

Alternative responsible adult for Collection of children

We operate a secure gate for parents/carers to collect their children from nursery. This involves following a buzzer system by all staff:

- Answer the buzzer by asking 'Hello, who is it?'
- If known, check the camera screen and let them in if no child is present on the playground.
- If children are present on the playground, escort the parent/carer down the playground, ensure no child escapes through the gate. (School to notify nursery of any 'known runner' on register at the school.)
- DO NOT OPEN THE GATE IF THE PERSON IS NOT RECOGNISED
- Check nursery in a box for emergency contact details.
- Go up to the gate and ask for their name, ID and password for the child
- If all correct escort them down to the nursery.
- If a visitor is asked for a password in front of another person (general public) then the parent is notified immediately with an instant message on ParentAdmin to request a change of collection password.
- If they get these details incorrect or unknown, staff must intercom to the nursery, asking to phone the parent to confirm and to inform the 'collector' so staff can permit their entry to the premises.

- If in any doubt of persons suitability e.g. (Under the influence of drugs/alcohol/mental health symptoms) deny access until a suitable person is able to collect, following procedure above for parent verification.

Late collection

If a child remains in the Nursery after the specified closing time or session booked and we have not heard from you, we will first call you and then the authorised contacts. We will stay with your child for up to an hour, however if the Nursery has not been able to reach you or an authorised contact, we may call the local Social Services office or other authorities as appropriate.

Date adopted: 26th February 2019

Date to review: 26th February 2020

Approved by(Please Print Also):

Signed:

Print:

12. Admissions Policy

To request a place you need to fill in an application form. We will then inform you of our availability for your application and will confirm a place, if applicable, in writing and request your deposit. On receiving your deposit the place is held.

If the place is then not required, we ask for one month's notice. If you decide to not attend after securing a place you will lose your deposit. If you wish to leave at any point, one month's notice in writing is required or your fees will still be applicable. If the next month's invoice has already been issued, then the invoice will be amended so the final amount includes up to the last session booked within the one month notice period. You may reduce, increase or change your requested sessions by giving one month in writing, subject to availability. The change to the fees will be amended on the latest invoice but the payable date remains the same as the original invoice.

Any sessions booked can be swapped subject to availability and are confirmed at our discretion.

All places available will be given on a first come first serve basis.

Date adopted: 26th February 2019
Signed:

Date to review: 26th February 2020 Approved by (Please Print Also):
Print:

13. Settling into Nursery procedure

At Country Buttercups, we have covered a great amount of child psychology and theorists within our training and from knowledge and experience we feel children greatly benefit from gradual separation from their main care giver and so have a procedure to follow for every child, however this remains the parent's decision to comply.

We will make the first 3 sessions available free of charge, for your child to attend. We also ask that for the first settling in session the parent stays for 10 minutes and engages their child in an activity with a member of staff, but not much longer, then says goodbye, and swiftly leaves confidently, as this is most beneficial for your child. The staff at Country Buttercups have great knowledge on expected behaviour concerning a child throughout a settling in period and if there are any concerns from the staff about the child's well-being we will contact the parent and discuss appropriate methods to resolve the situation.

The recommended procedure is as follows:

Name of child:

DOB:

Date:

| Note length of time the he/she takes to separate from carer each day. | Comments on observing the child during settling process e.g.: <ul style="list-style-type: none"> • Happy, relaxed, UN-settled. • Comfortable about letting parent leave? • Have a favourite activity/place? • Joining in with others? To be completed on Tapestry for every child |
|---|---|
| DAY 1: 9.30am-11.30am | |
| DAY 2: 9.00am-1.00pm | |
| DAY 3: 9.00am-3.00pm | |
| DAY 4: All day | |
| DAY 5: All day | |
| <u>What next?</u> | <u>Discussion with parents/carers:</u> |

Signed:

Print:

Date adopted: 15th September 2018

Date to review: 15th September 2019 Approved by (Please Print Also):

14.Out and About Policy

Risk assessments are carried out on all venues to ensure the area is safe and suitable for the children. For local visits within a mile of the setting, we require parental consent when the child starts Nursery. However, for a full day trip we will require parental consent nearer the date. Important points to remember when taking children out on visits:

1. We will endeavour to keep the staff child ratio maximum –According to the Early Years Foundation Stage.
2. Should a problem occur whilst on an outing, the allocated nursery mobile phone will be used to call emergency services or parents accordingly.
3. Staff must take the mobile phone with them and a fully completed register and a copy of up to date emergency contact names and telephone numbers.
4. When going out, staff must remember to take a well-stocked first aid kit.
5. If at any time a child goes missing, we will follow the procedures from the missing child policy.
6. All children are given high visibility clothing to wear and the younger children use a 'Walk-o-dile' to hold onto along the roads.

Date adopted: 2nd October 2018

Date to review: 2nd October 2019 Approved by (Please Print Also):

Signed:

Print:

15.Missing Child Policy

We make every effort to ensure the safety of your child whilst attending the Nursery.

Procedures set to maintain safety:

- Parents *must* ensure that their daily telephone number where they can be reached is correct on Nursery in a box registration form and kept up to date.
- Staff *must* sign all children in and out of the Nursery.
- Staff *must* ensure that the gate to any outside area is secure whilst children are playing outside.
- Staff *must* fill in the visitors' book for every individual entering the building and always accompany any visitor throughout the Nursery.

In the event of a member of staff fearing that a child has gone missing:

1. Count and check the children present and make sure with other members of staff that the child has not been collected by parent/carer.
2. Carry out a thorough search of the Nursery and check the doors and the outside and surrounding areas.
3. Whilst carrying out the search, staff must ensure that the adequate supervision of other children is maintained. Staff should remain calm and reassure the other children in the setting.
4. Where appropriate staff may address careful questioning to other children present to see if the whereabouts of the child is known.
5. If a complete search has been carried out and all adults on the premises have been consulted and the child has still not been located, one of the Managers will inform the parents and contact the police and report the child missing.
6. The incident will be recorded in incident book along with the outcome. Both managers will also inform Ofsted.

Date adopted: 2nd October 2018

Date to review: 2nd October 2019 Approved by(Please Print Also):

Signed:

Print

16. Staff and Employment Procedure

We will advertise and make available any positions required in an accessible fashion to all and will make this a fair process to all. Every applicant will be given a pre-designed Application form and health questionnaire along with our Safeguarding Policy. Every member of employed staff will be given a contract of employment which they are obliged to sign within 7 days of receiving it. This then is a legally binding document to our expectations and regulations. If we receive an application or CV to an advertised post, we then will contact any candidate we feel would be suitable to arrange an interview, where two references and ID will be checked along with all training certificates undertaken by the candidate. These will then be verified and the interview will conduct the same or similar questions per candidate. Any new member of staff will be notified to the parents of the Nursery before their start date and their role explained.

Student placement policy

This nursery recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training. We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

Methods:

- We require students to meet the 'suitable person' requirements of Ofsted.
- We supervise students at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our setting are assessed by both managers and may be judged as suitable to count in the ratios of the daily running of the nursery, subject to EYFS guidelines.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep all of our policies and procedures subject to responsibility, especially to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our nursery is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the nursery.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

We provide a staffing ratio in line with the requirements of OFSTED to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are

appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

Ratios

- Children aged 0-2 years: 1:3 children
- Children aged two years – 3 years: 1 adult : 4 children
- Children aged three – five years: 1 adult : 8 children

Other important factors for staffing

- A minimum of two staff/adults are on duty at any one time.
- We use a key person system to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the nursery. The key person meets regularly with the family for discussion and consultation on their child's progress.
- We hold staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the East Sussex County Council and external agencies.
- Our nursery budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure and Barring Service (DBS) for all staff and volunteers who will have access to children and/or documentation.

Recruitment of ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Country Buttercups complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

The Nursery is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the nature of the position and the circumstances and background of the offences.

Date adopted: 2nd October 2018

Date to review: 2nd October 2019

Approved by(Please Print Also):

Signed:

Print:

17. Protecting Staff Procedure

Country Buttercups expects the highest standards of conduct from all employees, and will treat seriously any concern that an employee may have about illegal or improper conduct. Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the manager any serious impropriety or breach of procedure by another member of staff. The procedure is designed to enable employees to notify the manager of any reasonable suspicion of illegal or improper conduct. The same steps should be taken as the complaints procedure stated previously and applied to employees instead of parents/carers. The procedure requires all employees to act responsibly to uphold the reputation of the Nursery and to help maintain public confidence. It is a procedure in which the manager will expect to act swiftly and constructively in the investigation of any concerns in accordance with the nursery's disciplinary procedure.

Concern about a colleague's professional capability should be dealt with using this procedure.

