



## **POLICY DOCUMENTS**

<b>Accident and Injury Policy</b>	<b>Illness and Exclusion Policy</b>
<b>Administration of Medicines Policy</b>	<b>Missing Child Policy</b>
<b>Admissions Policy</b>	<b>Mobile Phones Policy</b>
<b>Behaviour Management Policy</b>	<b>Nappy Changing/Toileting Policy</b>
<b>CCTV Policy</b>	<b>Nursery Fees Policy</b>
<b>Child Safeguarding Policy</b>	<b>Online Safety Policy</b>
<b>Collection Policy</b>	<b>Safer Recruitment</b>
<b>Confidentiality Policy</b>	<b>Settling in Policy</b>
<b>Complaints Policy</b>	<b>Special Educational Needs Policy</b>
<b>The Curriculum Policy</b>	<b>Staff Development Policy</b>
<b>Data Protection Policy</b>	<b>Student Placement Policy</b>
<b>Drugs, Alcohol and Smoking Policy</b>	<b>Sun Safety Policy</b>
<b>Equal Opportunities Policy</b>	<b>Terms and Conditions</b>
<b>Fire Drill Policy</b>	<b>Whistle Blowing Policy</b>
<b>Health and Safety Policy</b>	

## **Accident and Injury Policy**

The purpose of this policy is to ensure that when an accident occurs in Sunny Socks Nursery School appropriate action is taken and accurate information is recorded and communicated. It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the member of staff who has administered the first aid to write the accident report and ensure that it is signed by the parent or carer of the child or children involved. All members of staff have a responsibility to ensure that the Manager is informed when items from the first aid box are used.

### **Procedure**

At least one member of staff with current Paediatric First Aid will be on the premises, in the garden or on an outing at any one time.

The first aid kit is clearly marked and is easily accessible to adults and out of reach of children. The first aid kits can be located in a marked cupboard in each kitchen.

The first aid box will be regularly checked by Natalie Smith to ensure that the box is fully stocked.

All medical information and emergency contact details on the children's registration documents must be up to date and accurate. This information is found in the Registration folder located in the filing cabinet in the office. The under 2's registration folder is taken to their room daily.

When an accident occurs it is the responsibility of the first aider to determine whether the injury can be dealt with in the setting or if medical assistance is required. If the injury is minor and does not require medical assistance the first aider should address the injury and complete an accident record, this record will be signed by the first aider and by the parent or carer of the child. Natalie Smith, the Nursery Leader will also sign and monitor all accident forms, in her absence the designated responsible person will sign the form and feed back to Natalie.

If the injury is minor but requires medical assistance the first aider will contact the parent to inform them of the incident and decide who will take the child to the nearest health centre. The child's medical information and registration forms should be taken with them.

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

All accidents and injuries, however minor must be recorded on an accident form. The child's parent or carer must sign the accident record and any incidents which required external medical treatment will be reported to Ofsted and Northamptonshire County Council within the required time frame.

## Administration of Medicines Policy

The purpose of this policy is to ensure that any and all medication administered to children has been authorised by the child's parent/carer.

### **Procedure:**

Only specified members of staff (Room Leaders/Management) will be allowed to administer medication. When administering medicine a fully qualified member of staff must witness the dose administered. Accurate records of any medicine administered must be kept and signed by both members of staff.

It is the overall responsibility of the Room Leader to ensure that there is written parental/guardian permission to administer medication to children during the session. It is the responsibility of the staff who is handed the medicine, to ensure that parent/carers complete a medication form and a signature is obtained giving authorisation. The medicine administration form must be signed again by the parent or carer when they are collecting their child.

There will be no medication stored at nursery (with the exception of inhalers, specified prescribed medications & skin creams), all medication will be returned to parents each day.

Medicines brought in by parents will be labelled and kept either in the secure 1<sup>st</sup> Aid cupboard in the Kitchen or if appropriate on the top shelf in the fridge.

Staff must check that parents have given their child one dose to ensure no allergic reaction is caused by administering the medication.

The child's name/dosage must be on the medication bottle. Medication can only be administered for the length of time stated on the bottle. Staff will not administer medication beyond this time-scale unless we have a Doctor's letter. Before medicine is administered, the designated member of staff should check the medicine administration form for any changes.

If any controlled drugs, such as morphine, are brought into the nursery to be administered to the child, staff must advise the parent to see the management team who will inform parents that they must return to nursery to administer. Under no circumstances is the medication stored in the nursery or administered by staff.

At no time should the medication form be completed in pencil, it must be in pen. Parents must sign their names.

No medication should be left in children's bags.

Any staff bringing medicines into nursery must ensure that management are notified and that the medicines are kept in the first aid box in the office out of the reach of children. Medication brought in by staff needs to be signed in. Under no

circumstances will any employee bring any controlled drug such as morphine into the nursery.

Parents/carers/emergency contacts are telephoned and asked to collect a child who is showing signs of illness. We do not give children Calpol or similar non prescribed medication as it may mask a serious complaint which may need attention.

However all parents are asked to sign a prior permission for the most senior member of staff on duty to administer paracetamol or antihistamine in an emergency situation where the parent agrees that the time it will take to collect the child is too long. In this situation the parent must confirm on the phone to the Nursery Leader, or acting manager in their absence, that they agree to the Nursery Leader administering such pain relief as mentioned above. The parent will then be asked to sign a verbal permission when collecting the child. In the unlikely event that contact cannot be made with a parent/carer/emergency contact, then the Nursery Leader will make the decision on whether to administer the medication or not.

## **Admissions Policy**

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair, flexible and clearly communicated procedures.

### **Procedures:**

We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community. We ensure that the information about our setting is accessible, in written and spoken form.

We describe how our practices have regard for each child and their family's needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language.

We accept children from 3 months up to 5 years and consult with families to ensure we accommodate a broad range of individual needs. We require a minimum of 3 sessions per week to assist children with settling in.

Once a visit of the nursery has taken place a registration form and a copy of the current pricing structure, along with our terms and conditions will be given to the parent/carer.

Upon receiving a completed registration form and registration fee we will give the parent/carer a copy of our policies and reserve the required sessions. If a session is not available the child can be added to our waiting list. We arrange our waiting list based on the date of registration. In addition our policy may take into account the following:

- The vicinity of the home to the setting,
- Siblings already attending the setting,
- Parents/carers seeking extended childcare over a 51 week period.
- A minimum of 3 sessions must be adhered to even when on the waiting list for a specific session.

We will liaise with the parent/carer to arrange the pre-start visits for the individual child.

We emphasise the importance of sharing information about the child regarding any dietary requirements, physical or special educational needs or any other matter that may affect your child whilst at Sunny Socks. We ensure all information is completely confidential.

We ensure all parents/carers have access to the information regarding free entitlement funding. Our setting spreads the free hours over 51 weeks of the year to be taking within our sessions and in line with our pricing structure. We offer a limited number of entirely free places for eligible 2, 3 and 4 year olds at set times. Once the free places have been filled our waiting list will be operational. Priority will be given

to children from Brixworth who would otherwise be financially unable to attend the setting. No registration fee is required for entirely free places.

# **Behaviour Management Policy**

At Sunny Socks Nursery School we want every member of the setting to feel valued and respected and for each person to be treated fairly. We believe that all children are entitled to be cared for in an environment in which they feel safe, therefore we aim to promote a setting where everyone feels happy, valued and secure.

## **Procedures:**

We aim to teach children to learn how to understand their feelings, find ways to calm themselves and know how to behave acceptably in society.

