

Bishop Sutton Pre-school & Forest Club

2019/2020

List of Policy Documents & Statements

Charity Registration Number 1172849

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Bishop Sutton Pre-School's policies are available to all on the 'Parent's Information Display Board' at the Pre-School – Alternatively if you would like copies emailed or printed please ask a member of staff.

We have read, understood and assisted in the compiling of these policies along with Bishop Sutton Pre-School Committee.

Lin Oakley _____ **Date** _____

Julie Read _____ **Date** _____

Joanne Monelle _____ **Date** _____

Becca Sweet _____ **Date** _____

Jennie Gericke _____ **Date** _____

Heather Harmer _____ **Date** _____

Rachel Cooper _____ **Date** _____

Kate Miller _____ **Date** _____

Sarah Naylor _____ **Date** _____

Hannah Moores _____ **Date** _____

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

ADMISSIONS POLICY

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

Ensure that the existence of the Pre-school & Forest Club is widely known in all local communities. We will place notices advertising the pre-school in places where all sections of the community can see them, in more than one language if appropriate.

Arrange our waiting list in order of date of birth, termly.

To be eligible to attend Bishop Sutton Forest Club your child must be currently attending, or also attend, Bishop Sutton Pre-School for at least one session.

Describe the pre-school and its practices in terms which make it clear that it welcomes both Fathers and Mothers, other relatives and carers, including child minders, and people from all cultural, ethnic, religious, and social groups, with and without disabilities.

Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

Make our equal opportunities policy widely known.

We will offer places for occasional attendance (Ad hoc) if they are available, on a daily basis.

On starting, and before leaving your child in our care at Bishop Sutton Pre-School, systems are in place for the following forms to be completed by Parents/Carers; Registration Form, Terms & Conditions form, and if relevant any Medical forms.

This Policy was re-adopted on 27th June 2019 (date)

Date to be reviewed AGM 2020 (date)

Signed on behalf of the Management Committee *Claire Goldsmith* (Chair)

Signed on behalf of the Staff *Lin Oakley* (Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

BEHAVIOUR REGULATION POLICY

We believe that everyone at Preschool has a right to feel valued, respected and safe. We have a responsibility to behave in ways that enable all of us to feel free to explore and learn without fear of being hindered or hurt. Young children are learning how to behave appropriately and we help them learn when something is dangerous or harmful to others and to make positive choices in their behaviour. We aim to provide an environment in which children can develop self-regulation and socially appropriate behaviour in an atmosphere of mutual respect and encouragement. We use Emotion Coaching and positive attachments to enable children to do this.

In order to achieve this:

Adults will model positive behaviour for the children at all times with regard to friendliness, care and courtesy.

Adults at Preschool will recognise, encourage and promote positive behaviour, in part through helping children to regulate their feelings.

We will use clear and consistent boundaries, explain the consequences of some behaviours and offer choices. If another child is involved we would give them support.

Adults will support children to develop secure attachments either with their key person or another member of staff.

Strategies will be provided to support children to develop positive behaviour such as turn-taking using a sand timer.

Adults will provide opportunities to discuss behaviour and feelings such as carpet time.

We use Emotion Coaching to support children to understand, regulate and reflect on their behaviour using the following steps:

1. Recognise the child's feelings and empathise with them.
Recognise that all emotions are normal and that behaviour is a form of communication. Try to see the child's perspective.
2. Label the feelings and validate them.
Acknowledge the emotions and use words to help the child label them. Allow the child to calm down.
3. Set limits on the behaviour if necessary.
Ensure safety first. Remove child from the situation if necessary. State the boundary limits of acceptable behaviour and make it clear that certain behaviours are not accepted. Retain the child's self-dignity.
4. Problem-solve with the child.
When the child is calm, explore the feelings that gave rise to the behaviour, discuss alternative actions and empower the child to believe he/she can overcome difficulties.

Discussions will take place with parents about their child's behaviour and in serious incidents, information will be shared using an Incident Record form. We will work together with parents and families to ensure we are giving a consistent message.

Some behaviours are extremely concerning e.g. racist remarks, inappropriate touching, verbal aggression, persistent harming (of themselves or others), and intentional damaging of property. Incidents such as these will be managed on an individual basis and in a non-judgemental and appropriate way. For example:

- By removing the child from the situation.
- Seeking immediate support from other staff members.
- Contacting the parent/carer
- On rare occasions, using appropriate handling techniques to ensure the child's safety and the safety of others and recorded on Physical Intervention Form.
- Involving external agencies to provide additional support to Preschool and/or the family.

Behaviour Regulation Co-ordinators – Lin Oakley and Kate Miller.

This Policy was re-adopted on

11 February 2020

(date)

Date to be reviewed

AGM 2020

(date)

Signed on behalf of the Management Committee

Chare Goldsmith

(Chair)

Signed on behalf of the Staff

Lin Oakley

(Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

BITING POLICY

When a child either bites another child or member of staff whilst at Pre-school the following policy should be used to deal with the situation.

The child who has been bitten:

- They should be inspected immediately for any visible injury. Any unbroken skin should be treated with a cold compress to alleviate swelling.
- If the child has a broken skin injury a dry compress should be applied until any bleeding has subsided, then a suitable dry dressing used to cover the wound.
- The incident should be recorded on an incident form as soon as possible, where possible this should be completed by any member of staff who has witnessed or was in close vicinity of the incident. Any witnesses should be recorded on the incident form.
- The bitten child's information should be entered on an accident form and the child's parents or guardian should be informed at the first available opportunity and sign the accident book.
- Due to confidentiality purposes and possible conflict, information about the child who has bitten their child shall not be disclosed.

The child who caused the bite:

- This child should be taken aside and told that they should not have done that. The words 'naughty' or 'bad' should not be used to deal with the situation.
- The child's parents or guardian should be informed and asked to sign the incident book.
- Any discussions involving the biting incident should be done in a private matter, away from other parents and children.

Recurrent biting:

- If the child shows any intention to bite another child at Pre-school on a second occasion, or actually bites for a second time, the child who is biting should be immediately removed from the situation to stop any further harm coming to other children.
- An Action Plan may be necessary to help understand any underlying antecedents which may be contributing to the biting incidents. This may include observations and procedures.
- Any problems arising from a biting incident that is not discussed in this policy should be addressed by the Behaviour Management Co-ordinators and if necessary the Management Committee.

Behaviour Management Co-ordinators – Lin Oakley and Julie Read.

This Policy was re-adopted on 27th June 2019 (date)

Date to be reviewed AGM 2020 (date)

Signed on behalf of the Management Committee *Claire Goldsmith* (Chair)

Signed on behalf of the Staff *Lin Oakley* (Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

CAMERA AND MOBILE PHONE POLICY AND PROCEEDURE

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- 1) Staff being distracted from their work with children
- 2) The inappropriate use of mobile phone cameras around children

Aim

Our aim is to:

Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

Mobile Phones

The Pre-School allows staff to bring in personal mobile telephones and devices for their own use.