The procedure is not designed to replace or be used as an alternative to the complaints procedure, which should be used where an employee is only aggrieved about her own situation. Employees who are worried about wrong doing at work do not necessarily have a personal grievance. Employees must act in good faith and must have reasonable grounds for believing the information to be accurate. No employees who use this procedure in good faith will be penalised for doing so. The nursery will not tolerate harassment/ or victimisation of any employee raising concerns. Malpractice covers a wide range of concerns. The types of activity that should be disclosed include but are not limited to the following:-

- fraud or corruption
- unauthorised use of Nursery goods
- the physical, emotional or sexual abuse of employees or children
- failure to comply with legal obligations
- endangering of an individual's health and safety
- damage to the environment
- a criminal offence
- showing undue favour to an employee or trainee

Where the issue concerns your manager or, having made your report, you believe she has failed to take appropriate action, then you should bring it to the attention of the other manager, or contact Ofsted helpline on 08456 404046. Depending on the nature of the concern, the complainant will be asked to do this in writing. It will be helpful to note down any facts and dates as they happen.

Employees who want to use this procedure but feel uneasy about it may wish to consult a trade union initially and bring a friend or trade union representative along to any discussion, so long as the third party is independent of the issue. Where anonymity is requested efforts will be made to meet the request where appropriate but that might not always be possible. The earlier and more open the expression of concern the easier it will be to take appropriate action. Each case will be investigated thoroughly with the aim of informing the complainant of the outcome of any investigation as quickly as possible.

Date adopted: 26th February 2019

Date to review: 26th February 2020

Approved by (Please Print

Also):

Signed:

Print:

18.Sick child and Infectious Diseases Policy

The nursery may implement temporary or permanent policies relating to pandemics, infectious diseases or other operational issues. These policies will be effective on the date of issue and are subject to change at our sole discretion. Children should not attend Nursery if they are suffering from sickness, diarrhoea, an infectious illness or have any non-specific rashes until they are symptom free for 48 hours after the symptoms have cleared. If we are unsure, advice will be sought to return to the Nursery, by a doctor. We may ask for a doctor's written approval if we feel it is necessary in protecting the other children in our care. We do not allow a child to attend nursery until they have completed a full 48 hours away from nursery after sickness and diarrhoea or since the last symptoms of serious infection has cleared (whichever is last). We will follow the guidelines for specific conditions from the department of health and our own overriding exclusion policy list.

If a child appears to develop an illness stated above whilst at Nursery, they will need to be collected immediately and follow the procedures stated above. If we cannot contact you or other authorised contacts we may call the child's doctor.

We operate on an isolation principle with infectious diseases and so will contain your child from the other children either on the veranda or in the lobby with activities with a member of staff until you collect.

If a serious illness is reported to us, we will contact the child's doctor to confirm diagnosis. We have a duty to notify our local council or local health protection team (HPT) of suspected cases of certain infectious diseases. We are in the area of Surrey and Sussex HPT (South East), County Hall, Chart Way, Horsham, RH12 1XA and we will always call them on 0344 225 3861 to report any cases of serious illness and then fill out a serious illness form for the child's records. Then we will report to OFSTED on 0300 1231231 after 3 cases of an infectious disease or contagious health concern or if we are concerned of the risk to the other children and staff.

Any child admitted to hospital or A and E must be kept off for 24 hours after coming home. This will be treated as individual cases and so the Nursery will carry out their own risk assessment of the child attending including consideration to the wellness of the child, wound management, medicine administering procedures etc.) It remains the Nurseries decision whether the child should attend their normal sessions. We will consult parents, medical professionals and any other professional involved with your child if necessary.

Date adopted: 26th February 2019 Date to review: 26th February 2020 Approved by (Please Print):

Signed:

Print:

19.No Smoking Policy

At Country Buttercups, we do not allow any smoking by anyone within the nurseries boundaries, including the school's playground. This includes E-cigarettes. If on a break, then staff may have a 10 minute smoking break within it, as long as they gain permission from a manager. They are obliged to smoke as far from the nursery as possible, and are prohibited from smoking on any of the nursery grounds, including front entrance gate area. For the health of the children, staff are to mouth wash after a smoking break, take 10 minutes of smoke-free time and to wash their hands and nails thoroughly. If we find a member of staff abusing this policy, we will take disciplinary action on the member of staff. If we feel a member of staff is not able to work effectively because of their smoking habit, we may give disciplinary action.

Why introduce a smoke-free policy?

Passive smoking means breathing in other people's tobacco smoke. The health risks of exposure to second-hand smoke or 'environmental tobacco smoke' (ETS), as it is also known, are clear.

The Scientific Committee on Tobacco and Health concludes that:

- Exposure to second-hand smoke is a cause of lung cancer and, in those with long-term exposure, the increased risk is 20-30%
- Exposure to second-hand smoke is a cause of heart disease, and represents a substantial public health hazard
- Exposure to second-hand smoke can cause asthma in children, and may increase the severity of the condition in children already affected.

The use of E-cigarettes is prohibited at Country Buttercups due to the unhealthy image of such usage and the unknown health risks that are associated with these, there is unclear and incomplete evidence that they are completely safe.

We work towards better health for staff, children and the general public, and support smokers who want to quit.

Date adopted: 26th February 2019
Also:

Date to review: 26th February 2020

Approved by (Please Print

Signed:

Print:

20. Open Door Policy

At Country Buttercups, our aim is to maintain a close relationship with all parents/carers and operate an open door policy, which enables parents/carers to visit at any time. We like to involve parents/carers in their child's time at nursery by encouraging visits, where they can join in activities and also discuss their child's progress and development. We work closely with all parents/carers to ensure their needs are met. This does not apply to visitors or extended family/friends of the children and so they would need to follow our Visitors Policy, with a pre-arranged booking to ensure the running of a safe and secure setting.

Date adopted: 26th February 2019
Also:

Date to review: 26th February 2020 Approved by (Please Print

Signed:

Print:

21. Fire Policy

The fire drill will be held at regular and random intervals. These will be held with no regard to any conditions existing inside or outside of the nursery premises, e.g. rain, snow, frost, mealtimes, light or darkness. The following procedure is taken without breaking the glass, using fire extinguishers and calling 999.

- On discovering a fire, raise the alarm. (Shout FIRE, break glass on fire alarm box)
- Only if it is not too dangerous and if you are sure you can do it quickly and safely, attempt to put out the fire using the appropriate fire fighting equipment, which can be found hanging next to all fire exits. Alert the Fire Safety Officer(Helen Mallion) in the building, in her absence the senior lead in charge will act as Fire Warden.
- Immediately evacuate the building using the nearest safe exit.
- Nursery fire Officers will pick up the register, phone and visitor book (Helen Mallion or Emily Edwards)
- Staff will lead the children out in an orderly manner and should assemble at the designated assembly point. (back: on playground near trim trail or front: by the front gate, securely closed)
- The Manager or Senior staff in charge, will check all areas including toilets, kitchen, veranda and lobby and play areas.
- Close all doors behind you as you proceed out.
- Dial 999 and ask for the fire service. Do not replace the handset until the fire service confirms our address.
- Check the register to ensure all children are accounted for.
- Account for all staff and any other adults in the building.

Any parent or member of staff can initiate a fire drill at any time, after consultation with the Nursery Manager, by placing the 'Fire painting' (to be found in the office), in any part of the nursery. The drill will take place as soon as the 'Fire painting' is discovered by anyone. A record will be made of the date, the time and duration of the drill, numbers of staff and children that were present.

We as Country Buttercups will carry out our own fire drills and notify the school by email.

Date adopted:26th February 2019

Date to review: 26th February 2020

Approved by(Please Print

Also:

Signed:

Print:

22.Fire Procedure

What To Do In The Event Of A Fire

- On hearing the alarm or fire officer, head straight to the fire doors at the back of the building onto the verranda
 - If this is not possible, due to location of fire head to main front entrance
 - The fire safety officer or manager will collect register and guest book and phone.
- Then call for the children to assemble near you in a line along fence or corridor and first adult leaving, sets up evacuation trolley for baby room.
- Fire officer will be the last to leave the building and close all fire doors behind them, checking around the room first for any people.
- When you have all the children, walk out in an orderly fashion, Staff will lead and assemble at the designated assembly point. (back: on playground near trim trail or front: by the front gate, securely closed)
 - Count the children, staff and visitors and report any missing to the fire officer.
 - Fire officer will call 999 and report anyone missing.
 - Wait for instructions from the fire safety officer.
 - If no officer present due to the circumstances of the fire, Call 999.

Date adopted: 26th February 2019
Also:

Date to review: 26th February 2020

Approved by(Please Print

Signed:

Print name:

23. Accidents Procedure

Children being children, occasionally have minor accidents. If this happens whilst your child is in nursery you will be asked to sign their individual accident form, giving you information of the accident and next actions to be taken if necessary and this is then kept on file here for future reference if needed.