It is the responsibility of all staff to build a good relationship between themselves and the children to develop positive emotional wellbeing. All staff must demonstrate that we are listening and trying to understand what each child's behaviour is communicating, by allowing the child to feel secure knowing that we are open to hearing about their feelings.

We work in partnership with parents and carers in supporting children's development in all areas, including behaviour and taking into account children's age and stage of development.

We aim to ensure the individual needs of all children are met by providing clear, consistent and developmentally appropriate expectations for behaviour through:

- Respect: to encourage all children to have respect for themselves, for other people (their feeling, beliefs and values) and for the nursery environment including equipment and property.
- Understanding and compassion: to help children to understand other people's views and experiences and to be caring and tolerant towards others
- Responsibility: to enable children to have an increasing ability to make choices and take responsibility for their own actions. In particular we help children to develop an understanding of the consequences of their behaviour.
- Fairness and equality: to give children an understanding of how to be fair to all: how to share and give everyone an equal chance (within the context of everyone having different needs). All staff will demonstrate this behaviour in their actions also.
- Kindness: to promote acts of kindness to each other and to assist children in ways of being gentle towards each other.
- Support and the use of positive reinforcement: to acknowledge considerate behaviour, reinforcing positive behaviour developing children's confidence and self-esteem.

Staff will support positive behaviour according to clear, positive, consistent guidelines.



Staff will make every effort to act as good role models to children by behaving in a friendly and considerate manner themselves, creating an atmosphere of respect and value for one another.

Staff will work effectively together as a team and show a fair and consistent approach to incidents. They will discuss any concerns with parent/carers in an attempt to understand and identify possible causes of negative behaviour.

Physical intervention will only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children, an adult, or serious damage to property. ANY occasion where physical intervention is used will be recorded within the incident log and parents/carers will be informed when picking up the child.

Staff will attempt to focus directly on positive features of the child's behaviour.

Under no circumstances will we threaten or use corporal punishment or any form of punishment which could have an adverse impact on the child's well-being.

The settings Behaviour Management Coordinator is Kara Clifton.

# CCTV Policy

CCTV is installed and monitored at Sunny Socks to provide a safer and more secure environment and to protect the nursery business.

We recognise that the use of CCTV has become a common feature of our daily lives and while its use is generally accepted, we understand that CCTV operators have certain duties and responsibilities to those whose images are caught on camera. The images taken are monitored and recorded and will be used in strict accordance with this policy.

The use of CCTV and the associated images is covered by the Data Protection Act 1989, the Protection of Freedoms Act 2012 and the CCTV code of practice 2008 from the Information Commissioner's Office (ICO)

## **The purpose of the CCTV is as follows:**

- Safeguarding children, parents, staff and the public's safety
- Monitoring the security of the setting
- The prevention, investigation and detection of crime
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings)
- To provide opportunities for Staff training

## **The system will not be used for the following:**

- Providing images for the world-wide-web
- Handing images to a third party, other than the police or officials if deemed necessary, within the compliance of the Data Protection Act 1998
- As a 'webcam' facility for parents to view recordings

The system comprises of fixed cameras, a digital recorder and public information signs. No cameras will be hidden from view. Although every effort has been made to ensure maximum effectiveness of the system, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage. The digital recorder is located in a locked cupboard in the office and the Nursery Leader and Director will have a key. Signs will be prominently placed at strategic points and at the entrance to the building to notify staff, parents/carers, visitors and members of the public that a CCTV installation is in use. Digital recordings are made using a digital recorder operating in real time mode. Images will normally be retained for 30 days from the date of recording, and then automatically recorded over.

## **CCTV is provided in the following locations:**

- |                            |                   |
|----------------------------|-------------------|
| ▪ Car Park                 | ▪ Garden Room     |
| ▪ Front Gate and play area | ▪ Play Room       |
| ▪ Craft Room               | ▪ Baby Sleep room |
| ▪ Sensory Room             | ▪ Baby playroom   |

- Back door and welly rack area

It is recognized that images are sensitive material and subject to the Data Protection Act 1998; the Director, and Nursery Leader are responsible for ensuring day to day compliance with the Act. All recordings will be handled in strict accordance with this policy.

### **Access to images**

Access to images will be restricted to the data controlling officer: The Nursery Leader and in their absence the Director.

Disclosure of recorded material to third parties is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
- Prosecution agencies
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
- Emergency services in connection with the investigation of an accident.
- The CCTV System is a localized system and for internal use only. No images will ever be broadcasted or streamed over the internet to the parents or anyone else.
- Anyone who believes that they have been filmed by C.C.T.V. can ask to see a copy of the data, subject to guidelines covered by the Data Protection Act. They do not have the right of instant access, and can write to the Management for access. The Director/ Nursery Manager will then arrange for viewing of the images in private and subsequent discussion of content
- The Data Protection Act gives the Nursery Leader the right to refuse a written request where such access could prejudice a criminal investigation or impede the apprehension or prosecution of offenders. If they decide to refuse the request, all reasons will be fully documented and the subject will be informed.

# Child Safeguarding Policy

Safeguarding children is vital for our setting, as part of the legal requirements of our Ofsted registration. Having safeguards in place within our setting not only protects and promotes the welfare of children but also it enhances the confidence of our staff and parents/carers. The purpose of this Safeguarding Policy is to achieve a nurturing and child-centred environment where children can have fun and be safe.

The term safeguarding means: Protecting children from maltreatment, preventing impairment of children's health or development, ensuring the children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children have the best outcomes. (NSPCC, 2018)

First and foremost, a child's needs should always be put first. It is important to help and support children as early as possible before issues escalate and become more damaging.

## **Procedures:**

To ensure Sunny Socks has a senior leader nominated as Designated Safeguarding Lead (DSL) who has received appropriate training and support for this role and to make sure every member of staff knows who the DSL is. The Designated Safeguarding Lead is Melissa Newbery.

To ensure we have at least one member of staff who will act in the absence of the DSL and understands the role (deputy DSL) The Deputy Designated Safeguarding Lead is Natalie Smith.

All staff must understand their responsibilities in being alert to the signs of abuse and neglect, including emotional, physical, sexual, bruising on non-mobile infants, the specific issues of Female Genital Mutilation (FGM), Child Sexual Exploitation (CSE), children missing from the setting, uncollected children and Radicalisation and Extremism and to maintain an attitude of 'it could happen here'.

All staff have appropriate training in child protection matters and are able to recognise the signs of possible abuse and neglect during their initial induction with regular refresher training.

All staff carry out their Prevent Duty by being able to assess the risk of children being drawn into terrorism and identify children who may be vulnerable to radicalisation and extremism. All staff realise their duty to build children's resilience to radicalisation by promoting fundamental British values which will assist their personal, social and emotional development and understanding of the world. Staff are able to recognise the signs of radicalisation such as changes in behaviour and identification through the child's role play.

All staff members are sensitive to additional barriers that exist when recognising the signs of abuse and neglect of children who have Special Educational Needs or disabilities. This can include assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration. Also, to recognise the difficulties in overcoming communication barriers.

The DSL will attend relevant training and ensure all staff are aware of changes in local and national policies on child protection and will liaise with the Multi Agency Safeguarding Hub (MASH) and the Northamptonshire Safeguarding Childrens Board (NSCB).

All staff must refer any concerns about a child or family to the Designated Safeguarding Lead immediately and then the DSL will make an assessment based on the information available using the Northamptonshire Thresholds and Pathways document and discuss these concerns with the family (where appropriate) informing them that we may need to make a referral to MASH in line with the guidelines from NSCB.

If an employee believes it is an emergency and a child is in immediate danger, left alone or missing, they must contact the police and/or ambulance service directly on 999.