Users bringing personal devices into the setting must ensure there is no inappropriate or illegal content on the device.

- All staff must ensure that their mobile telephones/devices are left inside their bag or in the designated box in the kitchen, throughout contact time with children. Staff bags should be placed in the kitchen unless requested by the Manager to move them to another appropriate location (because of a cooking activity).
- Mobile phone calls may only be taken in the kitchen, or designated staff area.
- If staff has a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the designated staff area of the setting, i.e. Kitchen.
- If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Manager.
- Staff (will need to) ensure that the Manager has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- All parent helpers/students will be requested to place their bag containing their phone in the kitchen or another appropriate location and asked to take or receive any calls in the kitchen area where their phone must remain.
- During group outings nominated staff will have access to the setting's nominated mobile phone.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Manager.
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).

- The Manager in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Cameras

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only designated setting cameras are to be used within the setting or on outings.
- Images taken on these cameras must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the camera; this should be placed within the lockable cupboard when not in use.
- The cameras must be locked away at the end of every session.
- Images taken and stored on the cameras must be downloaded as soon as possible, ideally once a week.
- Under no circumstances must cameras of any kind be taken into the bathrooms.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the cameras must be placed in a prominent place where it can be seen.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

This Policy was re-adopted on *27th June 2019* *(date)*

Date to be reviewed *AGM 2020* *(date)*

Signed on behalf of the Management Committee *Claire Goldsmith* *(Chair)*

Signed on behalf of the Staff *Lín Oakley* *(Manager)*

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

COMPLAINTS PROCEDURE

Bishop Sutton Pre-School aim to provide the highest quality education and care for all children. We aim to offer a welcome to each individual child and family/carer and to provide a warm and caring environment within which children can learn and develop as they play.

We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents/carers, sharing information. Parents/Carer's views and concerns are respected and acknowledged. Appropriate and prompt action will be taken on any concerns raised and complaints will be investigated. Complainants will be notified of the outcome within 28 days.

If you have or continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

A record of all complaints will be kept, using the 'Complaints Record' maintaining appropriate confidentiality, and information from that record will be shared with parents on request.

The role of OFSTED

Bishop Sutton Pre-School will provide Ofsted at its request, and at any time, a list of all complaints made in any specified period and the outcome and action that was taken as a result of each complaint. Bishop Sutton Pre-School will keep complaints records accessible and Ofsted has a right to inspect these.

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interest of the pre-school and parents that complain should be taken seriously and dealt with fairly and in a way which respects confidentiality.

Ofsted: www.ofsted.gov.uk, tel: 0300 123 1231

The National Business Unit
Ofsted
Piccadilly Gate
Store Street
Manchester M1 2WD

This Policy was re-adopted on

27th June 2019

(date)

Date to be reviewed

AGM 2020

(date)

Signed on behalf of the Management Committee

Claire Goldsmith

(Chair)

Signed on behalf of the Staff

Lin Oakley

(Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

CONFIDENTIALITY POLICY

The pre-school's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the pre-school can do so with confidence, we will respect confidentiality in the following ways:

1. Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
2. Information given by parents/carers about their individual children will not be discussed by the staff other than for the purposes of curriculum planning/group management, or with other people other than the parents/carers of that child.
3. Information given by parents/carers to the pre-school Managers/key Person will not be passed on to other adults without permission.
4. Issues involving the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personal decisions.
5. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key Person/pre-school Managers and the chair.
6. Students on Pre-school Learning Alliance or other recognised courses observing in the pre-school will be advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the pre-school which is to the safety and well being of the child. A copy of the 'Children in Need Protocol & Procedures by Bath & North East Somerset 'Local Safe Guarding Children's Board' is available at pre-school.

This Policy was re-adopted on 27th June 2019 (date)

Date to be reviewed AGM 2020 (date)

Signed on behalf of the Management Committee *Claire Goldsmith* (Chair)

Signed on behalf of the Staff *Lin Oakley* (Manager)

Bishop Sutton Pre-School & Forest Club

Charity Registration Number 1172849

COVID-19 Policy & Procedures

Safeguarding children

All staff remain alert to any signs that during the current COVID-19 outbreak a child in their care is suffering from or likely to be suffering from harm. This include signs of neglect that may be caused by extraordinary circumstances due to measures to curb the spread of the virus.

Student placement – Suspended

The role of the key person and settling-in

During the COVID-19 outbreak it is likely that some children will not have their usual key person. Where this is the case, the principles of the key person role are followed as closely as possible.

Any temporary staff must be trained to proficiently and safely administer medication and medical procedures for individual children. They must also adhere to the guidelines and procedures on caring for the individual needs of children with SEND, as detailed in their Health Care Plans.

Staffing

During the COVID-19 outbreak, staff will be deployed as per the government guidance. Relaxation of the rules on ratios may be implemented only in exceptional circumstances, and only during the COVID-19 outbreak period. Any relaxation of ratios must be based on a risk assessment approach and with the authorisation of the managers. Otherwise the following procedure applies.

During the COVID-19 outbreak early years staff are themselves considered to be 'key workers'. If staff cannot source care for their own children then they are able to bring their child to the setting, ensuring that as far as possible, they adhere to the criteria below and ensure they are not breaching conditions of their insurance provider:

- where members of staff have their own children with them at the setting, the age of the child must fall within the stipulated ages of the setting's Ofsted registration

Managing children who are sick, infectious, or with allergies

During the COVID-19 outbreak, any child showing symptoms, such as a high temperature; a new, continuous cough; loss of taste or smell, the following sequence of actions need to be taken:

1. Child presents with symptoms; parents are requested to collect child and seek diagnosis from GP or take further advice from NHS 111.
2. Child's parents are requested to inform setting of outcome/diagnosis and keep child at home for the recommended exclusion period. For cases of suspected Coronavirus, staff and service users must adhere to current Government advice regarding self-exclusion even if no symptoms are present.
3. For confirmed cases of a notifiable disease and Coronavirus the setting must contact their local Health Protection Team (HPT) as soon as possible for further guidance. The line manager will inform the trustees and retain a confidential record.

4. Acting on the advice of the local HPT, the setting will either:
 - close for a set period and undertake a deep clean
 - carry on as usual but also undertake a deep clean
5. If a notifiable disease is confirmed, staff must inform the line manager immediately and Ofsted must be informed within 14 days. Cases of confirmed Coronavirus should be treated as a notifiable disease.
6. A deep clean is undertaken at the soonest opportunity following any illness outbreak. Hand hygiene messages are reinforced and staff are vigilant to any further signs of infection.
7. The manager continues to liaise with the HPT as required and keeps a full record of children affected, how long they are away from the setting and the date on which they return.