For accidents of a more serious nature, your child may need more professional treatment at hospital. We will make every effort to contact you as soon as possible and a member of staff will stay with your child until you arrive. Please see the first aid policy. The nursery will require consent to act on behalf of the parents to authorise any treatment if we are unable to contact you.

If an ambulance is called and attends the child who needs medical attention, we will notify Ofsted on 03001231231 and the SPOA team on 01323 464222 to seek advice following the accident. We will also contact RIDDOR on 03000031747 and ROSPA on 0121 248 2000 depending on the nature of the accident.

If it is a member of staff that has had an accident, first aid will be given and then the record of it will be completed by a witness and the member of staff injured. If the accident is of a serious nature then the member of staff's next of kin will be contacted and measures to establish correct staff: child ratios will be in operation immediately. This then will be filed as a paper copy and online for future reference if needed.

Date adopted: 2nd October 2018

Date to review: 2nd October 2019

Approved by (Please Print Also):

Signed:

Print:

24.Incidents Procedure

If an incident occurs by another child such as biting, excessive aggression, foul language etc. then an incident and welfare form will be filled out by the staff witnessing and the parent will be told the circumstance and actions the nursery staff will take to help prevent their child from harming others, and the strategies in place to help their child develop acceptable behaviours during times that trigger their disruptive/harmful behaviours. After discussion with the parent either on collection or over the phone the form will be completed stating the outcomes from the discussion and then the form will be placed in the child's file for future reference if needed.

If an incident occurs within the premises of any other nature, a full report will be completed and filed and a record kept online and a risk assessment will be made.

If a member of staff or other adult is involved in an incident, please see our safeguarding children policy.

Date adopted: 2nd October 2018

Date to review: 2nd October 2019

Approved by (Please Print Also):

Signed:

Print:

25. Emergency Procedure

If in an emergency such as, flooding, gas leak, large nursery/school fire, bomb scare, dangerous person attack, terrorist threat etc. all staff must act quickly and efficiently to ensure the safety of the children in their care. A manager will lead the evacuation or containment process with the register and phone and all staff must follow their instructions. If evacuating, you must evacuate to the recreation grounds opposite immediately if appropriate or remain contained inside the building and down low, and the manager will call 999 and ask for the police and fire services.

If collection of children is necessary, we shall call parents directly to collect and put updates of the situation on our website.

The protocol for acting in an emergency is with the manager of the day, who will judge the situation to the best of their ability and all staff must comply.

Date adopted: 2nd October 2018

Date to review: 2nd October 2019

Approved by(Please Print Also):

Signed:

Print:

26. Nappy Changing Policy

We wish to include all children in our setting and expect that some children are in nappies or trainer pants. We work with parents towards toilet training, unless there are any medical or developmental reasons why this would be inappropriate.

In the event of changing a child's nappy, the following procedures will be followed.

1. In order to care for the children's physical needs we ask that parents/carers:

- Make sure that wherever possible children arrive at nursery wearing a clean nappy or trainer pants.
- Provide nappies. We will supply spares at an added cost on your invoice if after three occasions to request more from the parent there are still no more. We provide the antiseptic nappy cream if needed and wipes and so if there are any special requirements, we would ask you to provide this.
- Discuss any issues arising from the policy with the child's key person

2. The nursery will ensure that:

- Only a person with relevant police checks will change children's nappies or trainer pants
- Children's nappies or pants will be changed in a private, designated area which complies with Health, Hygiene and Safety regulations
- Staff will follow the nappy changing routine displayed on the wall of the changing area
- If cream is sought to be used, the member of staff will use clean gloves before using the cream to avoid contamination with the nursery cream
- Although this area is private, it is not secret and the member of staff can still be easily seen and heard by other staff members as the area is open and accessible at all times
- The designated area/mats etc. will be cleaned before and after a child is changed with a suitable disinfectant cleaner
- A child will never be left alone on the changing mat
- Staff will wear clean disposable gloves and plastic aprons for each child
- Appropriate hand washing facilities will be available for the adult and the child, antibacterial gel will be used on hands and hands will be washed using anti-bacterial soap and dried thoroughly with the hand drier after completing the procedure
- Dirty nappies/pants will be double bagged and placed in the child's bag and returned to parents/carers when the child is collected if appropriate, otherwise disposable nappies will be placed in the correct nappy bin.
- The child's privacy will be respected at all times during nappy changing
- If the parent/carer has any queries or concerns about this procedure they should talk to their child's key person or any other member of staff.

Date adopted: 2nd October 2018

Date to review: 2nd October 2019

Approved by (Please Print Also):

Signed:

Print:

27. Key Persons Procedure and Job Role

We believe at Country Buttercups, that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs.

We allow the child to establish their own key person over their first few weeks at nursery by observing and then choosing the most suitable member of staff for the child. They are given a temporary key person before starting and then this is reviewed within their first few sessions.

Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing secure relationships in which children thrive, parents have confidence, staff are committed and the setting is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners with the setting.

We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Your child's key person will be the main observer and recorder for your child's development and the point of contact for parents/carers that wish to discuss their child's development. However, as we are a small setting, we all work closely with all the children and so are all approachable with any concerns or interests. The key person will be responsible for their key children's developmental records.

The key person's role is set out in the Early Years Foundation Stage.

Date adopted: 2nd October 2018

Date to review: 2nd October 2019

Approved by(Please Print Also):

Signed:

Print:

28. Sleeping Child Policy

At Country Buttercups, we are aware of every child's individual needs and so are conscientious to meet them. This includes having a welcoming sleep area for children in need of a quiet space. We make provisions within our setting for sleep times and have a variety of items to your child's request such as travel cots, strollers that are laid flat, large cushions, night lights, soothing music etc.

Regular checks are taken to ensure the safety of your child whilst sleeping and we feel the child needs supervision from a member of staff at all times and so will stay with them in the same room. There is no separate sleep room at Country Buttercups, so sleeping children are monitored closely and managed by the trained staff present on the day.

We have researched safe sleep practices on www.lullabytrust.com and have taken into consideration the advice found on there.

We have sleep systems advice we can ask for through your child's Health visitor if you are having difficulties at home with your child's sleep. We will professionally judge when your child is tired and in need of a sleep, as nursery can be a very different environment for your child and so their routine can be different from home. The managers are to be involved on any sleep matters arising with any children at Country Buttercups.

Date adopted: 26th February 2019
Also:

Date to review: 26th February 2020

Approved by (Please Print

Signed:

Print:

29. Sunscreen Policy

We will as part of our standard practise, apply sunscreen to children before we allow them to play outside in the sunny weather. We will use a sun cream of factor 50 only and apply regularly every 2 hours, keeping children safe by limiting time in the sunshine. Sun cream will be applied at least 30 minutes before going outside to allow it to be most effective. We request that you provide us with sun protection clothing such as sun hats, loose covering clothing etc.

We shall be using disposable gloves between the children and encouraging older children to apply this themselves with our supervision and help if needed.

We will not accept any sun lotion/products for your child unless they have a prescribed alternative with a named label as some alternative products contain allergens to others and so this maintains a protective, safe environment for all children in the nursery.

Date adopted: 26th February 2019
Also:

Date to review: 26th February 2020 Approved by(Please Print

Signed:

Print:

30. Extreme Weather Conditions Policy

If the Great British weather creates difficulties in the nursery operating and opening as usual, we will have to close. There will be a system in place to contact all parents/ carers as soon as possible of any closure and reopening. It will also be reported on our website.

If it is snow and the reports are to remain in doors if possible, due to our country location, we will be closing, however if conditions deteriorate whilst open, we will contact you of any occurring decisions and the likelihood of us closing will be made apparent to you with as much time as possible. We will expect everyone to work together, including any parents/ carers that can help, within these circumstances.

Fees will still apply due to staffing and ongoing cost however we will offer an additional session, subject to availability, within the first month of the extreme weather occurring.

31. Other Conditions of Closure Policy

If the building for whatever reasons is not suitable to open, a joint decision by the managers will be made and the above policy will be carried out.

Unfortunately due to the short notice of such events as above, we are not able to re-imburse fees for closure of the nursery, due to the outstanding running costs that still apply to the company. We will however, offer an additional session within a month of closure to all children whose sessions were affected, free of charge, adhering to availability and child:staff ratios.

Date adopted: 2nd February 2019

Date to review: 2nd February 2020

Approved by (Please Print Also):

Signed:

Print:

32. Head injury monitoring form procedure

If a child hits their head of any degree at Country Buttercups, a head injury monitoring form will be given to the parent/carer and from this point on it is the parent's responsibility to observe for signs of concussion.

This will be recorded when the slip is given and signed by staff alongside the accident form and recorded with the child's accident records. If the head injury is so substantial that the child receives emergency treatment from a hospital straight from the nursery, a form will not be necessary.