If an employee believes the child is at immediate risk they must contact MASH by telephone on 0300 126 1000. In non emergency situations MASH can be contacted by e-mail [MASH@northamptonshire.gov.uk](mailto:MASH@northamptonshire.gov.uk) or alternatively you can contact outside of normal office hours (Monday to Friday from 8:00am to 6:00pm) please Telephone 01604 626938.

We operate safer recruitment practice, ensuring that at least one member on every recruitment panel has completed safer recruitment training. All staff have an enhanced Criminal Disclosure by the Disclosure and Barring Service. Staff must disclose any convictions, cautions, court order, reprimands and warnings that may affect their suitability to work with children whether received before or during their employment. Employees must inform us of any change in their circumstances, in relation to personal involvement with social services, a relationship with a disqualified person or if they reside where a disqualified person lives.

In the event of an employee being disqualified, that person will be dismissed immediately, unless the disqualification is because they live in the same house as another disqualified person and in such cases a waiver may be issued by Ofsted.

The Manager or Director will make a referral to the DBS and Ofsted if a member of staff is dismissed, or would have been if that person had not left the setting first, because they harmed or put a child at risk of harm.

In the event of a disqualification of a Director, the Director will not continue as the Early Years Provider nor involved with the management of the setting.

All staff must raise concerns about poor or unsafe practice within the nursery. If an allegation is made against the Manager or member of staff from a parent, child or another staff member the Designated Officer at MASH and Ofsted will be informed within 24 hours so they can conduct a full and thorough investigation.

The nursery must be informed by the parent/carer of any absences providing the reason and expected length of absence. Management must record and monitor all absence. If a child is absent without explanation contact with the parent/carer must be sought. Failure to make contact after a reasonable period of time will result in a referral to MASH.

Personal mobile phones must not be used to contact children or their families, nor used to take photos/videos of children. Misuse of a mobile phone by a member of staff (see Mobile Phone Policy) will be reported to the DSL immediately. Staff are aware of their whistleblowing responsibilities regarding misuse of mobile phones. All visitors are asked to leave their mobile phones and bags in the office at all times.

Private Fostering: If a child under the age of 16 (or 18 if disabled) is living in a private arrangement with someone who is not their parent, step-parent, grandparent, aunt/uncle or adult sibling, for 28 days or more, the Local Authority must be notified by ourselves, as this is likely to be a 'private fostering' arrangement.

Child protection issues will be discussed during regular supervision meetings with the Manager and at regular staff meetings.

## Collection Policy

The aim of this policy to ensure the safety of all the children in our care. We operate a system to ensure only known staff, parents, carers, students and visitors are allowed onto site. We are unable to operate within our required staff:child ratios if a child is admitted early or collected late after their session has ended.

### **Procedure:**

Only the named people on the registration form can collect a child from nursery and be given the gate code. If anyone else needs to collect a child they will have to buzz at the entrance and wait to be admitted. Parents are required to provide a unique password for their child which must be used by unknown carers. We will need prior notification and to see ID of anyone not known to us who is collecting a child.

If someone attempts to enter the premises that we do not recognise, they will be asked to remain outside the gate until their id can be confirmed.

For the safety of the children and staff, parents are asked not to let other parents in behind them if they do not know who they are.

Staff are expected to challenge any unknown person.

We are unable to accept children on to the premises before the start of their session to ensure that the child:staff ratios are maintained throughout the day.

Children must be collected by the end of their agreed session time.

If a child has not been collected and we have not heard from the parent/carer we will attempt to contact all known responsible adults as set out on the registration form.

Any child that has been left at nursery and contact has not been successfully made with a parent or carer by 6.30pm, two members of staff will stay with the child and contact MASH and/or the police.

Contact details must be kept up to date.

The Manager reserves the right to charge for poor time keeping in the event of repeat situations.

# Confidentiality Policy

Sunny Socks Nursery School takes the confidentiality of all staff, children and families very seriously. We will only use and share confidential information when necessary to support the wellbeing of individual children.

## **Procedures:**

We will not discuss confidential information about children and their families with other parents/carers.

All records relating to the children and individuals who have worked with the setting whether paid or unpaid will be archived for a period of time in line with regulations and guidance in the framework for the Early Years Foundation Stage and Ofsted.

Staff must not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. If, however, a child is considered at risk, our Safeguarding policy will override confidentiality.

All staff must be aware of and follow our E-SAFETY policy and GDPR Policy in relation to confidentiality.

All issues concerning the employment of staff remains confidential to the people directly involved.



# Complaints Policy

Sunny Socks are committed to providing a safe, stimulating environment ensuring a consistent and accessible service that meets the needs of the children and families attending.

## Procedures:

We welcome suggestions on how to improve our setting and we will give prompt and serious attention to any concerns about the running of the setting. If parents/carers have any concerns about the setting or their child, in the first instance they should raise these with the Key Person on an informal basis during working hours. If after this they still have concerns then the formal complaints procedure should be followed. It is the hope of Sunny Socks Nursery School that all concerns will reach a satisfactory conclusion for all concerned. To help us to achieve that outcome the following procedure will be followed:

### Stage 1

Any parent/carer who has a concern about any aspect of the setting is encouraged to discuss this with the Manager.  
Most complaints should be resolved informally at this stage.  
The complaint and outcome will be recorded.

### Stage 2

If the parent/carer is not satisfied with the response/outcome the parent/carer will proceed to stage 2 and put the complaint in writing to the Director.  
All complaints will be recorded in the Complaints Log, which is a requirement of the statutory framework for the Early Years Foundation Stage.  
The Director will investigate the complaint and record a detailed account of how the complaint is resolved.  
The setting will formally acknowledge the complaint within 5 working days.  
When the complaint has been investigated the Director will notify the complainant of the outcome within 28 days of having received the complaint.

### Stage 3

If the parent/carer is not satisfied with the outcome of the investigation he/she should request a meeting with the Director.  
The complaint will be discussed and a written record of the discussion and agreed decision or action made.  
All parties present at the meeting will sign and date the written record and receive a copy. The record will be stored in the Complaints Log.  
The signed record signifies that the procedure has concluded.

### Stage 4

Should the matter remain unresolved, OFSTED can be contacted at the following address: OFSTED Complaints Investigations and Enforcement Team (CIE) Picadilly Gate Store Street Manchester M1 2WD Telephone Number 0300 123 1231  
Parents may approach Ofsted directly at any stage of this Complaints Procedure.

# The Curriculum

We believe that every child deserves the best possible start in life and aim to support children to enable them to fulfil their potential. Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured. The Early Years Foundation Stage (EYFS) Curriculum specifies the requirements for learning and development and for safeguarding children and promoting their welfare.

Sunny Socks Nursery School implements the requirements of the EYFS by supporting children and providing opportunities for learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development:

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design

## **Procedures:**

All staff are continually:

- Actively encouraging children to learn through play and to follow their own interests.
- Implementing the EYFS
- Planning for the needs and interests of individual children and catering for different learning styles
- Using children's individual assessments, progress checks and observations to inform planning to meet the needs of each individual child and update parents and professionals with consent, when required
- Providing a balance of adult-led and child-initiated activities
- Providing a wide variety of practical activities and experiences on a daily basis, both inside and outside in the garden and on the farm.
- Using information from parents to help us to meet the needs of individual children
- Valuing diversity within our setting and our society.
- Encouraging children to develop positive attitudes about themselves and about people who are different from themselves,
- Encourage children to empathise with others and to begin to develop the skills of critical thinking.
- Extending children's learning through questioning, our surroundings, outings and visiting adults.
- Each child will be assigned a Key Worker to ensure that individual needs are met, to guide parents/carers in guiding development at home and help families engage with more specialist support if appropriate
- Ensuring that each child is ready for their transition to school
- Employing well qualified, enthusiastic staff who understand how children learn and know how to promote young children's development across all areas of the EYFS.