Food and drink

Where food is provided, it may be necessary to ask parents to supply a small snack, a named drinks bottle and a packed lunch. The following procedures must be followed:

- Babies and toddlers' hands are washed prior to being given food or drink.
- Staff who are eating with the children must role-model hygiene best practice.
- Tables are never overcrowded during mealtimes. Some social distancing is encouraged even though it is acknowledged that children will play in close proximity for the rest of the session.
-

Outings and visits - Suspended

During the outbreak, trips and outings are suspended. Children should still have access to outdoor play and learning opportunities as normal, as long as social distancing measures are followed.

Promoting Positive Behaviour

This is an unsettling time for young children. Practitioners are alert to the emotional well-being of children who may be affected by the disruption to their normal routine. Where a child's behaviour gives cause for concern, practitioners take into consideration the many factors that may be affecting them. This is done in partnership with the child's parents/carers and the principles of this procedure are adhered to.

Provider records

During the COVID-19 outbreak there may be the need to keep additional records as part of outbreak management.

A central record of all confirmed cases of COVID-19 that affect any member of staff is held. This record does not contain personal details about the individual (unless for a member of staff). Records are kept of individual cases of children/families who are self-isolating due to symptoms. In all cases the principles of data protection are maintained.

This Policy was adopted on **1st June 2020** *(date)*

Date to be reviewed *AGM 2020* *(date)*

Signed on behalf of the Management Committee *Clare Goldsmith* *(Chair)*

Signed on behalf of the Staff *Lin Oakley* *(Manager)*

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

EMPLOYMENT POLICY

When a position within the pre-school becomes available it will be advertised as widely as possible including notices in the local press.

It will be made clear to applicants for posts within the pre-school that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974, and that the Child Protection and Equality Opportunity policies will be adhered to at all times.

All appointments will be subject to a probationary period and will not be confirmed unless the Pre-school is confident that the applicant can be safely entrusted with the children.

Applicants will also be made aware of disciplinary and grievance procedures which form part of their contract.

It is made clear to applicants for all posts within the setting that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants for work, whether paid or voluntary, are interviewed before an appointment is made and are asked to provide two references; all such references are followed up before a position is offered. All appointments are subject to an (Enhanced Disclosure check by the Criminal Records Bureau). Enhanced Criminal Records checks from the Disclosure and Barring Service - DBS

All appointments will be subject to a probationary period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.

(CRB's) DBS' attained for Bishop Pre-School & Forest Club's, Committee Members and Staff, will be used for both 'Bishop Sutton Pre-School'(133009) and 'Bishop Sutton Pre-school Forest Club' (EY402013)

The pre-school will appoint the best person for each job and will treat equally all applicants, both male and female, with or without disabilities, from all religious, social, ethnic and cultural groups.

All applicants, whether voluntary or paid, will be asked to provide references, which will be followed up.

A letter from the committee will notify all unsuccessful written applicants.

All appointments will be subject to a probationary period of 6 months.

If we have trainees under 17 years of age they will be supervised at all times and not included in staff ratios. Trainees of 17 years old or older may be included in staffing ratios if we are satisfied that they are competent and responsible.

This Policy was re-adopted on 27th June 2019 *(date)*

Date to be reviewed AGM 2020 *(date)*

Signed on behalf of the Management Committee *Claire Goldsmith* *(Chair)*

Signed on behalf of the Staff *Lin Oakley* *(Manager)*

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

EQUAL OPPORTUNITIES POLICY

The Pre-school Learning Alliance is committed to helping pre-schools provide equality of opportunity for all children and families.

We believe that the group's activities should be open to all children and families, and to all adults committed to their welfare. We aim to ensure that all who wish to work in, or volunteer to help with, our pre-school have an equal chance to do so.

The pre-school is open to every family in the community. As a member of the Pre-school Learning Alliance, Bishop Sutton Pre-school believes that no child, individual or family should be excluded from the pre-school's activities on the ground of gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief.

Families joining the pre-school are made aware of its equal opportunities policy.

Our aim is to show respectful awareness of all the major events in the lives of the children and families in the pre-school, and in our society as a whole, and to welcome the diversity of backgrounds from which they come.

In order to achieve this, we aim to acknowledge all the festivals which are celebrated in our area and/or by the families involved in the pre-school.

Children will be encouraged to welcome a range of different festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

Employment

The pre-school will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed.

Commitment to implementing the group's Equal Opportunities Policy will form part of the job description for all workers.

Equal Opportunities Co-ordinators – Becca Sweet & Kate Miller

<i>This Policy was re-adopted on</i>	<i>27th June 2019</i>	<i>(date)</i>
<i>Date to be reviewed</i>	<i>AGM 2020</i>	<i>(date)</i>
<i>Signed on behalf of the Management Committee</i>	<i>Claire Goldsmith</i>	<i>(Chair)</i>
<i>Signed on behalf of the Staff</i>	<i>Lin Oakley</i>	<i>(Manager)</i>

Bishop Sutton Pre-School and Forest Club

Registered Charity no. 1172849

Fee Paying Policy

Policy Statement

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 and clearly communicated procedures.

In order to achieve this aim, we operate the following procedure;

Procedures

- An invoice will be issued at the beginning of each term, indicating the number of sessions attended, additional services eg. Forest Club 'Green Space fee', 'Consumables' and the total amount due.
- Fees must be paid in advance, by the date specified on the bill.
- Fees to be paid preferably via Online banking or telephone banking direct to our account or by cheque. (Cash by pre-arrangement with the Managers)
- A late payment fee of £20 is charged for fees that remain unpaid 30 days after the invoice issue date.
- Fees may be paid weekly, in advance, by special arrangement.

Additional Information

- Any absence due to holidays or sickness are still to be paid and cannot be refunded. (In cases of prolonged absence due to sickness or hospitalisation, parents may consult the committee regarding fee payment)
- We review the fees structure at our AGM and will inform you of the revised amount at least one term before it takes effect. If you do not wish to pay the revised fee, you may give us one term's notice and withdraw your child from our Pre-school.

Help with childcare costs.

- **15 hours** free childcare for 3 and 4 year old children.
- Employee workplace schemes / Child Care vouchers.
- Tax-Free Childcare.
- 15 hours free childcare for 2 year old children. (for families receiving support)

For details and eligibility for all of the above go to; www.childcarechoices.gov.uk

Late payment/non-payment

- Our aim is to promote positive action to prevent arrears; however the Pre-school will consider enforcement action against deliberate non-payers or those who delay payment.
- Where a parent/carer makes contact with the pre-school their circumstances will be sensitively and confidentially considered with a view to agreeing a reasonable payment and minimising recovery action, thus helping to alleviate possible hardship.
- Where parent/carers fail to establish contact or maintain agreed
- arrangements, recovery action will continue as follows.

The Pre-School will;

- Contact the parent/carer within 7 days after the payment due date has expired.
- A payment reminder letter will be sent out within 14 days after payment due date has expired reminding the parent/carer that their child's place may be at risk if non-payment continues.
- If fees remain unpaid after 21 days you will be reminded that your child's place may be in jeopardy.
- If fees remain unpaid after 28 days your child's place may be terminated. Upon termination of the child's place the child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies.