Date adopted: 26th February 2019

Date to review: 26th February 2020 Approved by (Please Print Also):

Signed:

Print:

33. Medication and First Aid Policy

Medication

The Nursery will administer medication to your child when a doctor, dentist or homeopathic doctor has prescribed it and you have completed the appropriate documentation. If your child needs to receive regular prescribed medication whilst at Nursery you must complete an 'On-going Medication Form' which will be filed into your child's records. The medication must be clearly labelled with your child's name and medication instructions (white prescription label).

Non-prescribed medication cannot be given in Nursery, such as to reduce your child's temperature or any pain relief etc. A full list of the treatments by a first aider is consented by you on a 'Medical Form' on registering your child.

You must notify the Nursery if your child has an allergy or medical condition and complete the required forms so that we can perform the appropriate assessments. You must ensure you provide the Nursery with all the relevant details and items regarding the health and care requirements of your child and advise us promptly of any changes in those details or any additional relevant details. It is your responsibility to provide this information to the Nursery prior to your child starting or at any time new information becomes relevant.

Should your child have symptoms of being unwell and you administer medicine at home prior to a nursery session, it is imperative that you refrain from bringing your child into nursery as this is likely to be masking your child's illness and so when the medicine wears off, your child will be feeling poorly and will have possibly spread the illness around the nursery to other children and staff. We ask that you inform the nursery of any medicines your child has received in the days between sessions so we can monitor the well-being of your child.

If your child has been prescribed antibiotics, we operate a 48 hour recovery time from the first dose given for your child not to attend nursery, in order for the infection to be at a safe level to be around others.

First aid

In the event of an emergency, the Nursery will administer first aid as appropriate by a qualified first aider and/or arrange for the child to be transported to the nearest hospital, accompanied by a senior member of staff, who will act 'in loco parentis' until you arrive. In the event of a minor injury, we may apply a sensitive plaster or dressing where the first aider feels it is required to prevent further injury or infection. All first aid action will be recorded in the accident folder and will require a signature from you on collection to allow for continuation of care.

Date adopted: 2nd February 2019

Date to review: 2nd February 2020

Approved by (Please Print Also):

Signed:

Print:

34. Equality and Diversity Policy

Country Buttercups is committed to providing equality of opportunity and anti-discriminatory practice for all children and families in accordance with the Equality Act 2010.

We aim to provide a positive and loving learning environment free from prejudice, discrimination and fear, in which all children and their families feel accepted, respected and valued.

We will:

- Recognise that all children are different and aim to identify how best to support each child and family.
- Value the contributions that all children and their families can bring.
- Actively promote anti-discriminatory practice to build an inclusive environment where every child can fulfil their potential.
- Continually reflect on our practice and increase our knowledge around equalities issues.
- Provide an inclusive environment recognising that as individuals, children and adults alike all require some form of support. However, we recognise that for some this may be specific and sometimes require the help of outside agencies.
- Adhere to relevant legislation to ensure equality in the service we provide, including completing Prevent Duty and Channel awareness training and promote British values alongside our activities.

Employment

Country Buttercups strives to find the best candidate for every job vacancy regardless of race, religion, home language, family background, gender or disability and/or learning difficulty.

Positions are advertised widely in the local community.

All applicants are assessed against the same criteria.

Each position is offered to the applicant who best meets the criteria for the post.

As our work with children requires staff to undertake an Enhanced Disclosure and Barring Service check.(DBS) we would encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. The candidate will not automatically be discounted from an interview stage if they have a criminal record as this will depend upon the nature of the offence and when it occurred. We will take guidance from the Rehabilitation of Offenders Act 1974 and from Ofsted when making an employment decision. We discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. We follow the DBS Code of Practice when handling and storing all confidential information.

Staff

Country Buttercups is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age or physical/mental disability. We have a nominated Equalities representative who leads and promotes good practice in our setting according to our Equality and Diversity Policy.

This is the SENCO and Manager, Helen Mallion.

All staff members have knowledge of our Equality and Diversity Policy and share the responsibility of ensuring that we provide a fully inclusive service for children and their parents/carers and families. They recognise the importance of their role in promoting equality and challenging discrimination. We seek out on-going training/professional development opportunities for staff to enable them to keep up to date with new developments, current research and appropriate practice. This information is recorded in the staff files on the supervision forms situated in the nursery office.

Admissions

Our nursery is open to all members of the community. We advertise our services widely and aim for the families that use our setting to reflect the cultural diversity of our community. We base our admissions policy on a fair system, siblings of other children then first come first serve according to availability and staff ratios; we never discriminate against a child or their family, or prevent entry to our setting, on the basis of race, religion, home language, family background, gender or disability and/or learning difficulty. Through the Ethnic Minority Achievement Service (EMAS) we can offer a translator for parents/ carers who have English as an additional language. We gather full and accurate information about all children before they start at Country Buttercups and ensure that we can meet their needs to the best of our ability and liaise between parents/ carers and staff during the child's settling-in sessions. We can work with EMAS where appropriate to provide support/bilingual support workers for children who have English as an additional language.

Environment and Resources

We aim to provide a secure environment in which all children can flourish and in which all contributions are valued.

We provide resources that give a balanced view of the world and an appreciation of the rich diversity of our society.

We encourage children through play equipment and activities that explore, acknowledge and value similarities and differences between themselves and others.

Our physical resources take into account children's size, height and physical needs, e.g. we have child-sized tables and chairs.

We use Makaton signing throughout the setting and visual timetables to support children's communication, including children with English as an additional language.

We work with professionals from outside agencies to provide a multi-agency network of support for children and their families.

Date adopted: 1st November 2018
Also:

Date to review: 1st November 2019

Approved by (Please Print

Signed:

Print:

35. Early Years Foundation Stage Policy

Country Buttercups endeavours to conduct the best execution of the EYFS, to the children within their care.

Early Years Foundation Stage

“Every child deserves the best possible start in life and support to fulfil their potential. A child’s experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up.”

“Statutory Framework for the Early Years Foundation Stage”,

Early childhood is the foundation on which children build the rest of their lives. At Country Buttercups we greatly value the important role that the Early Years Foundation Stage (EYFS) plays in laying secure foundations for future learning and development, however we also believe early childhood is valid in itself, as part of life.

It is important to view the EYFS as preparation for life and not simply preparation for the next stage of education. The EYFS is for children from birth to five years of age. The final year of the EYFS is referred to as the reception year. All children begin school with a variety of experiences and learning. It is the privilege of the practitioners working with your child to be the foundation part in their learning.

This is done through a holistic approach to learning, ensuring that Parents/carers, support staff and the reception teachers of the local schools work effectively together to support children’s learning and development. At Country Buttercups, we have a Leaping Learners group for rising 5’s which focuses on the Early Learning Goals that each child works towards preparing for the National Curriculum in Year 1. We contact local establishments and other knowledgeable individuals for advice and guidance on the EYFS when seen appropriate.

Aims

It is every child’s right to grow up safe, healthy, enjoying and achieving, making a positive contribution and with self-well-being. At Country Buttercups, the overarching aim of the EYFS is to help young children achieve good outcomes.

We aim to provide a broad and balanced curriculum which will enable each child to develop personally, socially, emotionally, spiritually, physically, creatively and intellectually to his/her full potential.

Each child is valued as an individual and teaching and learning is based on the understanding that children develop at different rates.

We aim to:

- provide a safe, challenging, stimulating, caring and sharing environment which is sensitive to the needs of the child,
- provide opportunities for children to learn through planned, purposeful play in all areas of learning and development,
- use and value what each child can do, assessing their individual needs and helping each child to progress,
- enable choice and decision-making, fostering independence and self-confidence
- work in partnership with Parents/carers and value their contributions

Learning and Development

The seven areas of learning and development are:

- Personal, Social and Emotional Development
- Communication and Language
- Literacy
- Mathematics
- Understanding of the World
- Physical development
- Expressive arts and design

At Country Buttercups we believe these seven areas are equally important and depend on each other to support a rounded approach to child development.

Overarching all seven areas is the Characteristics of Effective Learning and this at Country Buttercups has become our focus in delivering the best learning opportunities as we believe through sustained observation of the children that we care for, these elements to the EYFS underpin all future learning capabilities. We aim to deliver all the areas through a balance of adult led and child-initiated activities in accordance with advised flexible amounts, currently 70% child led, 30% adult led.

Planning

Effective learning builds on and extends what children know and can do. Our planning shows how the principles of the EYFS will be put into practice and is always informed by observations we have made of the children, in order to understand and consider their current interests, development and learning. All practitioners who work at Country Buttercups are involved in this process. There are three stages of planning the framework: Long term, short term and reflective.