# Data Protection Policy

Sunny Socks Nursery School is required to keep and process certain information about its staff members and pupils in accordance with its legal obligations under the General Data Protection Regulation (GDPR) May 2018.

Sunny Socks Nursery Schools Ltd is the data controller of your Information for the purposes of the General Data Protection Regulation 2018. The Company's Data Protection Officer is Natalie Smith.

Sunny Socks is a registered member of the Information Commissions (ICO)

## **Procedure:**

In accordance with the requirements outlined in the GDPR, personal data will be:

- Processed lawfully, fairly and in a transparent way in relation to individuals.
- Obtained only for one or more specified and lawful purposes, and will not be processed in any manner incompatible with those purposes. Further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up-to-date with annual reviews.
- Kept no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods, solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.
- Kept in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful use and against accidental loss, destruction or damage.
- Sunny Socks Nursery School will appoint a Data Protection Officer in order to inform and advise the nursery and its employees about their obligations to comply with the GDPR and other data protection laws as well as to monitor the school's compliance with the GDPR.

## Consent

- Consent must be a positive indication. It cannot be inferred from silence, inactivity or pre-ticked boxes. Consent will only be accepted where it is freely given, specific and informed.
- Where consent is given, a record will be kept documenting how and when consent was given.
- Consent can be withdrawn by the individual at any time.
- Where consent is not achieved or an individual has asked to have data deleted it may result in the Nursery being unable to care for a child adequately and therefore unable to continue to offer the service.
- In the case of children under 16 years old, the consent of parents or carers will be sought prior to the processing of their data, with the exception where the processing is related to child protection issues where consent may put the child at increased risk.

### Privacy Notices

- All parents, students and employees will receive a Privacy Notice to explain how we are processing their personal data.
- The Privacy Notice will be written in clear, plain language which is concise, transparent, easily accessible and free of charge.
- The following information will be supplied within the privacy notice:
  - The identity and contact details of the controller and the DPO
  - What data will be collected and how it will be collected
  - The purpose of, and the legal basis for, holding the data
  - How the data is stored
  - Who has access to the data
  - How long the data will be stored for and if this is legally required or recommended
  - Which 3<sup>rd</sup> parties, if any, the data is shared with
  - Information on consent and complaint

### The Right to Access

- All individuals have the right to obtain a copy of their personal data that we hold.
- Individuals must write to the Company's Data Protection Officer at Sunny Socks, to gain access to their personal data in order to verify the lawfulness of the processing.
- The Nursery will verify the identity of the person making the request before any information is supplied.
- A copy of the information will be supplied to the individual free of charge; however, Sunny Socks may impose a 'reasonable fee' to comply with requests for further copies of the same information.
- Individuals are entitled to have any inaccurate or incomplete personal data rectified.

### Data in Transit

- There may be occasions when it is necessary for sensitive and personal data to be taken outside of the office e.g. if a member of staff is asked to attend a case conference in a child protection issue.
- All employees are personally responsible for taking reasonable and appropriate precautions to ensure that all sensitive and confidential data taken outside of the office is secure.
- Any data loss must be reported immediately to the Data Protection Officer who will assess the situation and impact and agree the necessary action.

### Storage of data

- All parent, child and staff information is stored securely according to the requirements of data protection registration
- The nursery's records and documentation are kept and stored in accordance with minimum legal archiving requirements
- When the length of time has expired all records will be destroyed by shredding and all electronic data will be deleted.

### Third Parties

- We may be required to share personal information about our staff or pupils with other organisations, mainly the LA, Department for Education, other schools and educational bodies, children's health care, social and welfare

services and other third parties, such as payroll providers and pension providers.

- We may pass Information to third party financial organisations in order to enforce or apply our terms and conditions and other agreements or protect the rights, property, or safety of our customers, or others. This includes exchanging information with other companies and organisations for debt recovery.

#### Employees Obligations

Employees must comply with these guidelines at all times:

- Employees must not give out any confidential personal information, including to members of the same family, unless explicit prior consent.
- Be aware that those seeking information sometimes use deception to gain access to it.
- Always verify the identity of the data subject and the legitimacy of the request, particularly before releasing personal information by telephone.
- Always forward a request for personal information for other employees, parents, children etc directly to the Data Protection Officer
- Ensure any personal data which is held, is kept secure.

If an individual has a concern about the way we are collecting or using their personal data, we request that they raise their concern with us in the first instance. Alternatively, they will be directed to the Information Commissioner's Office at <https://ico.org.uk/concerns>

Where a breach of data has been detected, the Data Protection Officer will be informed and will investigate the breach fully, Where a breach is likely to result in a risk to the rights and freedoms of individuals, for example result in discrimination, damage to reputation, financial loss, loss of confidentiality they will notify those concerned directly as well as the Information Commissioners Office.

With regard to employees; a serious breach of data protection is a disciplinary offence and will be dealt with under the Company's disciplinary procedure. If a member of staff accesses another individuals personal records without authority, this constitutes a gross misconduct offence and could lead to dismissal.

## Drugs Alcohol and Smoking Policy

At Sunny Socks Nursery School we comply with health and safety regulations and the Welfare Requirements of the EYFS in making our setting a no-smoking environment, both indoor and outdoor. This policy is intended to promote the health and well-being of all children, families, visitors and staff at Sunny Socks Nursery School.

We believe that those working with children are in a unique position to act as positive role models and have a responsibility to send out consistent messages about the hazards of smoking. This also applies to alcohol and drug abuse.

### **Procedures:**

Smoking is prohibited by parents, visitors and staff at Sunny Socks. This includes anywhere on the nursery site, including the buildings, garden, car park, and anywhere within the boundary of Park Farm.

Staff who smoke do not do so during working hours. Staff who smoke must not do so in their uniform and must make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

Sunny Socks policy strictly prohibits the possession and/or use of illegal drugs, the illegal use of prescription drugs or alcohol on company premises and within personal vehicles while on company property.

Where a parent/carer arrives to collect a child and a member of staff suspects that he/she is under the influence of alcohol or drugs, the member of staff will report their concerns immediately to management who will discuss the concerns with the parent/carer. Should they feel the person is incapable of taking responsibility of the child she will refuse to release the child into his /her custody. Management will then call the emergency contact listed on the registration form. If the situation cannot be resolved in a reasonable manner then the police will be called.

The Nursery is obliged to report anyone they feel is incapable of driving a vehicle and are a danger to others.

If the police are called, the management will automatically refer the details to MASH.

If a member of staff comes to work at the Nursery and is under the influence of non prescription drugs or alcohol, they will be asked to leave immediately and advised to go home safely. Members of staff found to be or suspected of misusing drugs or alcohol at work will be investigated under the disciplinary procedures.

If a staff member is on any prescribed drugs that may affect their work they must inform the manager or Director. Members of staff are responsible for checking the side effects of any such medication.

# Equal Opportunities Policy

Sunny Socks Nursery School and all staff, volunteers and students are fully committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and families. We will not discriminate, whether directly or indirectly, in the treatment of any persons on the grounds of gender, race, culture, language, disability, religion, sexual orientation, marital status or for financial reasons. Sunny Socks is open to all members of the community and everyone will be made welcome. Acts of unlawful discrimination will be challenged and the person concerned helped to understand why this is not acceptable.