This Policy was re-adopted on

27th June 2019

(date)

Date to be reviewed

AGM 2020

(date)

Signed on behalf of the Management Committee

Claire Goldsmith

(Chair)

Signed on behalf of the Staff

Lín Oakley

(Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

FOREST CLUB POLICY

Aim

We aim to give children and practitioners a shared understanding of the ethos of a Forest School experience. This powerful approach enables young children to be independent, self-motivated, courageous, and considerate and sets them up for life long learning. It particularly supports the development of self-esteem and self-confidence.

There are many important issues to be considered here and we aim to remain true to the Forest School ethos and approach.

Environmental Considerations

Forest School has environmental awareness at the heart of its ethos. Wherever possible environmentally friendly products and recycle materials should be used when appropriate. Good practice should be modelled by adults showing children that the world in which we live in should be cared for. Involving children in site checks and planning environmental games will help support this.

Health and Safety Considerations

Please refer to the Pre-schools health and safety policy and Safeguarding Children Policy

The Forest Club programme will support young children to develop responsibility for themselves and others. It will even encourage early risk management strategies that will ensure that young children start to consider the impact of their actions on themselves and on others.

Forest Club Leaders and practitioners should regard their duty of care when working with young persons as extremely important. In order to ensure all individuals (children, workers, volunteers) are safe:-

- Everyone involved in Forest Club is fully briefed on health and safety, risk assessment of sites and activities. Staff and volunteers are made aware of the relevant club policies and ensure that they adhere to the guidance contained in them
- Key members of staff have Safeguarding Children Training and we have a named Child Protection member of staff.
- Forest Club Leaders delivering training will have an Enhanced Criminal Records checks from the Disclosure and Barring Service - DBS
- Where a volunteer or member of staff does not hold a current DBS certificate then they will not be left unsupervised with children.
- Any concerns about a child's physical or mental wellbeing should be shared with the clubs named Child protection Person, so that the clubs Safeguarding Children policy can then be followed.
- We regard safety and good practice as extremely important and it is the responsibility of individual staff and volunteers to ensure general safety during working.
- Confidentiality should be maintained at all times. Any concerns should only be shared with those who need to know such as the Forest Club Leader or who can then ensure the correct channels are then informed.
- Suitable clothing and footwear must be worn at all times.
- Whistles are worn by the forest club leaders. A long sustained whistle means emergency everyone to gather immediately at the source of the sound.
- Fire is always supervised by a forest club leader when lit and is never left unattended. Safe fire practice is always adhered to.
- Pond access is always supervised by forest club leader and children are never left unattended. Access to the area is kept secure with a perimeter fence and a locked gate.
- Tools and equipment are always locked in the shed when not in use.

Behavioural Policy

Please refer to **Pre-school & Forest Club Behavioural Policy**

Everyone involved with the club are fully briefed on the behavioural policy.

Considerations for Equality and Inclusion

In Forest Club sessions all persons should be treated equally.

We aim to and are committed to:

- providing a secure environment in which children can flourish and in which all contributions are valued;
- including and value the contribution of all children and adults to our understanding of equality and diversity;
- make inclusion a thread which runs through all of the activities of Forest School

The legal framework for this guidance is:

- Race Relations Act 1976;
- Race Relations Amendment Act 2000;
- Sex Discrimination Act 1986;
- Children Act 1989; and
- Special Educational Needs and Disability Act 2001.

Cancellation Procedure

There may be times when Forest Club sessions have to be cancelled due to unforeseen circumstances. These may be :-

- Staff illness – which prevents staff / child ratios being met.
- Severe weather conditions.
- Any situation that poses a health and safety risk.

In the event of this situation arising :-

- Cancellation decisions are made as soon as possible and that the families, school, staff and volunteers are contacted via telephone.

We will endeavour to run Forest Club sessions whenever possible, however reserve the right to cancel on the day..

Evaluation Procedure

In order to develop the Forest Club program and to ensure good practice is maintained we aim to carry out the following evaluations:-

1. Evaluation of session – looking at what dispositions and attitudes are being developed.
2. Evaluation from children.
3. Evaluation from all staff involved in Forest School.

This Policy was re-adopted on

27th June 2019

(date)

Date to be reviewed

AGM 2020

(date)

Signed on behalf of the Management Committee

Claire Goldsmith

(Chair)

Signed on behalf of the Staff

Lin Oakley

(Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

HEALTH AND HYGIENE POLICY

Our pre-school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

Health

Food

All snacks provided pay due attention to individual children's particular dietary requirements. A daily record of any Allergens and known Allergies of the current cohort contained in snacks provided by the Pre-School will be recorded and made available.

Lunch Boxes

The children bring their own packed lunch and drink. Lunch boxes must be visibly named and where parents require certain foods to be refrigerated it must be clearly labelled and handed to a member of staff to do so.

When cooking with children as an activity, the adults will promote and extend the children's understanding of a healthy diet.

Outdoor play

Children will have the opportunity to play in the fresh air, each day, throughout the year (either in the pre-school's own outside play area or on outings to parks, or the local environment).

Illness

Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents. If a child becomes unwell while at pre-school, the parents will be contacted. They will be cared for and careful observations will be made until the parent/carer (or emergency contact person) arrives.

Ofsted will be notified of any food poisoning affecting any 2 or more children looked after on the premises, any child having meningitis or the outbreak on the premises of any notifiable disease.

Cuts or open sores, whether on adults or children, will be covered with sticking plasters or other dressing.

If a child is on prescribed medication the following procedures will be followed:

- If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with the child's name, dosage and any instructions.
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.
- All medications will be kept in a lockable cupboard.
- A medication log will be available to write in: name of child receiving medication; times that the medication should be administered; date and time when the medication is administered; together with the signature of the person who has administered each dose plus the parent's signature when the child is collected.
 - The Pre-School will not administer non-prescribed medicine to a child unless there is a specific prior written permission from the parents and with the agreement of the Managers. Where a non-prescribed medicine is administered to a child it will also be recorded on a medication log.

Please see over

The pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

Emergency Treatment

Parent's cultural and religious views will be taken into account and respected when dealing with medical conditions and medical emergencies. However, in an emergency Bishop Sutton Pre-School will exercise its duty of care by immediately calling the ambulance service as well as informing the parents/carers. Once in the care of the paramedics, in the absence of the parents/cares/emergency contact, all decisions on treatment will be deferred to the medical practitioners in attendance.

Information sources

Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available to the pre-school.

The pre-school will maintain links with local health visitors.

Hygiene

To prevent the spread of infection, adults in the group will ensure that the following good practices are observed:

Nappy Changing

Disposable gloves and aprons are provided for staff use.

A changing mat will be used and cleaned after use.

Soiled nappies will be placed in a Nappy Sack and put in a lidded nappy bin.