Long Term Planning

We have created a style of planning called 'Next Steps Planning', which gives structure and coherence to the EYFS. We have themes of learning that differ in length of time according to the children's learning and are adapted to provide a focus for certain terms in order to offer a variety of stimulus to learn.

Short Term Planning

We identify specific learning objectives, activities, differentiation, deployment of adults and resources, to meet the learning needs of the children on a weekly and day-to-day basis. It allows for flexibility in response to individual children's needs and interests and for revision and modification, informed by on-going observational assessment. This is also linked with the next steps every child is working towards with their key person and across the nursery's team. It takes the form of 'Science, Messy play, Sensory play, story of the week, Children's choice folder, children's interests, flexible adult led activities'.

Reflective planning

At the end of the week, we assess and reflect on the activities that we have undertaken and most likely had spontaneously, either adult or child inspired. We also carry out reflecting our practice termly and then finally, the long term planning is reflected on every term ahead and at the end of the year.

Organisation

The children have daily opportunities for structured and free-flow play both inside and in the outdoor area. This time is supported by an adult, who acts as a facilitator to the child's learning. We are always aiming to improve our knowledge and understanding and so all practitioners are encouraged to participate in local authority courses and training.

Practitioners also conduct and attend in-house training which is an opportunity to share ideas and teaching methods to colleagues. They also liaise with the local nurseries on a regular basis in meetings and through email with the local Early Years Hub group.

Assessment, recording and monitoring

At Country Buttercups, we undertake assessment for learning. We analyse and review what we know about each child's development and learning, and then make informed decisions about the child's progress. This enables us to plan the next steps to meet their development and learning needs. Every child is given a key person who they naturally gravitate towards more during their settling in sessions and they are who monitors closely the child's development however, all practitioners who interact with the child contribute to the assessment process. This is all kept in their online learning journey.

Progress reviews

This document is printed out from Tapestry and summarises all of the formative assessment undertaken and makes statements about the child's achievements against the stages and aspects of learning. It summarises children's progress towards the early learning goals. It is completed at regular intervals by the key person. For further information please ask a member of the team.

Learning through play

"Children's play reflects their wide ranging and varied interests and preoccupations. In their play children learn at their highest level. Play with peers is important for children's development."

"Early Years Foundation Stage",

At Country Buttercups, we do not make a distinction between work and play. We support children's learning through planned play activities, and decide when child-initiated or adult-led play activities would provide the most effective learning opportunities. We believe that it is important for adults to support children's learning through play, by getting involved in the play themselves.

The Learning Environment

"A rich and varied environment supports children's learning and development. It gives them the confidence to explore and learn in secure and safe, yet challenging, indoor and outdoor spaces."

"Early Years Foundation Stage",

We aim to create an attractive, welcoming and stimulating learning environment which will encourage children to explore, investigate and learn through first hand experience. We also aim to make it a place where children feel secure and confident, and are challenged to develop their independence.

Activities are planned for both the inside and outside; children have the freedom to move between the indoor and outdoor spaces throughout the day. The learning environment is divided into a variety of different areas: role play, cosy corner, ICT area/leaping learners area, problem solving area, creative and mark making and these interlink between the areas with a range of activities and literacy etc. These areas are carefully arranged to encourage quiet areas and more active areas within the learning environment.

Children are encouraged to become independent learners and to take some responsibility for initiating their own lines of enquiry and investigation. Each morning children select focussed play activities and are observed for their individual record of learning by skilled observation and adaptation of an activity so as to not discourage the child's interests, but to introduce new ways to play.

Date adopted: 2nd February 2019
Also):

Date to review: 2nd February 2020

Approved by (Please Print

Signed:

Print name

36. Healthy food and living policy

At Country Buttercups, we understand the importance of a tasty, healthy and nutritionally balanced diet. Meals are prepared daily by our nursery team and our varied menus are rotated every 3 weeks and reviewed at every staff meeting. In August 2017, we were awarded the 'Outstanding Food award' by the Children's Food Trust, this has reinforced the practice and impact for healthy living for the children at Country Buttercups.

For babies who are weaning onto solid foods recommended after 6 months old we operate an individual meal plan using a first tastes menu, until fully adapted to the main menu which is closely monitored by the children's key person and their parents, reviewing this every 2 weeks. Babies are offered whole milk which is provided by us up until the age of 2 thereafter will be semi skimmed.

For any child with a dietary requirement we would also ensure that the main menu is to be adapted to meet the child's individual needs. We ask for a doctor/dieticians letter and would also work with the health visiting team for that particular child throughout their time at Buttercups. Every child with a dietary requirement has separate cup/beaker, bowl, plate, cutlery which is stored individually in cupboard.

Children with dietary requirements are supervised at all times to ensure cross contamination does not occur, also we would make sure that all allergens are supervised until all food has been cleared away. The individual dietary requirements for each child is listed for all staff to see and all staff are always informed of any changes to this.

We do not accept any foods brought in for a child as this poses a risk to the children in our care and some items may go against our Outstanding Food Award.

We are a no juice nursery as well as a no nut nursery, we may use foods labelled as 'may contain traces of nuts' but not included on the ingredients list, if there are no children with a nut allergy present.

We have a snack bar system which is an ever available, monitored fruit bowl and water stop. The children can help themselves throughout the day, developing self-control and independence.

Snacks are provided at around 10am every morning and 2pm every afternoon and consist of a selection of fresh fruit, healthy snacks and milk or water, operated on a rolling snack procedure, meaning it is made available and children are notified of the snack on offer and they can access this as and when they feel hungry.

Lunchtime is at 12:00pm and is a healthy freshly cooked meal with fresh and local (where possible), ingredients. There are balanced desserts throughout the month that consist of yoghurt and fruit. Cow's milk or water is provided. This also promotes good dental hygiene, along with our tooth brushing activities.

Tea is at 4:00pm and is a tea with a selection of sandwiches, bagels, light meals and healthy balanced sides with fruit for dessert. Cow's milk is provided to the children as well as fresh drinking water.

We promote a high level of care with regard to dental health for the children by holding regular tooth brushing activities, using an app 'Aquafresh' brush time and referring to the importance of it

through conversations and rhymes and interactive stories on the computer. We have activities that explain which foods are sugary/acidic that cause tooth decay and we refer to the general health and best practice through natural conversations and books etc.

Parents/Carers idea's and suggestions on meals are very welcome.

Lunchtimes are a relaxed time where children can chat whilst eating. We all eat together to create a sociable time around eating and to avoid disruption to the children. The children are encouraged to serve themselves where appropriate and help lay the table and choose their own cutlery, cup etc. The staff are always on hand to assist if needed. Individual dietary needs are catered for as well as the individual needs of the children.

We are a breast feeding friendly setting and provide a comfortable place for nursing mothers and are happy to store and serve expressed breast milk to babies. We operate an open door setting and so day time feeds are welcome during your child's sessions at your request.

Date adopted: 8th February 2019

Date to review: 8th February 2020

Approved by(Please Print Also):

Signed:

Print:

37. Visitors Policy

From time to time we will have visitors to the nursery for many reasons ranging from NVQ Assessors to Family Services Advisors. This section is to ensure the safety of the children as well as the staff remains a priority at all times regarding visitors. Any visitors to the nursery can only gain access via the security-controlled front door, which can only be operated by a member of staff, it is our policy that only permanent staff open the door to known parents as well as strangers. When children have access to the garden, the green gate will be locked so no one can gain access to the garden without approval. All staff will be made aware of this policy.

They must state what the purpose of the visit is or whom they are coming to see and provide identification, this identification should be validated if a member of staff is at all unsure, this should be done by telephoning the department they represent to confirm their visit.

It is better to be safe and sure than to be at risk.

All visitors to Country Buttercups will sign the 'visitor's book' on arrival and departure.

They must sign into the visitor's book as soon as they arrive and be escorted to the appropriate member of staff. They must be supervised at all times by a member of staff. Before leaving the premises visitors must first inform a member of staff and sign out, which will become apparent as they are always escorted around the nursery.

The 'visitor's book' can be found in the entrance area and visitors are required to provide the following information:

- The time of arrival/departure of the visitor
- Purpose of visit
- ID
- A signature

Under no circumstances is any visitor allowed to leave with a child unless they are the approved person who has authority from the child's parent to collect a child.

Date adopted: 2nd February 2019

Date to review: 2nd February 2020

Approved by(Please Print Also):

Signed:

Print:

38. Toys, books and play equipment policy

At Country Buttercups we aim to provide a range of safe and well maintained furniture, toys and equipment that meets the needs of all of the children in the nursery. The toys we put out will be suitable for the age and developmental range of the children using them.