## Procedures:

In order to promote equality and diversity we will:

- Ensure that all parents are made aware of our Equal Opportunities policy.
- Offer equality and choice for all.
- Reflect the diversity of members of our society in our publicity and promotional materials.
- Ensure our Admissions policy promotes equality for all children and families.
- Provide opportunities for parents/carers to contribute to their child's care and education.
- Offer information regarding sources of financial support for families with differing means.

We aim to encourage children to develop positive attitudes about themselves and other people. We will do this by:

- Listening to children to ensure each child feels included, safe, valued and respected.
- Ensuring that all children have equal access to activities, resources and learning opportunities.
- Making appropriate provision to ensure each child receives the widest possible opportunity to develop their skills and abilities and recognise different learning styles.
- Providing play materials/resources and activities that demonstrates diversity of background and ability, and help to develop positive attitudes to differences of race, culture, language, gender and ability.
- Promoting children's awareness of their own culture and beliefs and those of other people.
- Ensuring the differentiation of activities to include the needs of all children.
- Working in partnership with key professionals to ensure that individuals with learning difficulties and/or physical disabilities can participate fully in all aspects of the provision.
- Avoiding stereotypical images in equipment, resources and activities.
- Using positive, non-discriminatory language with all children.
- Valuing the home background of all children.
- Ensuring any discriminatory language or practice is challenged appropriately.

- Staff will value linguistic diversity and provide opportunities and support for children to develop and use their home language in their play and learning.
- Children will be supported to learn from the earliest age to value diversity in others and grow up making a positive contribution to society.
- Staff will work with parents/carers and other professionals to make reasonable adjustment to the environment to accommodate and meet the needs of a child with identified learning difficulties and/or physical disabilities.
- The setting SENCo will attend training around special educational needs and the code of practice.
- We expect everyone involved in the setting to seek to eliminate racism where it is identified.



## **Fire Drill Policy**

In order to keep all children, staff, parents/carers and visitors safe at Sunny Socks Nursery School, will ensure that a clearly written fire drill procedure is fully understood by all staff and regularly practiced and reviewed.

### **Procedures:**

- Fire drills will be carried out regularly. Each drill will be recorded in a log and be reviewed and evaluated.
- All new members of staff/volunteers/students will receive fire drill information within their staff induction.
- Fire risk assessments will be conducted and reviewed regularly.
- All electrical equipment will be regularly checked to ensure they are in safe working order and PAT testing will be carried out regularly.
- Any recommendations made by the Fire Prevention Officer will be carried out and adhered to.
- Smoke detectors/alarms and firefighting equipment will be checked according to the fire officers recommendations and the date of those checks will be recorded.
- The premises and surrounding area operates a strict no smoking policy.
- All staff and visitors will be required to sign in and out of the setting.

## Health and Safety Policy

Sunny Socks Nursery School recognise and accepts its responsibilities as an employer to provide a safe and healthy workplace for all its employees, customers, visitors and registered children.

### Procedures:

- A health and safety poster will be clearly displayed within the provision.
- All staff are responsible for their own safety and the safety of all children attending the setting. They have a responsibility to work in a way that ensures the Health and Safety of themselves and all other persons they come into contact with.
- Staff will undertake any relevant training to support Health and Safety within the provision.
- All new staff members will receive Health and Safety information as part of their induction.
- Risk Assessments will be conducted to assess the environment and ensure that it is safe and suitable for all children, parents, staff, volunteers and visitors. Daily risk assessments will be carried out on the indoor and outdoor environment. The formal risk assessments will be carried out yearly or more frequently where the need arises.
- Sunny Socks Nursery School holds Public and Employer's liability insurance. The public liability Insurance certificate is displayed.
- All staff are checked by the Disclosure and Barring Service and must be in possession of an enhanced disclosure.
- Children are supervised by adults at all times keeping within the required Child:Adult ratios required by Ofsted and the Early Years Foundation Stage Framework.
- In the instance of a fire, the safe evacuation of the building is of primary importance. A written fire drill procedure will be on display at all times. This will include information on 'raising the alarm' and the named place of safety away from the building.
- All fire exits must be kept clear and labelled at all times. A ladder must be kept in the garage for emergency evacuation from upstairs.
- All electrical appliances will be checked regularly (PAT) and recorded. Faults will be reported to the manager.
- Equipment and resources will be checked and cleaned at regular intervals within cleaning routines and records will be kept.
- Equipment and resources will conform to the required legislative standards.
- The premises will be kept tidy in order to reduce the risk of accidents.
- All storage areas will be kept tidy and equipment stored appropriately. Steps will be provided for items stored on high shelving.
- Great care must be exercised when cars are moved. Parking is not permitted outside the nursery entrance. This will be made clear to staff, parents and visitors.
- We have a cleaner who attends the nursery each day. It is the responsibility of all staff to monitor and maintain standards of cleanliness throughout the day.
- Parental consent is always sought before children leave the nursery for outings.
- A risk assessment is carried out before any nursery outing.

- All equipment will be checked to ensure it is stable and secure before use. All children will be taught the correct use and care of equipment.
- Children's arrival/departure time will be recorded.
- A minimum of one staff member holding appropriate first aid qualifications will be on duty at all times.
- Sunny Socks will have its own first aid kit on the premises. This is kept in the cupboard marked first aid, in the kitchen. The contents of the first aid kit will be checked, replaced and updated regularly.
- Any medication required to be on the premises will be stored appropriately in accordance with product instructions and must be within the original container in which dispensed.
- Children do not have unsupervised access to the kitchen
- Our cook and lunchtime assistants are responsible for the kitchen between 11.30 and 2pm. Meals are cooked on site.
- Children will be supervised whilst eating at all times.
- The cook will comply with regulations relating to food safety and hygiene and hold the relevant food hygiene certificate.
- All staff members will receive food hygiene training and follow the Food Hygiene policy and procedures when preparing food.
- Different cloths will be used for kitchen, toys and toilet cleaning.
- Fresh drinking water will be available at all times.
- Drinking beakers will be washed in hot soapy water after use.
- Baby equipment will be sterilised if appropriate.
- Any cracked or chipped items will be disposed of immediately.
- All food will be kept in an airtight container or appropriately covered, labelled and stored safely.
- Kitchen facilities will be kept clean daily with fridge, freezer, microwave etc. cleaned regularly
- Sunny Socks will undergo regular checks/inspections from the Environmental Health Department.
- The gate must be closed at all times and under no circumstances are children allowed to open or close the entrance gates.
- Only staff and parents/carers on the registration form are permitted to have the access code to open the entrance gate. All other visitors must use the buzzer to request access.
- All employees should ensure that no person is let through the gate without confirmation of who they are and the purpose of the visit.
- If a member of staff is unsure of a visitor or carer wanting access then they must keep the gate shut and ask the Manager or Deputy to clarify.
- Identification must be asked and verified before letting an unknown visitor onto the site.
- If a member of staff feels that the children or staff may be at risk then they will use the code word to get everyone to safety and call the police.
- All parents are asked not to let any unknown person in through the gates at any time.

## Illness and Exclusion Policy

Sunny Socks Nursery School aims to promote a healthy environment for the children in our care and we need both staff and parents to support this.

### **Procedures:**

We follow the Infection Prevention and Control in Childcare settings guidance published by the NHS with regard to exclusion criteria for children in our setting.

If parents/carers notice their child becoming ill or infectious they must inform the setting. Any child who is unwell should not attend. We define unwell as a child that displays one or more of the following symptoms: not acting their usual self, had a rising high temperature, requires one to one attention or shows more obvious symptoms.

In cases of sickness and diarrhoea or other easily transmitted infections children cannot return to the setting for a minimum of 48 hours after their last episode. Children with unexplained rashes should be considered infectious until assessed by a doctor.

If a child becomes ill or infectious at the setting, every effort will be made to contact the parents/carers. It is essential therefore that the setting has up to date information in order to be able to contact the parents/carers during settings hours. If the parent/carer cannot be contacted, setting staff will endeavour to contact the other named contacts on the child's record. If the setting is unable to contact a parent/carer or other named contact, Sunny Socks Nursery School reserves the right to take the child to a general practitioner or hospital in an emergency.

If a child at nursery is found to have head lice you will be asked to take your child home and treat the condition. All other parents will be notified.

If a child contracts an infectious disease, all other parents will be informed. We will act on any advice given by the Health Protection Agency and inform Ofsted of any action taken.

Parents must inform the nursery of any absence.

Parents are asked to pay for any absences due to illness to ensure that the child's place is kept available to them.

## Missing Child Policy

Sunny Socks Nursery School takes the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave a session unaccompanied.

### Procedures:

If, in the event of a member of staff not being able to account for a child's whereabouts, the following action will be taken:

- The Nursery Leader will be informed immediately
- A systematic search will take place. The setting is responsible for the missing child and all the other children in the setting. We will gather the remaining children into one large group, with two adults, leaving the remaining adults to search.
- The senior member of staff will try to build up a picture of where the child was last seen, what they were doing and identify any places that the child may have gone.
- We will ask the children, without alarming them, if they have seen the child that is missing and ensure all adults are aware of the situation, establish who last saw the missing child, where and when.
- Check all rooms in the building and the immediate outside area.
- Inform the Child's parents. The child may be trying to make their way home. Once the parents are informed, they will need advice and support.
- If the above steps do not locate the child, the police will be called. They have the resources to conduct a search as speed is important.
- If the police are called, then the Multi Agency Safeguarding Hub and Ofsted will be informed. Providing the following information: a) What happened b) What systems are in place for preventing such occurrences c) What we did, at what time and in what order. d) Who we informed and when. We will cooperate fully in any investigation.
- We will start to build a record as soon as is possible in the incident log, this will include: The last definite sighting of the child. Any unusual behaviour of the missing child or other children. How many children were on the premises? How many adults were on the premises and who? What steps have been taken and when, by whom.
- We will be clear about the circumstances surrounding the incident and will respond sympathetically to questions without implications or admission of responsibility. We will explain that a full investigation is in hand and that Ofsted has been informed.
- We recognise that other parents will need to be given brief, accurate information as rapidly as possible.
- When the child is found we recognise that during the time a child is missing, however briefly, all involved suffer great fear, guilt and distress. It is not always easy to control all these emotions when the child is found. We will accept that it is important to remember:
  - That the child also might have been afraid and distressed and might now be in need of comfort.

- Remain calm, reassure the child and acknowledge it is not the child's fault.
  - Ensure the child is not hurt.
  - That the incident provides a good opportunity to talk to all the children to ensure that they understand that they must not leave the premises, and why.
- After the Incident we will review our current procedure, evaluate our processes and make necessary adjustments to ensure future effectiveness.

## **Mobile Phones Policy**

To ensure the safety and welfare of the children in our care personal mobile phones, cameras and video recorders cannot be used when in the presence of children either on the premises or when on outings.

### **Procedures:**

All mobile phones must be stored securely within the setting during contact time with children. No parent, staff member, visitor, volunteer or student is permitted to use their mobile phone or use its camera facility whilst on Sunny Socks property unless during a staff break, in the office with door shut where children are not permitted.

All members of staff are asked to kindly remind parents and visitors to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children with the exception of special events such as Sports Day and The Christmas Play when parents are welcome to use a recording device or camera for family use only, not to be shared on social media platforms.

During outings, staff will only use mobile phones belonging to the nursery to call the nursery. Photographs or films must not be taken of the children on any phones, either personal or nursery owned. Photographs and films are only taken with Nursery equipment other than phones and the pictures are used either for the child's progress and development records, or with expressed interest from the parent: on our website or our facebook page. The management is responsible for managing these photos.

The misuse of a mobile phone or recording device by a member of staff or visitor will be reported to the Designated Safeguarding Lead as well as any device that has been lost.

## Nappy Changing/Toileting Policy

We aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Babies and toddlers will have their nappies changed according to their individual needs and requirements. We believe that when it comes to toilet training each child is different in being ready to leave nappies behind.

### **Procedures:**

Parents are asked to supply their own nappies and wipes.

Only staff with a valid DBS check will be permitted to change nappies.

The door to the toilet area will remain open at all times.

Gloves and aprons are put on before changing starts and all areas prepared.

Changing mats are wiped with anti-bacterial spray and nappies disposed of hygienically straight away and not left in the changing area.

All children should be changed as and when needed without delay.

Older children can access the toilet when they need to and be independent when they are ready.

We have facilities in our bathroom provision and hygiene practices in place in order to support children with potty training safely and sensitively.

Any wet clothes will be bagged ready for the parent to take home.

Parents should pack additional spare clothes for their child when potty training.

Children will be encouraged to wash their hands with soap and water and are taught the importance of keeping their hands clean. The staff will lead by example by washing their hands alongside the children.

Handwashing will be carried out before eating, returning from the garden and or farm, following using the toilet, art and craft/messy play and blowing a child's nose.



## Nursery Fees Policy

We aim to make our pricing and funding policy as transparent as possible to ensure that all parents and carers are aware how and when fees are due, of available funding and requirements and our pricing structure. This is to ensure that the parent/carer is confident that the place is affordable and all options regarding funding have been explained to them.

### **Procedures:**

All parents are given a copy of our pricing structure upon visiting the nursery. It can also be found on our website.

Parents are aware that Sunny Socks is open for 51 weeks of the year and invoices will be issued on a monthly basis and calculated as follows: weekly price x 51 divided by 12 months. Adhoc bookings made during an invoice period will be billed separately.

Invoices are set in advance. The account should be settled by the end of the first week of the invoice period. Persistent late payment may result in a weekly late fee.

Payment can be made by cash, cheque or Bank transfer. We accept Childcare Vouchers although we are unable to refund these if an over payment is made.

Unpaid accounts cannot be carried over from one month to another. Failure to pay will result in the child's place being offered to another family.

If the person responsible for paying the bill is experiencing financial difficulty please speak to the Management, so that we can try to reach a solution which is amicable to both parties.

Government funded free hours are accessed within our sessions and alongside additional hours. We offer a limited number of entirely free Universal and Extended funded hours places for eligible 2, 3 and 4 year olds on set days. Please note that the days and times may change due to demand.

Once the free places have been filled our waiting list will be operational. Priority will be given to children from Brixworth who would otherwise be financially unable to attend the setting.

No registration fee is required for entirely free places.

There is no reduction of fees for bank holidays, illness or holiday and closure due to adverse weather conditions.

Nursery Fees are reviewed annually at the start of each year.

## Online Safety Policy

Sunny Socks Nursery has a commitment to keeping children and staff safe and healthy and the E-Safety policy operates at all times under the umbrella of the Safeguarding Policy. The E-Safety Policy is the implementation of the Safeguarding Policy & Mobile Phone Policy in relation to electronic communications of all types.

### Procedures

The internet and e-mail can be accessed through our computers in the office and the nursery Ipads. The computers and Ipads are password protected and synced.

The computers and Ipads are for nursery use exclusively. Any member of staff found using them for their own personal use will be reported to the DSL. Failure to comply with this policy is considered gross misconduct which could result in dismissal.

Management (Natalie Smith and Melissa Newbery) are the only staff permitted to download any apps on the Ipads. Apps must be only for nursery use and monitored regularly. Any Apps not in use must be deleted.

Risks and potential hazards of the internet are highlighted to all members of staff at induction and regular staff meetings.

Staff must not post anything onto social networking sites or any other social media outlet that could be construed to have any impact on the nursery's reputation. Only the Team Leaders will post pictures onto the Sunny Socks Facebook page.

We do not include the faces of children on facebook.

Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery. If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times and not discuss the nursery and children. Failure to comply with this policy is considered gross misconduct which could result in dismissal.

Any complaints about the inappropriate use to the internet or other technologies will be handled through the Complaints Policy & Procedure.

## Safer Recruitment Policy

Sunny Socks Nursery School recognises the need to meet the requirements of the EYFS for child care in relation to safer recruitment. In order to achieve this we will ensure all vacant job descriptions are reviewed and amended to accurately reflect the job role and to meet current legislation.

### **Procedures:**

We advertise using reputable local media, local government website and relevant social media sites. Advertisements will state that the position is subject to DBS enhanced disclosure.

Application forms are sent out to all candidates showing an interest in the position. The application form asks for a detailed employment history which will enable us to identify any gaps or discrepancies.

A Curriculum Vitae and covering letter will not be accepted as part of the application process. An appropriate application form will be used by all applicants. A job description will be also be sent, which will outline the responsibilities of the role.

Potential candidates will have the opportunity to visit the setting during the recruitment process.

Face to face interviews of potential candidates will take place where they will be required to bring proof of their identity and qualifications.

At least two members of senior staff will be present at each interview one with Safer recruitment training.

All candidates reaching the interview stage are questioned using the same set criteria and questions formulated around specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery. The questions will be value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care. Candidates will be given a score for their suitability based on the personal specification including their individual experience and qualifications.

The most suitable person will be selected for the job based on these scores and their knowledge and understanding of the early years framework as well as the needs of the nursery. Each candidate will receive communication from the nursery stating whether they have been successful or not.

Offers can be made pending outcomes of references, checks and copies of relevant qualification certificates. A minimum of 2 Suitable references, one of which is from applicant's current or last employer, will be sought prior to commencement of employment. If references are not on headed paper then the referee must be contact verbally to verify the reference.

The successful candidate will be required to complete a DBS form prior to starting at the setting. If the disclosure is not returned in time for the candidate to commence work, then they will NOT be left unsupervised with children within the setting. Continued employment is subject to a satisfactory enhanced DBS disclosure.

An employment contract will be agreed and completed for every new employee.

A full induction will be completed within the first week of employment, which will be documented.

A performance review will take place with the new employee at regular intervals during the specified probationary period to ensure they are settling into the team and meeting the requirements of the post.

An appraisal and review system is in place to support performance management.

When giving out references for employees of Sunny Socks only the Director is permitted to do so. Any member of staff who gives a reference on behalf of Sunny Socks, who is not permitted to do so, will face disciplinary action, which could result in dismissal.

Only employees who are currently employed or have left the company within the past 12 months will receive a reference.

It is the policy of Sunny Socks that there shall be no discrimination in recruitment, employment conditions, training and promotion. Sunny Socks will eliminate discrimination in all employment matters on the grounds of gender, marital status, colour, race, nationality or ethnic or national origins, disability, age, religion and sexual orientation.

## Settling in Policy

We want children to feel safe and 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 well-being and their role as active partners with the setting. We believe 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. Research has shown 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 work and attend.

### Procedures:

Before a child registers they can visit with the parent and be shown round the setting. We recommend that an appointment is made to ensure a member of staff is available to conduct the show around but will accommodate an on the spot visit if possible.

Before the child's start date, we recommend that the parent/carer and child visit for approximately two 90-minute prestart sessions. These visits should ensure that both the parent/carer and child are relaxed and comfortable in the nursery setting.

A Key Person will be allocated before the child starts nursery. The Key Person offers unconditional regard for the child and their family and is non-judgemental. The Key Person works with the parents to plan and deliver activities that the child has an interest in and supports their well-being, care and learning. The Key Person is the key contact for the parent and has links with other carers for the child such as a childminder. They will share appropriate information about the child's development. They will support transitions to school.

A Key Person is responsible for keeping developmental records and for sharing information on a regular basis with the child's parents to keep those records up to date. Children may do different things at home than they do in the setting, so we need to build a full picture.

During the settling-in sessions the child's key worker will gather all the key information about the child such as dietary requirements and preferences, sleep patterns and play and general behaviour. This ensures that we can work together to follow the child's routine and make him/her as comfortable as possible.

Parents will play a key part in the staff assessing their child's development and will be asked to share and celebrate their achievements and developmental milestones through a special 'Learning Journey', shared by parents, staff and the child.

Babies use their senses to investigate and feel secure, they may have a favourite teddy/toy they like to hold or a comforter. These should be brought into nursery if possible to help them settle in.

All children are different and we will do all we can to support your child to settle in. They may cry for a while but usually stop when the parent has gone. We will contact parents to put their minds at ease if required and in the case of a child becoming distressed.

# Special Educational Needs and Disabilities Policy

Sunny Socks Nursery School is committed to making our setting accessible to all children and to provide inclusive quality care and education regardless of children's abilities and learning difficulties. We will work with a child's parents/carers and the specialist workers who support the child, in ensuring where possible that the child's needs are best met.

## **Procedures:**

We aim to foster a positive attitude and approach throughout everyday learning activities and experiences through:

- Challenging Bias and Discrimination
- Developing and nurturing strong relationships with parents, carers and outside agencies including other childcare settings
- Supporting children for whom English is an additional language
- Requesting additional relevant training when a need is identified
- Regular meetings and updates to ensure continuity of care and objectives are met and passed on to all staff
- Appointing a nominated special educational needs co-ordinator (SENCo) who will undertake the relevant training and will attend any additional appropriate courses and conferences as they arise.
- The settings SENCo is Chloe Thompson.

In regards to children with additional needs, the SENCo has responsibility for:

- advising and supporting other practitioners in the setting
- ensuring that appropriate learning and outcomes plans are in place
- ensuring that background information is collected, recorded and updated
- taking the lead in further assessment of a child's strengths and weaknesses to guide and meet the child's future needs
- taking the lead in monitoring and reviewing any action taken to support the child
- ensuring that appropriate records are kept for all children with special education needs and/or disabilities who require outside agencies support.

We include all children and endeavour to support pupils with a range of special educational needs.

We advise that prospective parents and carers of children with additional needs approach the SENCo for more information and to discuss how their child's needs can be met.

Reasonable adjustments are made to the learning environment to meet individual children's needs.

All children are assigned a key person who will work with alongside the SENCo in liaising with parents and carers, observing, planning and assessing children's progress.

Children with additional needs will be supported by the SENCo

Some children are provided 1:1 support through SEN/Inclusion funding. The aim of the support is to help the child to develop the relevant independence skills and may be withdrawn once the child reaches the expected progress.

Parents and carers are involved and kept informed at all times.

Children who are experiencing difficulty with their learning are identified through discussion with parents and carers, observations, routine health screening and discussion with colleagues. All assessment is play based and follows the Early Years Foundation Stage (EYFS) curriculum milestones.

Should children not progress at the expected rate despite additional individual planning being provided to support the area of need, outside agencies may be involved. This will be done with written consent from parents and carers regarding their involvement.

Agencies and other professionals we work with include the Local Authority Inclusion/SEN Advisory Teacher, Educational Psychologists, Speech and Language Therapists, Occupational Therapists, Physiotherapists and others. These agencies and professionals will be contacted to provide additional suitable strategies to support children who may have additional needs in a particular area of development. They may also be involved in the child's transition to other settings and school.

Regular updates of the child's progress will be provided to the guardians through our online learning journal, Tapestry. An additional assessment, the Two Year Progress Check, is also compiled when the child is two years old. This assessment covers the child's attainment and progress in the Prime Areas of the EYFS e.g. Personal, Social and Emotional Development, Communication and Language; Physical Development.

Where possible, children are involved in their own learning and encouraged to celebrate their own success and that of others. Children are asked how they would like to be helped and are encouraged to comment on whether they enjoy the learning activities provided.

If required, individualised planning known as a Targeted Plan will be put into place and contain planning for the child which is additional to, or different from, the standard provision and will include short-term strategies set for the child and teaching strategies. Parents will be involved in setting all targets for their child. Targeted Support will be reviewed regularly and parents will be invited to contribute to this review.

All of our staff will need to be aware of the Targeted Support targets agreed for a child as they are all likely to be involved in supporting that child. However all of the staff are also aware that their knowledge of these targets is privileged information which should not be shared with anyone without the permission of either the settings SENCo or Management who would discuss any need to share information with the child's parent or carer.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

We will respect parent's rights to confidentiality when supporting children with Special Needs; we will always discuss any possible referrals to other services with parents to seek their agreement before we make such referrals. All meetings with parents other than the normal parent staff contact will take place in private.

If a child moves to another nursery or reception setting we complete a Nursery Transfer Summary that outlines the child's achievements at our setting. We will include a section which relates to Special Educational Needs and asks for the parents and child's comments.

The Management is responsible for ensuring that current legislation is met.



## Staff Development Policy

We value our staff highly at Sunny Socks. It is in the interest of the Nursery, the children and the individual staff member that employees are given the opportunity to develop their personal skills and to broaden their knowledge and skills in caring for children which should result in well-motivated staff and improved learning experiences for children.

### Procedures:

- Hold regular staff and team meetings;
- Encourage staff to attend external training courses where practical;
- Hold annual appraisals and regular staff supervisions;
- Identify individual training and development through self-evaluation and reviews;
- Set targets with individuals which must be agreed, achieved and recorded down;
- Develop an annual staff development programme addressing the qualifications and continuous professional development needs of the setting, as well as the needs of individual members of staff;
- Staff should appreciate and respect the motivational levels and ambitions of others.

It is also an expectation that all staff will evaluate their training and feed back to colleagues on their training experience, sharing ideas that will enhance practise.

## **Student Placement Policy**

Sunny Socks Nursery School welcomes individuals who are part of an accredited qualification course, or who are participating in a schools work experience program. The breadth of experience that visiting students are expected to participate in will be a true reflection of the duties that an experienced Nursery Practitioner would undertake on a day to day basis.

### **Procedures:**

Students are expected to conduct themselves professionally throughout their stay, and will work under supervision at all times.

The children's welfare is paramount and students will not be put in a position, or given any direct responsibilities that would compromise the quality of care or safety to themselves and the children.

Students will undertake a rigorous induction program.

## Sun Safety Policy

At Sunny Socks Nursery School we want staff and children to enjoy the sun safely. We will use the sunny weather as an opportunity to educate the children about how to keep themselves safe in the sun. Many activities carried out during the day mean that children are outside and therefore exposed to the sun.

### Procedures:

The garden area has open areas and shaded areas. During hot, sunny weather additional areas of shade will be added to the garden with the use of a gazebo. Activities will be encouraged in the shaded areas of the garden and orchard.

We ask parents/carers to remember to provide their children with the following items:

1. A sun hat covering as much of the face and neck as possible.
2. Suitable footwear to enable children to move freely but safely when outside. Soles need to grip and be secure on the child's foot. No flip flops or similar sandals.
3. Clothing should be suitable for outdoor play and cover shoulders and backs.
4. Sun cream must be applied before the children arrive at nursery.
5. A named bottle of sun cream, at least SPF 30, to be kept at nursery during the summer months. **If parents do not provide sun cream then that child will not be able to go outside.**
6. All parents/carers will be asked to sign a consent form allowing nursery staff to apply sun cream to their child.

If permitted, Staff will apply the child's own sun cream again after lunch. If children are outside for extended periods of time the sun cream will be regularly reapplied.

### Staff will:

- Ensure all children are adequately dressed and wearing a hat before going outside during the warmer weather.
- Apply sun cream to each child, washing hands between applications, after lunch and at regular intervals if outside for extended periods of time.
- Encourage children to play in the shade.
- Complete the sun cream application record each time sun cream is applied.

## Terms and Conditions

- Our opening times are 7.30am to 6pm Monday to Friday.
- We are open for 51 weeks of the year. Closed for 1 week between Christmas and New Year. During this period charges will not apply.
- The nursery is closed for statutory bank holidays for which there is no reduction in fees and normal charges apply.
- To secure your child's place a completed registration form and fee must be returned to us.
- A minimum of 3 sessions per week are required.
- No allowance on fees can be made for absence, illness or closure due to adverse weather conditions or infection control.
- Two weeks written notice must be given when withdrawing a child or decreasing the days of attendance, or full fees will be charged.
- Fees are due in advance and within one week of the invoice date. If fees are still outstanding by the end of the invoice period we will not be able to accept the child into nursery the following month and their place may be given to someone else. Persistent late payments may result in a late payment fee of £15/week.
- We accept Childcare Vouchers as payment. However, any remaining credit paid to us from the Voucher Scheme may be returned back to the Voucher Scheme when the child leaves Sunny Socks and will not be paid directly to the parent.
- Notification must be given if someone else is collecting your child. Prompt collection of your child is requested at the end of each session.
- If a child no longer is eligible for their funding then parents/careers are responsible for the full fees.
- Please ensure you read our Policies and Procedures which you will find on our website.

## Whistle Blowing Policy

We are committed to the highest possible standards of openness, honesty and accountability. In line with that commitment we encourage employees and others with serious concerns about any aspect of the settings operations to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that employees can do something without fear of reprisals.

This Whistle Blowing Policy is intended to encourage and enable employees to raise serious concerns within the setting rather than overlooking a problem. Staff have the right and individual responsibility to raise any matters of concern regarding poor practice at work. Staff are responsible for safety and wellbeing of all children attending the setting and this is priority over loyalty towards colleagues.

### Procedures:

All staff working within the setting should be observant at all times to ensure high standards of care to all children. Whilst we expect all our colleagues to be professional at all times and comply with the Statutory Requirements, if any member of staff has a concern they should feel at ease to be able to discuss their concern with the Management immediately to enable the concern to be resolved as soon as possible.

Any fraud, misconduct or wrongdoing by employees must be reported and properly dealt with. Sunny Socks therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the early years setting or the way in which the early years setting is run.

Whistleblowing relates to all those who work with or within our setting who may think that they need to raise with someone in confidence certain issues relating to the setting. Whistleblowing is separate from the grievance procedure.

If staff have a concern about malpractice within Sunny Socks then they must report any concerns to the Manager. If this is not possible, then report the concerns to the Director of the nursery. Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back.

Staff will not be victimised for raising a matter under this procedure. This means that their continued employment and opportunities for future promotion or training will not be prejudiced because they have raised a legitimate concern.

False allegations or victimisation of an individual for raising a concern will be a disciplinary offence.

An instruction to cover up wrong doing is itself a disciplinary offence. If a member of staff is told not to raise a concern, even by a person in authority such as a Leader, they should not agree to remain silent. In this event they should report the matter to the Director. Failure to comply with this policy is regarded as gross misconduct and may result in immediate termination of employment.