Warm water and liquid soap is available to wash hands and paper towels to dry hands.

Personal hygiene

Hands washed after using the toilet.

A large box of tissues available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.

Children encouraged shielding their mouths when coughing.

Individual towels are available, or paper towels used and disposed of appropriately.

Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.

Cleaning and clearing

Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves to be used when cleaning up spills or body fluids. Floors and other affected surfaces disinfected according to the manufacturer's instructions. Fabrics contaminated with body fluids thoroughly washed in hot water.

Spare laundered pants, and other clothing, available in case of accidents and polythene bags available to wrap soiled garments.

All surfaces cleaned daily with appropriate cleaner.

Ensure that the premises are clean before each session.

Toys and equipment are cleaned regularly.

Food

Fresh drinking water is available to children at all times.

Always wash hands before handling food.

Never cough or sneeze over food.

Use different cleaning cloths for kitchen and toilet and play areas.

Wash fresh fruits and vegetables thoroughly before use.

Towels, tea towels and J-cloths will be kept scrupulously clean and washed between each session.

All utensils will be kept clean and stored in a dust-free place, e.g. closed cupboard or drawer.

Cracked or chipped china will not be used.

Pets

Any animals or pets visiting the Pre-school must be safe in the proximity of children, be disease free and be appropriately contained. Attention will be paid to children with allergies that may be triggered by contact with pets/animals.

Sand

Sand is lidded when not in use and frequently replaced.

This Policy was re-adopted on

27th June 2019

(date)

Date to be reviewed

AGM 2020

(date)

Signed on behalf of the Management Committee

Claire Goldsmith

(Chair)

Signed on behalf of the Staff

Lin Oakley

(Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

INCLUSION POLICY

We believe that all children have an equal right to play and be included in their local play communities.

We believe that every child should be able to choose to take a full part in our service and be welcomed and enabled to do so.

Either all children are special or none are 'Special'. All are different. We meet the needs of all children in a variety of different ways.

Our service is open to all. We take positive action to remove disabling barriers so that disabled and non-disabled people can participate.

We welcome every child as an individual, treating every child according to their different needs, abilities and interests.

We will try to ensure, in partnerships with parents and children themselves, that each child has access to the widest range of opportunities.

All children are equal in our setting. We treat all children the same.

We seek to ensure that no child, parent, member of staff or visitor is put at a disadvantage because of anything we do, any policy we have, or any physical feature of our building.

This Policy was re-adopted on

27th June 2019

(date)

Date to be reviewed

AGM 2020

(date)

Signed on behalf of the Management Committee

Claire Goldsmith

(Chair)

Signed on behalf of the Staff

Lin Oakley

(Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

INDUCTION AND TRAINING POLICY

New employees will be given the full support of the Manager/s and time will be made available to ensure a smooth transition into their new role.

New members of staff and students will be made aware of all policies including; 'Mobile phone, cameras and other recordable devices', plus the 'Whistle Blowing Procedure'.

Regular in-service training is available to all staff, both paid and volunteer, through Bath and North East Somerset Early Years and Extended Services, and other relevant training bodies.

Funding will be made available for all staff to attend; Safeguarding/Child Protection training plus; a relevant First-Aid course, to ensure that there are always at least two members of staff with appropriate first-aid qualifications.

We support the work of our staff by means of regular monitoring and regular staff meetings.

If we have trainees under 17 years of age they will be supervised at all times and not included in staff ratios. Trainees of 17 years old or older may be included in staffing ratios if we are satisfied that they are competent and responsible.

This Policy was re-adopted on 27th June 2019 (date)

Date to be reviewed AGM 2020 (date)

Signed on behalf of the Management Committee *Claire Goldsmith* (Chair)

Signed on behalf of the Staff *Lin Oakley* (Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

PARTNERSHIP WITH PARENTS/CARERS POLICY

Parents are the first educators of their young children. The aim of the group is to support their essential work, not to supplant them. We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school.

In order to accomplish this, we will;

- Encourage parents to visit the pre-school with their children during the weeks before an admission is planned.
- Make all new parents aware of the group's systems and policies.
- Make clear to families from the outset that they will be supported in the pre-school for as long as it takes to settle their child there.
- Encourage parents to play an active part in the management and running of the group.
- Ensure that parents are informed on a regular basis about their child's progress.
- Ensure that all parents are fully informed about relevant meetings, workshops and training.
- Consult with families about the times of meetings to avoid excluding anyone.
- Hold meetings in venues which are accessible and appropriate for all.
- Welcome the contributions of parents, whatever form these may take.
- Make known to all parents the systems for registering queries, complaints or suggestions.
- Provide opportunities for parents to learn about the pre-school curriculum and about young children's learning, in pre-school and at home.

Children cannot play or learn successfully if they are anxious or unhappy.

Our settling procedures aim to help parents to help their children to feel comfortable in the pre-school, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session/day.

This Policy was re-adopted on

27th June 2019

(date)

Date to be reviewed

AGM 2020

(date)

Signed on behalf of the Management Committee

Claire Goldsmith

(Chair)

Signed on behalf of the Staff

Lin Oakley

(Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

RECORD KEEPING POLICY

Bishop Sutton Pre-school & Forest Club carries out a record keeping system.

Parent's consent will be obtained before records, including photographs, are kept on individual children.

Photographs will only be taken and stored on equipment provided and authorised by the Pre-School.

Observations of each child will be carried out by key Person, Managers and Special Educational Needs and Disability Co-ordinator.

A *Learning Diary* including observations, photos, written records, samples of children's work and 'Next Steps' will be made, working within the 'The Department for Children, Schools and Families Practice Guidance for the 'Early Years Foundation Stage'.

Individual records remain the property of the parents, provision will be made for parents to view and add to their child's records when they wish.

Access to files by relevant primary school and inspection bodies will be given with written consent from parent's, otherwise records remain confidential to Pre-school staff.

This Policy was re-adopted on

27th June 2019

(date)

Date to be reviewed

AGM 2020

(date)

Signed on behalf of the Management Committee

Claire Goldsmith

(Chair)

Signed on behalf of the Staff

Lin Oakley

(Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

SAFEGUARDING CHILDREN POLICY AND PROCEDURE

Our prime responsibility is the welfare and well-being of all children with whom we come into contact. We intend to create an environment in which all children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We are committed to working in partnership with families and other agencies and feel that this is in the best interests of the children who use our services.

This policy is written following the Local Safeguarding Children Board (LSCB) Child Protection Procedures, and will be reviewed alongside the Annual and Mid-year review of the 'Safeguarding Self Audit form'

Children are reliant on adults for protection and have the right to achieve their full potential. The designated safeguarding officers for the setting is:

Bishop Sutton Pre-School & Forest Club's Child Protection Officers are;
Lin Oakley and Julie Read. (Joint Manager)

Bishop Sutton's Pre-School & Forest Club's Child Protection Deputy Officers are;
Joanne Monelle (Deputy Manager) and Becca Sweet (Assistant Manager)

Social Services Referral and Assessment Team	01225 396313/4
Out of hours emergency duty Team	01454 615165
Police – Child Protection Team duty desk	01225 842786

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Their role is to:

- Act as a first point of reference for all safeguarding children concerns
- Ensure that all relevant policies and procedures comply with regulations and "best practice"
- Liaise with other professional agencies as appropriate and necessary, social services, Local Area designated officer (LADO)
- Cascade all information and guidance regarding safeguarding children to all other members of staff.

In addition to the designated person, all staff at the setting are able to recognise abuse and are aware of the procedures to follow in order to safeguard and protect children.

All practice and interventions reflect an approach which is child centred, rooted in child development and focused on positive outcomes for children. The purpose of all interventions is to achieve the best possible outcomes for every child, recognising that each is unique. These outcomes contribute to the key outcomes for all children set out in the Children Act 2004 which are:

- Stay Safe
- Be Healthy
- Enjoy and Achieve
- Make a positive contribution
- Achieve economic well-being

Definitions of abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

There are four categories of abuse which are:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment.

It may include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sources of stress within a family can have a negative impact on children and lead to abuse. This can include social isolation, history of domestic abuse, mental health problems of a parent/carer or drug and alcohol misuse.

Consent and confidentiality

Sharing of information is vital if children are to be protected and receive the services that they require. Often it is only when information from a number of sources has been shared that it becomes clear a child is at risk of, or is suffering significant harm.

Information may be shared with other professionals:

- If there is consent from either the child(ren) or someone who has parental responsibility for them to do so, or;
- Where there is a statutory duty or court order requiring information to be shared, or;
- Without the consent of either the child(ren) or someone who has parental responsibility for them if, in professional judgement, there is a need to do so to safeguard a child.

For child protection referrals, it is not necessary to obtain consent from either the child(ren) or someone who has parental responsibility for them. However, following best practice examples and where appropriate, inform the parents of any action to be taken providing that this will not increase the risk to the child. Information will only be shared on a "need to know" basis so that informed decisions can be made to protect the child(ren). The interests of the child will take priority over the interests of their parents/carers. If there is a choice between preserving confidentiality in respect of an adult and passing on information to enable a child to be protected, the child's welfare will come first.

Excluding known abusers

It is made clear to applicants for all posts within the setting that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants for work, whether paid or voluntary, are interviewed before an appointment is made and are asked to provide two references; all such references are followed up before a position is offered. All appointments are subject to an (Enhanced Disclosure check by the Criminal Records Bureau). Enhanced Criminal Records checks from the Disclosure and Barring Service - DBS

All appointments will be subject to a probationary period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.

(CRB's) DBS' attained for Bishop Pre-School & Forest Club's, Committee Members and Staff, will be used for both 'Bishop Sutton Pre-School'(133009) and 'Bishop Sutton Pre-school Forest Club' (EY402013)

Preventing abuse by means of good practice

All staff at the setting are expected to become familiar with our Safeguarding Children Policy and Procedure upon appointment and to attend available training, updating their knowledge at regular intervals.

The layout of the Pre-School permits constant supervision of all children. Adults are not left alone for long periods with individual children or with small groups. An adult who needs to take a child aside, for example after a first aid or toileting accident, will inform other staff of which area they are taking the child to and remain in view of other staff whenever possible.

Children are encouraged to develop independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

Existing injuries

If a child attending the setting arrives in the setting with his/her parent/carer has an obvious injury or mark, the member of staff will sensitively ask the parent/carer how it has been caused. The injury will be recorded on a pre-existing injury form if the parent's explanation does not allay any concerns or suspicions, the member of staff will report the matter to the designated safeguarding officer who will contact Children's Social Care.

These records are monitored regularly by the Pre-School Leaders in order to identify any developing patterns of injury and ensure that the child's safety and well-being is not at risk.

Parents/Carers will be made aware that records will be kept on their child and of their entitlement to view that record, and of the possibility that the information in that record may be shared with other professionals.

Responding appropriately to suspicions of abuse

The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.

Changes in a child's behaviour/appearance will be investigated. Parents/carers will normally be the first point of reference, but if they are not in a position to allay any legitimate concerns, information may also be shared with other work colleagues/ professionals, as appropriate and only on a "need to know" basis.

- On discovering an allegation of abuse, the Child Protection officer will immediately refer the case to the local statutory child protection agencies.
- Where actual or suspected abuse comes to the attention of staff they will report this to the Child Protection Officer immediately.
- Staff are encouraged and supported to trust their professional judgement and if they suspect abuse has taken place, to report this.
- Full written records of all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incident, details of all the parties involved, any evidence of explanations offered by interested parties, relevant dates, times and locations and any supporting information or evidence from members of staff. The setting will demonstrate great care in distinguishing fact and opinion when recording suspected incidents of child abuse.
- The Joint Managers will be responsible for ensuring that written records are dated, signed and kept confidentially.

Any children involved in alleged incidents will be comforted and reassured. In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

1. Listen fully to what the child has to say
2. Make no observable judgment
3. Ask open questions that encourage the child to speak in their own words
4. Ensure the child is safe, comfortable and not left alone
5. Make no promises that cannot be kept such as promising not to tell anybody what they are being told.

We will always consider the safety and welfare of a child or young person when making decisions to share information about them. Where there is a concern that the child is suffering or at risk of harm, the child's safety and welfare must be the overriding factor.

Allegation against a staff member

If a member of staff at the setting is accused of any form of child abuse, the allegation will be recorded and the manager will contact the Local Authority Designated Officer (LADO) at Local Safeguarding Children Board to discuss the incident, within one working day, before informing the employee of the allegation. The member of staff will be suspended while the allegation is investigated and the LADO will advise on the action to be taken.

If an allegation of abuse is made against the Leader/Manager or the Child Protection Officer, the Chair of the Pre-School Management committee will be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of staff. Ofsted will be informed immediately of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises during a visit or outing.

Ofsted will be informed of any allegation of harm or abuse by any person with access to the premises, or looking after children on the premises (whether relating to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises and the action taken in respect of these allegations. This will be done within at least 14 days of the allegations being made.

Record keeping

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a Child Concern form will be completed, quite separate from the usual on-going records of children's progress and development. The form will include the name of the child, timed and dated observations objectively describing the child's behaviour/appearance without comment or interpretation, where possible the exact words spoken by the child and the dated name and signature of the recorder. These records are not accessible to anyone other than the designated member of staff and other members of staff as necessary. If possible, the parent/carer of the child will be informed of the concern and that it has been recorded. These records are monitored regularly to identify any patterns of injury/behaviour, etc. and to ensure that the child's safety and well-being are not at risk.

Making a Child Protection Referral

We adhere to the procedure set out in the Local Safeguarding Children's Board procedure book. It is our duty to report any concern we may have regarding the children in our care. If a member of staff at the setting suspects or has knowledge that a child (including an unborn child) may be suffering or may be at risk or suffering significant harm then a referral to Children's Social Care must be made.

The safety and well-being of children must always be of paramount importance and will override any other considerations. Parents/carers and the child (ren) should be informed by a member of staff that a referral to Children's Social Care Services will be made. The exceptions to this would be:

- if this would increase the risk to the child(ren)
- put the referrer in danger
- there are concerns about fabricated or induced illness

Referrals must be made as soon as possible when any concern of significant harm becomes known. The greater the level of perceived risk, the more urgent the action should be.

The manager or child protection officer will communicate as much information about the allegation and related incidents as is consistent with advice given by social services and the police.

During working hours, referrals must be made to the duty officer at the **Initial Response Team** – see contact details . Out of hours referrals must be made to the **Emergency Response Team** – see contact details below. Referrals must be made by telephone but confirmed in writing within 24 hours.

Contact Details

Ofsted
 The Business Unit
 Royal Exchange Buildings
 St Anne’s Square
 Manchester
 M2 9QX
 Telephone: 0300 123 1231

Bishop Sutton Pre-School Child Protection Officers (See front page)	07971 330577
Local Area Designated Officer (LADO)	01225 477979
Social Care – Referral Team (Bath –Central) (Initial Response Team)	01225 396313/4
Social Care – Out of Hours Duty Team (Emergency Response Team)	01454 615165
Police Child Protection Team duty desk	01225 842786

<i>This Policy was re-adopted on</i>	<i>27th June 2019</i>	<i>(date)</i>
<i>Date to be reviewed</i>	<i>AGM 2020</i>	<i>(date)</i>
<i>Signed on behalf of the Management Committee</i>	<i>Claire Goldsmith</i>	<i>(Chair)</i>
<i>Signed on behalf of the Staff</i>	<i>Lin Oakley</i>	<i>(Manager)</i>
<i>Mid-year review</i>		<i>(date)</i>
<i>Date to be reviewed</i>	<i>January 2020</i>	<i>(date)</i>
<i>Signed on behalf of the Management Committee</i>		<i>(Chair)</i>
<i>Signed on behalf of the Staff</i>		<i>(Manager)</i>

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

SAFETY - POLICY AND PRACTICE

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the pre-school will ensure that;

Whenever children are on the premises at least two adults are present.

All children supervised by adults at all times.

A register of both adults and children attending for the session is completed so that a full record of all those present is available in any emergency.

All visitors will be requested to sign the visitors' section in the register.

Adults, who have not been vetted, will not be left alone with children.

Equipment offered to children is developmentally appropriate; recognising that, materials suitable for an older child may pose a risk to younger/less mature children

Regular safety monitoring will include checking of the accident and incident record.

A folder is available at each session for the reporting of any accident/incident. Bumped Heads – A slip will also be given to Parent's which will give some head injury advise.

All adults are aware of the system(s) in operation for the children's arrivals and departures and 2 adults will be on the door during these periods.

Children will leave the group only with authorised adults.

Children do not have unsupervised access to kitchen, cookers or any cupboards storing hazardous materials including matches.

Activities such as cooking, woodwork and energetic play receive close and constant supervision.

Adults will not place hot drinks within reach of children.

If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

On outings, the adult:child ratio will be at least 1:4 for children under the age of 3 years and 1:8 for children aged 3 and over, A full Risk Assessment will be completed.

Please see over

In accordance with the 'Children Act Regulations' we have procedures to be followed in the unlikely event of:

a parent/carer not collecting a child from Pre-school;

- Two members of staff will stay with the child.
- All 'emergency contact numbers' will be telephoned.
- If after 2 hours the child remains uncollected we will telephone OFSTED who will arrange for the child to be collected by Social Services.

a child being lost;

- Instigate a search.
- Contact the Parents.
- Contact the Police.
- Contact Social Services Child Protection Desk.
- Contact OFSTED Child Protection Liaison Officer.

Premises:

A full Risk Assessment is completed and a Daily Check is carried out by a member of staff each morning.

The layout and space ratios allow children and adults to move safely and freely between activities.

A correctly stocked first aid box is available at all times.

Low-level glass will be covered, or replaced by safety glass.

Outdoor space is securely fenced.

Fire doors are never obstructed.

Fire/heaters/electric points/wires and leads are adequately guarded.

Fire drills are held at least once a term.

Fire extinguishers are checked annually and staff know how to use them.

There is no smoking on the premises when children are present or about to be present.

All dangerous materials, including medicines and cleaning materials, are stored out of reach of children.

Large equipment is erected with care and checked regularly.

Equipment is checked regularly and any dangerous items repaired/discarded

The premises are checked before locking up at the end of the day/session.

This Policy was re-adopted on

27th June 2019

(date)

Date to be reviewed

AGM 2020

(date)

Signed on behalf of the Management Committee

Claire Goldsmith

(Chair)

Signed on behalf of the Staff

Lin Oakley

(Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

SELECTING PLAY EQUIPMENT AND TOYS

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

The equipment we provide:

- ◆ Is appropriate for the ages and stages of the children
- ◆ Offers challenges to developing physical, social, personal and intellectual skills
- ◆ Features positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities
- ◆ Includes a range of raw materials which can be used in a variety of ways and encourages an open-ended approach to creativity and problem-solving
- ◆ Will enable children, with adult support, to develop individual potential and move towards required learning goals
- ◆ Conforms to all relevant safety regulations and is sound, well-made and good value for money.

This Policy was re-adopted on

27th June 2019

(date)

Date to be reviewed

AGM 2020

(date)

Signed on behalf of the Management Committee

Claire Goldsmith

(Chair)

Signed on behalf of the Staff

Lin Oakley

(Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

SETTLING IN PRE-SCHOOL

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of help, authority and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school. We want parents to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create a partnership with parents in the following ways:

- ◆ By creating opportunities for the exchange of information, using among other resources a copy of the Pre-school's prospectus and a shared approach to the registration process.
- ◆ By ensuring plentiful opportunities for parents to inform the pre-school about their children's current achievements and interests.
- ◆ By welcoming parents to visit the pre-school with their children during the weeks before an admission is planned.
- ◆ By arranging a home visit at the parents/carers request in order to gain more insight into the child's background and needs and to allow the child and family to become familiar with pre-school adults.
- ◆ By introducing flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- ◆ By making clear to families from the outset that they will be welcome and supported in the pre-school for as long as it takes to settle their child there.
- ◆ By reassuring parents whose children seem to be taking a long time settling into the pre-school.
- ◆ By introducing new families into the group on a staggered basis, for example two new children a day for a week rather than 10 new children all at once.
- ◆ By encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents and children to feel comfortable in the pre-school, and to ensure that children can benefit from what the group has to offer and feel confident that their parents will return at the end of the session.

This Policy was re-adopted on

27th June 2019

(date)

Date to be reviewed

AGM 2020

(date)

Signed on behalf of the Management Committee

Claire Goldsmith

(Chair)

Signed on behalf of the Staff

Lin Oakley

(Manager)

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

STUDENT PLACEMENT POLICY

We recognise that the quality and variety of work which goes on in a pre-school makes it an ideal place for students on placement from school and college childcare courses.

Students are welcomed into the pre-school on the following conditions:

1. The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the pre-school.
2. Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides necessary background understanding of the children's development and activities.
3. Students required to conduct child studies will obtain written permission from the parents of the child to be studied.
4. Any information gained by the students about the children, families of other adults in the pre-school must remain confidential.
5. Unless registered as fit persons, students will not have unrestricted access to children.

If we have trainees under 17 years of age they will be supervised at all times and not included in staff ratios. Trainees of 17 years old or older may be included in staffing ratios if we are satisfied that they are competent and responsible.

This Policy was re-adopted on

27th June 2019

(date)

Date to be reviewed

AGM 2020

(date)

Signed on behalf of the Management Committee

Claire Goldsmith

(Chair)

Signed on behalf of the Staff

Lin Oakley

(Manager)

Safeguarding and Welfare Requirement: Equal Opportunities

Providers must have and implement a policy, and procedures, to promote equality of opportunity for children in their care, including support for children with special educational needs or disabilities.

Bishop Sutton Preschool and Forest Club

Charity Registration Number 1172849

Supporting children with special educational needs

Policy statement

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

- We have regard for the Special Educational Needs and Disability Code of Practice (2014).
- We have in place a clear approach for identifying, responding to, and meeting children's SEN¹.
- We support and involve parents (and where relevant children), actively listening to, and acting on their wishes and concerns.
- We work in partnership with the local authority and other external agencies to ensure the best outcomes for children with SEN and their families.
- We regularly monitor and review our policy, practice and provision and, if necessary, make adjustments.

Procedures

- We designate a member of staff to be the Special Educational Needs Co-ordinator (SENCO) and give his/her name to parents. Our SENCO is:
Kate Miller
- The SENCO works closely with our manager and other colleagues and has responsibility for the day-to-day operation of our Supporting Children with Special Educational Needs Policy and for co-ordinating provision for children with SEN.
- We ensure that the provision for children with SEN is the responsibility of all members of the setting.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We provide a broad, balanced and differentiated curriculum for all children.
- We apply SEN support to ensure early identification of children with SEN.
- We use the graduated approach system (assess, plan, do and review) applied in increasing detail and frequency to ensure that children progress.
- We ensure that parents are involved at all stages of the assessment, planning, provision and review of their children's special education including all decision making processes

¹ This includes disabled children with special educational needs

- We where appropriate, take into account children’s views and wishes in decisions being made about them, relevant to their level understanding.
- We provide parents with information on local sources of support and advice e.g. Local Offer, Information, Advice and Support Service.
- We liaise and work with other external agencies to help improve outcomes for children with SEN.
- We have systems in place for referring children for further assessment e.g. Common Assessment Framework/Early Help Assessment and Education, Health and Care (EHC) assessment.
- We provide resources (human and financial) to implement our Supporting Children with Special Educational Needs Policy.
- We ensure that all our staff are aware of our Supporting Children with Special Educational Needs Policy and the procedures for identifying, assessing and making provision for children with SEN. We provide in-service training for parents, practitioners and volunteers.
- We raise awareness of our special education provision via our website and or promotional materials.
- We ensure the effectiveness of our special educational needs provision by collecting information from a range of sources e.g. action plan reviews, staff and management meetings, parental and external agency's views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- We provide a complaints procedure.
- We monitor and review our policy annually.

Further guidance

- Early Years Foundation Stage Statutory Framework (DfE 2017)
- Working Together to Safeguard Children (DfE 2015)
- Special Educational Needs and Disability Code of Practice (DfE & DoH 2014)

This policy was adopted by

Bishop Sutton Preschool and Forest Club

On

11 February 2020 *(date)*

Date to be reviewed

AGM 2020 *(date)*

Signed on behalf of the Preschool staff

Lin Oakley *(Manager)*

Signed on behalf of the Management Committee

Clare Goldsmith *(Chair)*

Bishop Sutton Pre-school & Forest Club

Charity Registration Number 1172849

WHISTLE BLOWING POLICY

Definition: Whistle blowing is raising a concern about malpractice within an organisation or through an independent structure associated with it (UK Committee on Standards in Public Life).

This policy provides individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest. The Act covers behaviour, which amounts to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above.

It is not intended that this policy be a substitute for, or an alternative to the group's formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within the organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

Employees and volunteers are entitled to expect fair and reasonable treatment from their employer and colleagues. This group has in place formal procedures that paid or unpaid staff can use if they feel they have been unfairly treated or discriminated against

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to their Manager who will advise the employee or volunteer of the action he or she will take in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

If an employee or volunteer feels the matter cannot be discussed with their Manager, he or she should report it to the Committee Chair. They will decide, in consultation where necessary with OFSTED, what action is to be taken. This may include whether the issue raised can be dealt with through the group's own Grievance Procedure/staff allegation.

A disclosure in good faith to the Manager or Committee Chair will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the organisation.

Although a member of staff is not expected to prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has/ is occurring or is likely to occur.

Confidentiality

All concerns will be treated with confidence and every effort will be made not to reveal a staff member's identity, if they so wish. However, while making all reasonable efforts to maintain the confidentiality of the matter as a whole, at a certain stage in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern. All concerns raised within the remit of this procedure will be assessed to determine if the confidentiality extends to withholding the name of the complainant. There shall be a substantial reason for doing so, such as a real risk of personal harm.

Complainants should be aware however, that their identity may be revealed by inference.

Untrue allegations

The Company accepts that deciding to report a concern can be very difficult and uncomfortable.

If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

Notes to the policy: The Public Interest Disclosure Act 1998 came into force in July 1999. The Act encourages people to raise concerns about malpractice in the workplace without fear of dismissal or victimisation and, helps to prevent cover up of serious malpractice.

Malpractice: applies to people at work raising genuine concerns about crime, civil offences (including negligence, breach of contract, breach of administrative law), miscarriage of justice, danger to health and safety or the environment and the cover up of any of these. It applies whether or not the information is confidential.

In addition to employees the policy applies to relief staff, trainees and student placements, and unpaid workers.

There are no restrictions under employment law on minimum length of service and age. Under the Act, employees may safely seek legal advice on any concerns they have about malpractice.

The Act does not presently cover volunteers.

<i>This Policy was re-adopted on</i>	<i>27th June 2019</i>	<i>(date)</i>
<i>Date to be reviewed</i>	<i>AGM 2020</i>	<i>(date)</i>
<i>Signed on behalf of the Management Committee</i>	<i>Claire Goldsmith</i>	<i>(Chair)</i>
<i>Signed on behalf of the Staff</i>	<i>Lin Oakley</i>	<i>(Manager)</i>