Toys, books and play equipment

At Country Buttercups, toys and play equipment are selected to;

- be balanced in order to enhance the intellectual, language, social, emotional, spiritual, cultural, physical and sensory development of all of the children in the setting
- make use of clean and safe natural materials and recycled objects as well as manufactured toys
- ensure the safety of the children and staff using them. We ensure that toys and equipment are checked daily as they are set up and tidied away
- offer some comfortable home like furniture and furnishings
- be of good quality and value for money
- display positive images about the diverse world we live in
- At Country Buttercups, we ensure that the furniture used;
 - is of a suitable size for the children in the group.
 - is safe and conforms to fire safety standards
 - is appropriate to the activity taking place.
 - is sufficient for the children in the group but does not take up too much valuable play space.
 - promotes equality of opportunity and anti-discriminatory practice.
 - promotes independence and self- selection.

We love to be given donations but sometimes they may not meet the above criteria and so we unfortunately may discard them.

Date adopted: 2nd February 2019
by (Please Print Also) Signed:

Date to review 2nd February 2020
Print:

Approved

39. Exclusion policy and procedures

In the unfortunate event of Country Buttercups needing to exclude a member of staff or child the decision will fall on both managers making a joint agreement. If it concerns the child, it will not be an immediate form of action, however if the nursery feels they have exhausted all routes to control a child's behaviour and it is harming the other children and/or staff, we will have to advise another form of care for the child. This is obviously the last point we wish to reach and will endeavour to work a solution out within Country Buttercups and the Early Years Help team. With regards to excluding a member of staff it will be at the manager's joint agreement and will follow the appropriate above policies surrounding employment and the safety of our setting.

Date adopted: 2nd February 2019

Date to review: 2nd February 2020

Approved by(Please Print Also):

Signed:

Print:

40. Fees policy

Parents/carers can pay their fees by direct bank transfers or by using childcare vouchers or a combination of both. You will need to notify the Nursery of the childcare vouchers company so that the nursery can register with them. We also are registered with the Early Years Education Entitlement, which is the governments funding for over 3's and becomes applicable for every child the term after your child turns 3, in which time the Nursery will inform you of accessing this. Some families are eligible for 2 year old funding, see www.gov.uk.

Fees are payable monthly in advance on or before the 1st of every month. Each invoice offers 28 days to pay and the due date stated on every invoice is when the payment should have cleared with Country Buttercups LTD. If payment reaches Country Buttercups LTD on any day after the due date stated on the invoice, there is a Late Payment Charge compulsory to every parent. The rate for Late Payments is £10 a day. This will be charged for up to 30 days and then if failure to pay the full amount on the day of payment, including Late Payment Charges, the place for your child will be terminated. There may be discretion to individual emergency circumstances however this right remains with the Nursery.

Late collection of your child requires a phone call to inform us of such circumstances and then a charge of £2.50 every 10 minutes late will be added to your next invoice. If this persists more than 4 times then we shall have concerns of your time-keeping and so will ask for an alternative suitable adult to collect in these situations.

To secure a place for your child, we ask for a deposit of £95.00 upfront after confirming with you the sessions available in writing. This is to be paid within 7 days to secure the space. This then is deducted from your child's account on Nursery in a Box.

Sickness is unfortunately charged for as it is most commonly last minute so therefore the Nursery cannot account for such late notice on any sickness. If extended leave is apparent then we will only ask for the first months fees and hold the position open for as long as possible, or until another child is waiting to attend.

We do not charge for Bank Holidays however and we require a month's notice for any holidays taken outside of our own closure, which we deduct to 50% on any holiday dates on the relevant invoice, subject to notice period in writing.

Date adopted: 2nd February 2019

Date to review: 2nd February 2020

Approved by(Please Print Also):

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Print:

41. Drugs and alcohol policy

Our setting has a strict policy that no drugs or alcohol are to be consumed on the premises or that any individual be under the influence of drugs or alcohol on the premises or within the surroundings of the setting.

Staff are not permitted to consume alcohol during their contracted hours of work or to care for the children if they have consumed alcohol prior to commencing work. If we feel that a member of staff's performance at work is affected by the consumption of alcohol, we hold the right to suspend such person until we feel it is safe for them to return.

- If a staff member expresses symptoms related to the consumption of drugs or alcohol, the nursery also holds the right to suspend that member of staff.
- The same applies to all drugs prescribed by a doctor and considered inappropriate for intake while working with children.
- Staff will ensure that all medicating drugs are stored correctly, including their own prescriptions, in the staff medication box/drawer on door in fridge if necessary.
- The managers will respond to and investigate concerns and complaints raised in relation to alleged breaches of the welfare requirements.
- Staff will promote positive role models in health and safety practices in relation to alcohol and drugs.
- Should a member of staff be found under the influence of alcohol or drugs of any illegal form before or during the opening hours, they will be immediately asked to leave the premises and told to be collected by their emergency contact and to return home. Thereafter the normal disciplinary procedures will begin.
- This will ensure that staff are able to respond appropriately to children at all times.

We also have a policy for a parent/carer under the influence of alcohol or drugs. The following guidelines will apply:

- In the event that the parent/carer arrives at the pre-school under the influence of alcohol or drugs, we will ask that an additional emergency contact comes with the parent/carer to take responsibility of the child before a member of staff gives up his/her responsibility of the child.
- We will manage the incident tactfully to limit the risk to all persons within our setting, asking for the individual to wait in the lobby until someone else has arrived.
- We will ensure that there are two staff present when speaking to a parent so that staff should not jeopardise their own safety or others in these situations.
- Should this not happen, although we have no legal right to withhold a child from a parent/carer, if it puts the child at risk we follow appropriate action and we reserve the right to contact any relevant authorities that we may feel appropriate i.e. the police, social services. Any member of staff feeling under threat should contact the police.
- A full written report will be made of the incident.

Your child's safety is our main concern and as such this will determine the course of action taken.

Date adopted: 2nd February 2019

Date to review: 2nd February 2020 Approved by(Please Print Also):

Signed:

Print:

42. British Values Policy

British Values are a set of five values introduced to keep children safe and promote their welfare.

- **Democracy:**
making decisions together and listening to children's and parent's voices. For example: parent questionnaires are completed termly. Children are given opportunities to make decisions about choice of activities and resources they play with and giving opportunities to develop enquiring minds in an atmosphere where questions are valued.
- **Rule of law:**
understanding that rules matter, as cited in Personal Social and Emotional Development. We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules), that they are there to protect us, that everyone has a responsibility and the consequences when rules are broken.
- **Individual liberty:**
freedom for all, for example reflecting on their differences and understanding that we are free to have different opinions. Children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. We provide boundaries for young children to make choices safely, through our provision of a safe enabling environment and effective teaching.
- **Mutual respect:**
treat others as you want to be treated. Children gain respect through interaction with caring adults who show and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.
- **Tolerance of those of Different Faiths and Beliefs:**
we aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try foods from other cultures and we encourage parents and carers to participate and support.

Risk reduction

The Managers (Laura Jarvis and Helen Mallion) will assess the level of risk within the nursery and put actions in place to reduce that risk. More critical risk factors could include: • Being in contact with extremist recruiters; • Accessing violent extremist websites, especially those with a social networking element; • Possessing or accessing violent extremist literature; • Using extremist narratives and a global ideology to explain personal disadvantage; • Justifying the use of violence to solve societal issues; • Joining or seeking to join extremist organisations; and • Significant changes to appearance and / or behaviour; • Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

This risk assessment will be reviewed as part of the annual review by the Managers.

Response:

Designated lead: Our nursery, like all others, is required to identify a 'Prevent Single Point of Contact' who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism. The PSPOC for Country Buttercups is Laura Jarvis. It is also common practice for the designated lead for Prevent to also be the Designated Safeguard Lead due to the nature of the role. When any member of staff has concerns that a person may be at risk of radicalisation or involvement in terrorism, they should speak with the PSPOC and to the Designated Safeguarding Lead (Laura Jarvis).

Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship or drug/alcohol issues.

Extremism is defined by the Government in the Prevent Strategy as: Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

There is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Date adopted: 20th February 2019
by (Please Print Also):

Date to review: 20th February 2020

Approved

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Print:

43. Preventing Extremism and Radicalisation

Safeguarding Policy

Introduction

Country Buttercups is committed to providing a secure environment for parents and children, where children feel safe and are kept safe. All adults at Country Buttercups recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for children or not.

In adhering to this policy, and the procedures therein, staff and visitors will contribute to our delivery of the outcomes to all children, as set out in s10 (2) of the Children Act 2004.

This Preventing Extremism and Radicalisation Safeguarding Policy is one element within our overall nursery arrangements to Safeguard and Promote the Welfare of all Children in line with our statutory duties set out at s175 of the Education Act 2002 (s157 of the Education Act 2002).

Our nursery's Preventing Extremism and Radicalisation Safeguarding Policy also draws upon the guidance contained in the "Pan Sussex Child Protection Procedures" and DfE Guidance "Keeping Children Safe in Education, 2015"; and specifically DCSF Resources "Learning Together to be Safe", "Prevent: Resources Guide", "Tackling Extremism in the UK", DfE's "Teaching Approaches that help Build Resilience to Extremism among Young People" and Peter Clarke's Report of July 2014.

Nursery Ethos and Practice

When operating this policy our Nursery uses the following accepted Governmental definition of extremism which is: 'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'.

There is no place for extremist views of any kind in our nursery, whether from internal sources, children/parents/carers, staff or external sources - school community, external agencies or individuals.

As a nursery we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views we are failing to protect our children.

Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the life chances of young people. Education is a powerful weapon against this; equipping young people with the knowledge, skills and critical thinking, to challenge and debate in an informed way.

Therefore, we will provide a broad and balanced experience, delivered by skilled professionals, so that our children are enriched, understand and become tolerant of difference and diversity and also to ensure that they thrive, feel valued and not marginalized. Furthermore we are aware that young people can be exposed to extremist influences or prejudiced views from an early age which emanate from a variety of sources and media, including via the internet, and at times children may themselves reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language.

Any prejudice, discrimination or extremist views, including derogatory language, displayed by any person involved with the nursery or staff will always be challenged and where appropriate dealt with in line with our Behaviour Management Policy for children and the Code of Conduct for staff.

As part of wider safeguarding responsibilities nursery staff will be alert to:

Disclosures by children or parents of their exposure to the extremist actions, views or materials of others, such as in their homes or community groups, especially where children and parents have not actively sought these out.

Symbols, writing or art work promoting extremist messages or images

Reports of changes in behaviour, friendship or actions and requests for assistance

Partner schools, local authority services, and police reports of issues affecting pupils in other schools or settings

Children or parents voicing opinions drawn from extremist ideologies and narratives

Use of extremist or 'hate' terms to exclude others or incite violence

Intolerance of difference, whether secular or religious or, in line with our equalities

Policy, views based on, but not exclusive to, gender, disability, homophobia, race,

Colour or culture

Attempts to impose extremist views or practices on others

Anti-Western or Anti-British views

Our nursery will closely follow any locally agreed procedure as set out by the Local Authority and/or the Local Safeguarding Children Board's agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation.

We will ensure that all of our staff are equipped to recognise extremism and are skilled and confident enough to challenge it.

We will be flexible enough to adapt our approaches, as appropriate, so as to address specific issues so as to become even more relevant to the current issues of extremism and radicalisation. In doing so we will apply the 'key ingredients' for success following the three broad categories of:

Making a connection with young people through good [teaching] design and a child/parent centred approach.

Facilitating a 'safe space' for dialogue, and

Equipping our children and parents with the appropriate skills, knowledge, understanding and awareness for resilience.

Our goal is to build mutual respect and understanding and to promote the use of dialogue not violence as a form of conflict resolution. We will also work with local partners, families and communities in our efforts to ensure our nursery understands and embraces our local context and values in challenging extremist views and to assist in the broadening of our children's experiences and horizons.

We will help support children and individuals who may be vulnerable to such influences as part of our wider safeguarding responsibilities and where we believe an individual is being directly affected by extremist materials or influences we will ensure that that individual is reported to Channel. Additionally in such instances our nursery will seek external support from the Local Authority and/or local partnership structures working to prevent extremism.

We will promote the values of democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs. We will teach and encourage children to respect one another and to respect and tolerate difference. It is indeed our most fundamental responsibility to keep our children safe and prepare them for life in modern multi-cultural Britain and globally.

Use of External Agencies and Speakers

We encourage the use of external agencies or speakers to enrich the experiences of our children, however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our children.

Such vetting is to ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the nursery's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the Early Years curriculum so we need to ensure that this work is of benefit to children.

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils are consistent with the ethos of the nursery and do not marginalise any communities, groups or individuals
- Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are matched to the needs of children
- Activities are carefully evaluated by nursery to ensure that they are effective

Whistle Blowing

Where there are concerns of extremism or radicalisation, staff will be encouraged to make use of our internal systems to Whistle Blow or raise any issue in confidence. Please refer to Whistle Blowing Policy.

Child Protection

Please refer to our Child Protection Policy for the full procedural framework on our Child Protection duties.

Staff will be alert to the fact that whilst Extremism and Radicalisation is broadly a safeguarding issue there may be some instances where a child or children may be at direct risk of harm or neglect. For example; this could be due to a child displaying risky behaviours in terms of the activities they are involved in or the groups they are associated with or staff may be aware of information about a child's family that may equally place a child at risk of harm. (These examples are for illustration and are not definitive or exhaustive).

Therefore all adults working at the school (including visiting staff, volunteers' contractors, and students on placement) are required to report instances where they believe a child may be at risk of harm or neglect to the Designated Child Protection Lead and/or Manager.

Role of the Designated Child Protection Lead (DCPL)

The DCPL is: Laura Jarvis

The Deputy DCPL is: Charlotte Kingham

The DCPL works in line with the responsibilities set out by East Sussex County Council from training courses taken regularly. The DCPL is the focus person and local point of contact for nursery staff, and others, who may have concerns about an individual child's safety or well-being and is the first point of contact for external agencies. In line with Recommendation 2 of Peter Clarke's Report; the role of the DCPL will be extended, at the appropriate time, to include the responsibilities of the PREVENT strand of the Government's counter-terrorism strategy.

Training

Whole nursery in-service training on Safeguarding and Child Protection will be organised for staff at least every three years and will comply with the prevailing arrangements agreed by the Local Authority and Local Safeguarding Children Board and will, in part, include training on extremism and radicalisation and its safeguarding implications.

The DCPL will attend training courses as necessary and the appropriate inter-agency training organised by the Local Safeguarding Children Board at least every two years, again this will include training on extremism and radicalisation and its safeguarding implications. In line with current practice, any concerns will be raised to our Channel Police Practitioner and a referral form will be completed.

Recruitment

The arrangements for recruiting all staff, permanent and volunteers, to our school will follow guidance for safer recruitment best practice in education settings, including, but not limited to, ensuring that DBS checks are always made at the appropriate level, that references are always received and checked and that we complete and maintain a single central record of such vetting checks.

We will apply safer recruitment best practice principles and sound employment practice in general and in doing so will deny opportunities for inappropriate recruitment or advancement.

We will be alert to the possibility that persons may seek to gain positions within our school so as to unduly influence our schools character and ethos. We are aware that such persons seek to limit the opportunities for our pupils thereby rendering them vulnerable to extremist views and radicalisation as a consequence.

Therefore, by adhering to safer recruitment best practice techniques and by ensuring that there is an ongoing culture of vigilance within our school and staff team we will minimise the opportunities for extremist views to prevail.

Date adopted: 20th February 2019
by (Please Print Also):

Date to review: 20th February 2020

Approved

Signed:

Print:

44. Anti-Bullying Policy

Objectives of this policy

This policy outlines what Country Buttercups will do in tackling bullying. We are committed to developing an anti-bullying culture whereby no bullying, including between adults or adults and children or young people will be tolerated. The values and beliefs underlying this policy are encapsulated by the following statement below:

- All bullying is unacceptable, regardless of who bullies or how it is delivered.

Definition of Bullying

Bullying is “behaviour by an individual or group, usually repeated over time that intentionally hurts another individual either physically or emotionally (D of E Preventing and Tackling bullying March 2014)

Bullying can include name calling, taunting, mocking, making offensive comments, kicking, hitting, taking belongings, producing offensive graffiti, gossiping, excluding people from groups, spreading hurtful or untruthful rumours. This includes the same inappropriate and harmful behaviours expressed via digital devices (cyber bullying) such as the sending of inappropriate messages by phone, text instant messenger, through websites and social media, apps and sending offensive degrading images via mobile phone or the internet.

Forms of bullying covered by this policy

- Related to race, religion or culture.
- Related to SEND(Special Educational Needs and Disability)
- Related to appearance or physical/mental health conditions
- Related to sexual orientation
- Of young carers, children in care or otherwise related to home circumstances
- Sexist, sexual and transphobic bullying
- Bullying via technology (Cyber –bullying)

Links with other Nursery policies and Legislation

This policy has links with a number of other policies, practices and action plans such as:

- Safeguarding children reporting and procedures policy
- Mobile phones, cameras and social network sites
- Behaviour Management policy
- EYFS policy such as PSED(Personal, Social, Emotional Development)
- The Education and Inspection Act(2006), 2011
- The Equality Act 2010
- The Children Act 1989
- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Public Order Act 1986
- The Computer Misuse Act 1990

Our responsibilities

- It is the responsibility of senior managers to take a lead role in monitoring and reviewing this policy.
- It is the responsibility of all staff at Country Buttercups to be aware of this policy and implement and uphold it accordingly.
- It is the responsibility of the managers to report it to the whole Nursery team.
- Parents/carers are responsible for supporting their children and working in partnership with the Nursery.

Date adopted: 20th February 2019
Also:

Date to review: 20th February 2020 Approved by(Please Print

Signed:

Print:

45. Physical Activity Policy for Early Years Providers

Country Buttercups is committed to promoting the health and wellbeing of its children and staff through physical activity. This policy outlines the organisations modelling and management of physical activity at Country Buttercups.

The policy was formulated through consultation with the management team and staff through staff meetings, with parents/carers through the setting website and newsletter, and with children through a number of methods including observation and feedback on specific issues, for example, the development of the play area. It was formally adopted on 24th October 2017.

Copies of the policy are kept in the policy folder in the lobby and on the setting website.

Physical activity in young children is defined as ...

'...activity that involves trunk movements and more exertion than the minimal movement required to carry out simple everyday tasks such as washing, bathing, dressing, or activities such as playing board games or other passive play'

Making the case for UK Physical Activity Guidelines, Early Years Working Paper

Current UK physical activity recommendations state that children and young people should be active for a total of 3 hours a day and that adults should be active for 90 minutes as a minimum healthy guideline (Start active, stay active).

Physical activity aims and objectives

Aim: To ensure that all aspects of physical activity in the setting are promoted for the health and wellbeing of children, staff and parents/carers.

Our specific objectives are as follows:

1. To enable children, staff and parents/carers to understand the importance of physical activity through the provision of information and development of appropriate skills and attitudes
2. To provide and promote opportunities for staff and children to be physically active throughout and beyond the setting
3. To increase physical activity levels of children in line with national targets

Facilities and resource provision

Country Buttercups has

- Active bags that are sent home with the children to use with their families at the weekends
- Access to the adventure outdoor equipment in the trim trail
- Use of the recreation grounds opposite
- Balance bikes, for use within a Balanceability course run twice weekly with the children
- Large water trays with buckets and equipment stored separately in order to get the children moving and transporting
- Large 'sit-in' Spinning tops
- Mud kitchen
- Large wooden building blocks
- Sand trays
- Trikes and wiggle bikes
- Balls, bats, parachute, space hoppers, bean bags, other physical activity resources

Physical Co-ordination

The settings physical activity co-ordinator is Charlotte Kingham who works directly with the children, staff and parents, and managers Helen Mallion and Laura Jarvis. They have responsibility for developing policy and practice and monitoring physical activity provision.

Staff development

Staff have a responsibility to promote physical activity and to support physical development. We feel it is essential for our staff to feel confident in delivering and supporting physical activity so staff have attended the following activity courses, Early Movers, Balanceability, Children's Food Trust, Phunkyfoods. We have also been supported by a number of local contacts including HEPA co-ordinator, Nutritionist, and local authority advisors within the HEPA team.

Ethos and environment

Country Buttercups strives to maximise opportunities for children and all associated with the setting to be physically active by promoting all avenues for activity. This includes through the Early Years Foundation Stage, the environment and wider community.

Active Play

In addition to the amount of structured physical activity such as Balanceability, the majority of the session times are unstructured active play daily. This is facilitated by our setting environment which is designed to encourage children to be physically active. The adult led activities run for 15-30 minutes a day and the rest of the session is free for the children's own exploration and play.

Parent carers as partners

Country Buttercups understands parents/carers are crucial to encouraging their children to be active. Country Buttercups therefore aims to making parents/ carers aware of the minimum activity recommendations, provide parents/ carers with ideas on how to keep their children active and to liaise with parents/ carers about their child's physical development on Tapestry through the identified key person.

Active Travel

At Country Buttercups, we promote the safe and active travel options available to our local families. We have permission from the local pub called the Rainbow Trout for the use of their car park during drop off and collection times which enables parents to walk their children to nursery along a pathway for 0.2 miles (4 minutes). We have a buggy/bike/scooter stop for items to be left during sessions if different person is collecting the child.

Equal Opportunities

All physical activity opportunities offered at Country Buttercups are designed to be inclusive, and cater for different ability levels. For more information please refer to the Special Educational Needs Policy.

Staff Activity

Our staff aspire to be positive role models for our children. We aim to take part in physical activity whenever possible, e.g. as part of practitioner sessions, but we also encourage our staff to be active by role modelling active play outdoors, and being enthusiastic within activities partaking in physical activities and opportunities.

Monitoring and Evaluation

The physical activity co-ordinator will have lead responsibility for the monitoring of physical activity in the setting. A range of measures will be used to evaluate impact of the policy in line with the above mentioned objectives. The policy will be reviewed every year.

Date adopted: 2nd October 2018

Date to review: 2nd October 2019

Approved by(Please Print Also

Signed:

Print:

46. Access Agreement

When visitors arrive at the Nursery they will call at the designated buzzer entry system gate for the Nursery only and if known to the nursery, will be allowed entry down to the nursery building where they will be encouraged to follow a painted line along the fence side, away from the school as a guide line.

Outside of session times and when school children are present on the playground, a member of our staffing team from Country Buttercups will meet the visitor at the top gate to escort them to the nursery.

When it becomes busy with arrival of parents/carers for drop-off and collection times at 8.40am to 8.55am and 3.15-3.30pm there will be a member of our staffing team at Country Buttercups monitoring the buzzer and gate.

When parents/carers arrive with older siblings for Brede Primary School, the parents will wait with their school aged child until the teacher collects them and then will walk to the nursery after their older child is handed over to the teacher.

The entrance to the nursery via the main front door will be kept closed at all times other than to permit known parents/carers into the nursery. A school staff member who follows their procedures of monitoring the school gate will be carried out. This will be closely monitored by Country Buttercups staff and teachers on duty at the time.

The school's parents/carers are not permitted entrance into the nursery other than by following the Visitors policy.

Date adopted: 20th February 2019

Date to review: 20th February 2020

Approved by(Please Print Also):

Signed:

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47. General Data Protection Regulations (GDPR) Policy

The General Data Protection Regulation (GDPR) is a new EU law coming into effect on 25th May 2018 replacing the current Data Protection Act 1998. It will give individuals greater control over their own personal data. As a nursery it is necessary for us to collect personal information about the children who attend as well as staff and parents/carers.

Country Buttercups Nursery is registered with the Information Commissions Office, ICO, under registration reference: **ZA203823**.

GDPR principle

GDPR condenses the Data Protection Principles into 8 areas, which are referred to as the Privacy Principles. They are:

1. You must have a lawful reason for collecting personal data and must do it in a fair and transparent way.
2. You must only use the data for the reason it is initially obtained.
3. You must not collect any more data than is necessary.
4. It must be accurate and there must be mechanisms in place to keep it up to date.
5. You cannot keep it any longer than needed.
6. You must protect the personal data.
7. You must have appropriate measures against unauthorised or unlawful processing or personal data and against accidental loss or destruction/damage to personal Data.
8. Personal Data shall not be transferred to any outside agency or country within the EU that does not comply with the new General data protection regulations.

The GDPR provides the following rights for individuals:

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erase.
- The right to restrict processing.
- The right to data portability.
- The right to object.
- Rights in relation to automated decision-making and profiling.

There are two main roles under the GDPR; the data controller and the data processor. As a childcare provider, we are the data controller. The data is our data that we have collected about the children and their families. We have contracts with other companies to process data, which makes them the data processor. The two roles have some differences but the principles of GDPR apply to both. We have a responsibility to ensure that other companies we work with are also GDPR compliant.

Lawful basis for processing personal data

We must have a lawful basis for processing all personal data within our organisation and this is recorded on our Information audit for all the different information we collect. The six reasons as follows:

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

(d) Vital interests: the processing is necessary to protect someone's life.

(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

(f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

For the majority of data we collect, the lawful basis for doing so falls under the category of 'legal obligation' such as names, date of birth and addresses as we have a legal requirement to obtain this data as part of the Statutory Framework for the Early Years Foundation Stage.

Some data we collect, for example, photographs, requires parents to give consent for us to do so.

Where this is the case, parents will be required to sign a consent form to 'opt in' and are made aware that they have the right to withdraw their consent at any time.

We may also be required to collect data as part of parent's contract with the setting or local authority, for example, for us to claim government funding.

Data retention

We will hold information about individuals only for as long as the law says and no longer than necessary. After this, we will dispose of it securely. Please see a copy of the Retention periods for records.

Security

We keep data about all individuals secure and aim to protect data against unauthorised change, damage, loss or theft. All data collected is only accessed by authorised individuals. All paper forms are kept locked away and all computers and tablets are password protected.

Date adopted: 20th May 2018

Date to review: 20th May 2019 Approved by(Please Print Also):

Signed:

Print: