



Greenfields After School & Holiday Club

Policies and Procedures

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Ofsted Registered

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Admissions Policy After School Club

30 places are available in the after school club which will be allocated on a first come, first served basis. Parents who are interested in a place for their child should fill in an enrolment form and arrange a meeting with the supervisor to discuss available places. If there are no places available you will be placed on a waiting list and informed when a place becomes available.

Cancellation of places

Once a place is booked these allocated days will be charged for unless you **phone** the setting to cancel the place for that day **before 1.00p.m.** Any cancellations after this time will be charged at the normal rate.

If you fail to use any of your allocated days for two consecutive weeks, your place will automatically be given to someone else who requires it and your child will no longer be able to attend on that day, unless a space comes available.

If you wish to cancel your child's place permanently a month's written notice is required.

Causal places

Places in the club can be booked on a causal basis. You can ring up on the day or as a one off to book your child into the club. Please note all children attending the club **MUST** have a completed enrolment form.

Clubs at Sandgate Primary School

It is the parents responsibility to advise the school that your child will be attending the after school club. Please also advise Greenfields if your child will attend a club at the school or if the club is cancelled when they are usually booked in at Greenfields. Full fees will still apply for children who arrive late due to attending a club at the school.



Admissions Policy Holiday Club

30 places are available in the holiday club for children aged 2- 11years (child must still be attending primary school). Places will be allocated on a first come, first served basis. Parents who are interested in a place for their child should fill in a booking form with their required dates. You will receive confirmation of your booking and asked to fill in an enrolment form. No places are confirmed until the first weeks fees are paid in full. Priority is given to children who attend Sandgate Primary school and who have siblings at Greenfields.

A minimum of eight children per session is required for the session to run. If we do not have 8 children we will try to notify you 1 week prior to the day and the session will not run.

Cancellation of places

Unless **one weeks written notice** is given you will be charged for any booking where your child does not attend.

Payment of fees

All fees are to be paid in advance on the **first day** your child attends for that week, except for the first week where this is paid one week prior to your child starting. If we do not receive any fees we reserve the right to cancel your child's place. *Due to increasing bank charges we do not accept cheques.*

An extra cost may be required for trips/ outings. Parents will be notified of this cost prior to the trip/ outing.

Personal details

All parents **MUST** fill in holiday club enrolment form, trip consent and update us of any changes to details.

Dropping off and picking up

All children **MUST** be brought into Greenfields and picked up by a parent / carer. This is to ensure the safety of the children and to provide the opportunity for the exchange of information if necessary between parent / carer and the setting.



Settling In Policy

We want children to feel safe, stimulated and happy at Greenfields and feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and your role as active parents within the setting.

We aim to make the club a welcome place where children settle quickly and easily. Consideration will be given to the individual needs and circumstances of children and their families.

In order to accomplish this we will:

Encourage parents/carers to visit the club with their children before an admission is placed where you will be provided with information about the club.

If required play sessions can be arranged with or without parents for a short period of time to give your child the opportunity to meet the other children and to familiarise with the surroundings and the staff.

Ask parents to fill in an enrolment form with details concerning the child and school class.

Arrange a key person, this member of staff is allocated to the child and his/her family; the key person welcomes and looks after the child and parents.

We encourage new children to have a 'buddy'; this child will show your child around and help them to feel a member of the club.

In the unlikely event that your child does not seem to settle at the club we will review the situation with you and discuss the options best to suit you and your child.



Health and Safety Policy

It is the policy of Greenfields to comply with the requirements of the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work and comply with the Management of Health and Safety at Work Regulations 1999 (risk assessment), Health and Safety (Consultation with Employees) Regulations 1996, Safety Representatives and Safety Committees Regulations 1977, Workplace (Health, Safety and Welfare) Regulations 1992, Control of Substances Hazardous to Health Regulations 2002 (COSHH), Manual Handling Operations Regulations 1992, Regulatory Reform (Fire Safety) Order 2005, The Health and Safety (First Aid) Regulations 1981 and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The school has a responsibility to provide a safe environment for your child and the owner is responsible for health and safety matters concerning Greenfields.

At Greenfields we:

Provide a safe and healthy environment by following guidelines from the above regulations.

Have a procedure in place to ensure children only leave the premises with individuals named by the parents or by another adult by obtaining written permission from the parents.

Record the arrival and departures of staff, children, parents and visitors in the daily register or the visitors' book.

Request a password to be created when a child enrolls; this password may be asked for if someone other than the child's usual person collects them from the setting.

Conduct a risk assessment and review it regularly at least once a year or when the need arises. A daily check is carried out inside and outdoors prior to the children attending to identify and take reasonable steps to minimise the risks and inform others of any potential hazards.

Control situations likely to be hazardous to health and safety in the nursery or that can cause damage to persons or equipment in guidance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Follow procedures for staff so they are informed and aware of potential hazards within the nursery and the surrounding environment actively protecting children from hazards.

At least 1 member of staff on duty with first aid training. All accidents and any incidents are recorded in the accident book and parents notified as soon as

possible. Staff and visitors are also requested to record any accidents in the staff accident book and the appropriate supervisor informed.

Inform staff of hygiene rules with particular care relating to bodily fluids. Staff is aware of how infections can be transmitted and at least one member of staff has a food hygiene certificate.

Make sure furniture, toys and equipment on the premises are in good repair and conform to BSEN safety standards/toy safety and any faulty equipment and hazards reported and minimised or removed immediately.

Make sure Fire fighting equipment conforms to BSEN safety standards, checked to the frequency specified by the manufacturer and kept in working order and a fire risk assessment in place and reviewed regularly.

Manual Handling Policy and procedure

Introduction

Manual Handling is defined as 'any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force'. Such accidents can occur in all types of work and are not restricted only to manual type jobs. Manual handling can result in various types of musculoskeletal disorders, mainly to the back, upper limbs, neck and lower limbs. Other types of injury may include hernias (damage to muscle wall) crush injuries to hands or feet.

Some people could be exposed to higher risk and other possible health and safety consequences. Such groups could include those with a health condition, those returning to work from a long period of sickness, expectant/nursing mothers, disabled people, and where there has been previous injury. Where applicable an individual's personal circumstance therefore must be taken into account as part of any manual handling risk assessment.

Policy

It is the policy of Greenfields to reduce risk of injury so far as is reasonably practicable to those involved in manual handling and to comply with the Management of Health and Safety Regulations 1999, the Health and Safety at Work etc Act 1974 and The Manual Handling Operations Regulations 1992, (as amended 2002). Work activities which involve hazardous manual handling will have been identified by the procedures involved in hazard identification and risk assessment under the Management of Health and Safety at Work Regulations 1992. These activities include such operations as the lifting, lowering, pushing, pulling, supporting, carrying and moving of loads by hand or by bodily force.

The Manual Handling Operations Regulations 1992 apply to these activities.

Regulations

In summary the Manual Handling Operations Regulations 1992, (as amended 2002) require employers to-

Avoid the need for hazardous manual handling, so far as is reasonably practicable;

Assess the risk of injury from any hazardous manual handling that cannot be avoided; and

Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Greenfields will undertake risk assessments, where necessary, taking into consideration the task, individual, load and environment and provide further instruction on the methods to be followed in their own workplace, the control measures to be used and any specific 'on the job' requirements. This must include information on the characteristics of a load, of any equipment to be used and local rules.

Duties of responsible persons

It is Lynsey Richards duty to take responsibility for implementing this policy and to undertake risk assessments as necessary and to implement suitable controls to reduce risks for manual handling tasks in accordance with the Regulations and guidance.

Supervisors are required to implement measures as required to comply with this policy including risk assessment, control measures to reduce risk and suitable training and information for those who undertake manual handling.

Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanization

Control measures required to eliminate the risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work.

All new work which might involve manual handling operations is assessed and safe systems of work are implemented before the work commences. Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed.

All accidents which result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents.

Staff recruited to posts involving manual handling are suitable for the work they are required to undertake, and that job descriptions sent to applicants for

employment include details of manual handling tasks where these are part of requirement of the post.

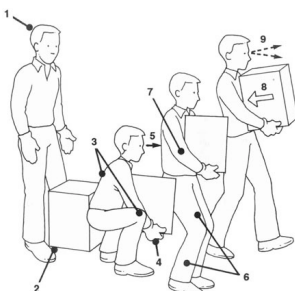
Staff are not pressurised by supervisors into undertaking operations (either by weight or rate of work) which are beyond their safe capability Suitable information, training and supervision is provided for all employees engaged in manual handling tasks and that such training is recorded, and monitored.

Duties of all employees undertaking manual handling

- To follow instructions, training and the safe system of work laid down for their safety.
- To report to the owner/supervisor if this is not possible.
- To make proper use of any mechanical aids which have been provided for their safety and for which they have been trained.
- To report any faults with mechanical aids immediately to the supervisor.
- To co-operate with the employer on health and safety matters and to report any accident or incident arising in the work.
- To observe their duty of care to themselves and not to put others at risk.
- To inform the supervisor if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- Not to undertake any manual handling operation which they believe is beyond their capability.

Further information available from

HSE Manual Handling Operations Regulations 1992, (as amended 2002)
HSE Guidance indg143 (rev2) Getting to grips with Manual Handling.



No Smoking Policy

Greenfields operates a no smoking policy and believes children should be in smoke-free environment.

Smoking is prohibited in and around Greenfields at all times. There are no exceptions to this policy.

Sun cream Policy

The sun's rays are particularly strong over the summer and they can damage children's skin. This may not seem like a problem right now, but sadly it can lead to skin cancer in later life.

You child's health and well-being are very important to us so we will implement the following:

We will:

During after school

- Presume children have had sun cream applied prior to coming to after school club; during school time
- If required; remind children to re-apply sun cream and advise them where to apply it.
- Actively encourage all children to wear a hat when they play outside.

During Holiday club

Ask parents to;

- Apply sun cream prior to coming to holiday club
- Leave sun cream in their child's bag to re-apply if required
- Make a contribution of £1.00 per day or £3.50 per week for us to supply sun cream for their child whilst in our care and sign a consent form

Parent's responsibility

- Please supply a hat or cap for your child if you would like your child to wear one.
- Sign a consent form if you require us to apply sun cream to your child
- Please supply sun cream for your child to apply themselves if required
- Please inform us if your have any special requirements about skin care for your child.

If reserve the right to not allow your child to be in the sun if we feel it unsafe.



Activities Policy

Aim

To create an environment which will stimulate children's play, letting children have the freedom to play and discover things for themselves.

Policy

Children have a choice of what they want to play with or do. We have a variety of toys, equipment and materials to support the children's interest and develop their learning in a fun and stimulating environment.

Staff plan activities for children to carry out if they wish and understand how they meet the Early Learning Goals, Every Child Matters Outcomes and Playwork.

Children also have the opportunity to use the grounds of Sandgate Primary School, to use their built in large apparatus and take over large equipment from Greenfields or take part in team sports and games.

We believe children should have safe opportunities for adventure and risk taking. We will support children in their play by being responsive to their cues to play, for help and encouragement.

We carry out a full risk assessment on all our activities to identify and minimise the risks to the children. Parents are advised to ask to see a copy of the risk assessments before letting their child take part in the activities.

We believe the play station, PC and films in a suitable environment are of educational value. In the first instance we encourage children to take part in outdoor activities but give the children the choice. Their time is limited and supervised by a member of staff. All games are suitable for children 3+ years and films are a U or PG certificate.



Food and Drink Policy

Greenfields promotes healthy eating providing snacks which are healthy, balanced and nutritious, encouraging children to try different foods of their choice.

We make sure that a child is sitting at a table and follows the club rules to ensure the health and safety of all children.

Greenfields provides a drink and snack for children on arrival at the after school club, fresh drinking water is available to children at all times.

Snacks and meals are NOT provided during the holiday club, we suggest you provide a mid- morning / mid afternoon snack for your child, a packed lunch if in attendance at 12.00 and a packed tea if in attendance after 4.00pm.

We regret we cannot heat up or refrigerate food and request parents supply ice packs (especially in the summer months) to keep food at an appropriate temperature

Parents are requested to give details of any special dietary requirements, preferences or food allergies the child may have at the time of enrolment.

At least one member of staff is trained in food hygiene and procedures are in place to ensure good health and hygiene practices.



Medicine Policy

Staff may only administer medication prescribed by a by a doctor, dentist, nurse or pharmacist. if written authorisation is given to a member of **GREENFIELDS STAFF** by the parent/carer prior to attending the after school club for each and every medicine on a medicine form, which authorises staff to administer stated medicine for that child. It is the parent's responsibility to inform us of the last time your child was administered the medicine at school / home.

Medicines must be stored in their original container, clearly labelled and staff will ask the child to take the medicine out of the child's bag/ lunchbox on their arrival to the after school club. The medicine is kept in a non-portable container and only trained staff has access to them.

Due to safety reasons we do not have facilities to store medication in the fridge. Parents should arrange with the supervisor a procedure to follow to keep medication at the correct temperature.

For children with long-term medical needs parents must ensure that they provide us with sufficient information about the medical condition and provide details of any changes to the prescription or support required.

If administration of prescription medicines requires technical/medical knowledge the individual training must be sought from a qualified health professional. Training is specific to the individual child concerned.

If your child takes medicine to school but is not required to take it whilst at Greenfields, we still ask for parents to inform us so we can store the medicine safely to prevent risks to others.

A record of stored medication is kept and staff are required to sign the medication in and out each day.

Under no circumstances will we allow children to take their own medicine or staff administer any medicines without prior written consent from the parent. The consent must be given to Greenfields and not the school.



Confidentiality Policy

Statement

Greenfields Confidentiality policy has been developed in accordance with the principles of the Human Rights Act 1998, The Data Protection Act 1998, the Freedom of Information Act 2000, Crime and Disorder Act 1998 S17, Children Act 1989 S17 and 47, Children Act 2004 S10, 11 and 12 and the welfare regulations required by Section 40 of the Child Care Act 2006. This policy needs to be read in conjunction with the Greenfields Child Protection and Allegation policy.

Definition of Confidentiality

For the purpose of this policy the following definition of confidentiality will apply:

“Discretion in keeping private information”

We aim to ensure in this setting that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. The general rule in this setting is that staff should make clear that there are limits to confidentiality at the beginning of the conversation. These limits relate to ensuring children’s safety and well being.

The member of staff who is responsible for implementation, monitoring and review of the confidentiality policy in the setting is **Lynsey Richards**.

Rationale and statement on the importance of confidentiality

At Greenfields we believe that:

The safety, wellbeing and protection of the children in our setting are of paramount consideration in all decisions staff at this setting make about confidentiality. The appropriate sharing of information between setting staff is an essential element of ensuring the well being of children and young people in our care.

It is essential that part of the ethos of our setting is that there is a clear and explicit policy on confidentiality so that children, young people, parents/carers and staff are able to seek help both within and outside the setting and the number of situations are minimised when personal information is shared to ensure children and staff are supported and safe. We take seriously our responsibility to ensure the protection, health, safety and well being of both the children and young people entrusted to our care. We expect our staff to comply with this confidentiality policy and will treat breaches of confidentiality as a serious matter.

Parents/carers, children, young people and staff need to know the boundaries of confidentiality in order to feel safe and comfortable in discussing personal issues. The settings attitude to confidentiality is open and easily understood and everyone should be able to trust the boundaries of confidentiality operating within the setting.

Everyone in the setting needs to know that no one can offer absolute confidentiality.

The setting at all times puts the safety and welfare of the child first and any issue will be referred to the setting's designated person for child protection if necessary.

The name of the designated person is **Lynsey Richards** and **Jackie Middleton**.

Staff, visitors and volunteers responsibilities

All people working with children or young people in this setting will:

Ensure the interest of the child is paramount.

At the outset inform child/parents/carers that they cannot offer complete confidentiality in circumstances when there are concerns for the child or other children or parents or staff member.

Explain to the child/parent/carer as appropriate at the outset openly and honestly, what and how information will, or could be shared and why, and seek their agreement. Inform the child, parent, carer or staff member when they have inadvertently made a disclosure that they may need to share the information with the designated person who is Lynsey Richards and Jackie Middleton

Whilst the Data Protection Act 1998 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns.

Our Exception of non- parental agreement is when to do so would place the child, young person or others at increased risk of significant harm or an adult at risk of serious harm or if it would undermine the prevention detection or prosecution of a serious crime, including where seeking consent might lead to interference with a potential investigation. .

Guidelines for sharing information

When taking decisions about what information to share, you should consider how much information you need to release. The Data Protection Act 1998 requires you to consider the impact of disclosing information on the information subject and any third parties. Any information shared must be proportionate to the need and level of risk.

Only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make sound decisions.

Information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.

Information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.

Information should be shared in a timely fashion to reduce the risk of harm. Timeliness is key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore harm to a child. Practitioners should ensure that sufficient information is shared, as well as consider the urgency with which to share it.

Information sharing decisions should be recorded whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom, in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester. See Information sharing (Advice for practitioners providing safeguarding services to children, young people, parents and carers) March 2015

Unless s/he is already known a phone call received from professional seeking information must be verified before information is divulged by calling him or her back on an organisation telephone number and not a mobile phone.

At all times abide by the setting's child protection policy.

Be duty bound to act appropriately upon information not directly given to them and consult with the designated child protection in the setting

Where there are areas of doubt about the sharing of information seek a consultation with the local KCC children's safeguard team, area children's officer.

Ground rules in the setting for Carers/ parents/ staff and children

In order to create the right sort of learning environment and to help safeguard people's rights to confidentiality the setting believes it is best to establish a clear set of ground rules to work within whilst at the setting. Ground rules will enable sensitive or controversial issues to be explored in a way that can minimise the risks of inappropriate disclosures being made.

Example of ground rules include:

We will respect each other and not laugh, tease or hurt others.

Listen to views and opinions.

If we find out things about other children/ staff/parents which are personal and private we won't talk about it unless a child, adult young person is at risk of significant harm.

If we are worried about someone else's safety we will then talk to the setting's designated person.

Information we share

We sometimes need to share the personal information we process with the individual themselves and also other organisations. Where this is necessary we are required to comply with all aspects of The Data Protection Act.

Children's records

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

Developmental records

These include observations of children in the setting, samples of their work, summary developmental reports and records of their achievements.

They are usually kept in a locked cupboard and can be accessed and contributed to by staff, the child and the child's parents/carers.

Personal records

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

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

Parents have access to the files and records of their own children but do not have access to information about any other child. Parents do not, however, have an automatic right of access to child protection records.

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

Other records

Issues relating to the employment of staff, whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions.

Students, volunteers who are working or observing in the setting are advised of our confidentiality policy and required to respect it.

Monitoring and Review

All setting personnel and visiting staff will have access to a copy of this policy and will have the opportunity to consider and discuss the contents prior to approval of the owner being formally sought.

This policy has been reviewed in August 2016 to reflect the new guidance and legislation issued in relation to safeguarding children and promoting their welfare.

This policy forms part of our setting's development plan and will be reviewed annually. All staff should have access to this policy and sign to the effect that they have read and understood its contents.

Greenfields is the Data Controller for the purposes of the Data Protection Act. We collect from you, and may receive information about you from your previous setting. We are required by law to pass some of your information to the Local Authority and the Department for Children, Schools and Families. *For further details please see our Privacy Notice on the parents' notice board or ask a member of staff for a copy.*

Register of data controllers: Greenfields Nursery (Folkestone) Ltd

Registration reference: ZA128873

Date Registered: 14.07.15

Registration Expiry date: 13.07.18

CONFIDENTIAL

Equality of Opportunity and Inclusion Policy

Greenfields aims to provide equality of opportunity ensuring positive attitudes to diversity and difference so that every child is included and not disadvantaged working in line with the Early Years Foundation Stage 2014, Special Educational Needs and Disability Code of Practice :0-25 years (2014) and Equality Act 2010.

Inclusion incorporates children as well as the rights of parents/carers, students and all staff.

We are aware that all children in our care are individuals, each with areas of strength and development needs. All children have an entitlement to high quality provision and some of these children may need supporting, to achieve their potential.

At Greenfields we value and respect all ethnicity, culture or religion, home languages, family background, learning difficulties or disability, sexuality gender and ability. Each child is valued as an individual, without gender stereotyping and has the opportunity to experience a challenging and enjoyable programme of learning and development whatever their ability.

We aim to build the children's resilience to radicalisation by promoting fundamental British values enabling them to challenge extremist views. Any inappropriate attitudes and practices will be challenged and the children will be encouraged to value and respect each other and their property

All play equipment is selected to show positive images of all races, cultures, languages, disabilities, family backgrounds and to avoid racial or sexist stereotyping, and a range of meaningful contexts are provided in which children have opportunities to develop English and British values.

We will make reasonable adjustments to meet the needs of children e.g. removing physical barriers and prepare in advance to include children into our setting with SEND and their parents

We recognise the need of early identification of children with Special Educational Needs and Disability (SEND) and adopt clear and open procedures which involve working in partnership with the school, outside agencies (SEN support) and other educational / health professionals to provide the highest level of support, guidance and training for staff, children and their families please see SEND policy

We recognise there are vulnerable groups. and with support from The Equality and Inclusion Team and the school we aim to review provision and practice to address the needs of identified vulnerable individuals and groups of children narrowing the gaps in achievement, these groups include:

- those who are 'hard to reach'
- those in receipt of Free School Meals

- Children in Care
- Children in Need
- Children with Special Educational Needs and/or Disabilities (SEND)
- Minority ethnic groups
- Armed Forces families
- Boys
- those with Protected Characteristics

We accept the need to monitor our Equal Opportunities and inclusion practice and amend and update it by means of regular meetings and discussion with support from the Equality and Inclusion Team and SEN Support.

Sick Child Policy

It is Greenfields policy not to admit children who are sick to prevent the spread of infection to others.

Any child suffering from a rash, sore throat, discharge from the eyes, or sickness and diarrhoea, should be kept at home until his/her doctor has certified in writing that he/she is fully recovered or 48 hrs have elapsed since the last outbreak.

If your child is sent home from school or is off school due to illness, then they are not permitted to attend the after school club.

Parents are required to supply updated and relevant contact details of people who may be contacted in case of a child becoming unwell or receiving a minor injury whilst at Greenfields.

In an emergency, as agreed on the enrolment form, the supervisor reserves the right to seek any necessary emergency medical advice or treatment.

Any incident of food poisoning affecting two or more children or sudden serious illness to children cared for by Greenfields must be reported to Ofsted.



Behaviour Policy

We aim to promote the development of a sense of right and wrong behaviour by teaching your child the appropriate way to act and discouraging unacceptable behaviour, respecting individual children's level of understanding and maturity.

In order to accomplish this we will: Ask the children of the club to set rules and boundaries in the club to encourage acceptable behaviour and respect for others and their property.

Always reject the behaviour, not the child. Never Label children as bad or naughty either to them or to someone else in their hearing.

Give direction and correction to children in a positive way. Give praise as often as possible – notice behaviour you like and remark on it.

Set limits, children need to be secure in knowing you will not let their behaviour or their feelings get out of control.

Be consistent, the same reaction to the same situation each time gives children a feeling of security. When talking to children about their behaviour, be close, calm and at their level.

Make children sensitive to their own feelings and other peoples. Give them different options of how to express or deal with feelings, get them to be aware that other people have feelings.

A child displaying disruptive or unacceptable behaviour will be either

Withdrawn from the group activity and explain the consequences of their actions, helping children to understand why they must not carry on with their behaviour.

Time out is used with children who are not coping with a situation, to calm down before returning to the situation.

Removal of equipment, if the children are putting themselves or others in danger the removal of equipment may be necessary.

Physical intervention will only be used to manage injury to the child, other children or an adult, to prevent serious damage to property or in what would be regarded as exceptional circumstances.

Any occasion where physical intervention is used to manage a child's behaviour is recorded and the parent/carer informed of the incident on the same day.

At no time during disciplining your child would staff threaten corporal punishment, nor use or threaten any form of punishment.



In the rare event that a child's behaviour affects other children's well - being or puts any member of the group at risk, it may be necessary, but only after full consultation, to ask the parent/carer, to find a more appropriate care setting.

Anti-bullying Policy

The aim of this anti – bullying policy is to ensure that all children play and learn in a supportive, caring and safe environment without fear of being bullied or discriminated against.

There are three types of bullying

1. Physical (hitting, kicking, theft)
2. Verbal (name calling, racist remarks)
3. Indirect (spreading rumours, excluding someone from social groups)

We aim to do this by:

- Encouraging values such as respect.
- Model fair and respectful behaviour and leadership.
- Challenge all forms of prejudice and promote equality.
- Discourage children and young people from colluding with bullying.
- Help children and young people to develop positive relationships and choose not to bully or discriminate.

We have a responsibility to support the child who is bullied by talking to them, establish what has happened, and agree a way forward; this may involve the key person, supervisor and parents.

We also have a responsibility to work with the bullying child / children by helping them to understand their behaviour, and its effects on others. The overall goal is to ensure the bullying stops and the bully's behaviour changes; this may involve the key person, supervisor, school and parents.

We reserve the right to cancel a child's place if, after working with the "bully", their key person, the school (if appropriate) and parents the issue is not resolved.



Photographs and multimedia Policy

Introduction

From time to time we like to take photographs or record the children in action and display photographs of the children in photo albums. Under no circumstances will these photographs be used for promotional purposes or posted on the website.

The use of videos and photographs at Greenfields events

We must always be mindful of the need to safeguard the welfare of children in our care, and issues of child protection, data protection and parental consent will be given careful thought. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the Internet.

This policy will apply to all forms of publications; print, film, video, DVD, on websites, face book and in the professional media.

Where another body provides services or activities separately, using our premises, the registered person will ensure that the body concerned has appropriate policies and procedures in place in regard to safeguarding children.

Consent forms

All parents of children in our care will be asked to sign a consent form to gain permission to publish photographs and video clips inside the setting.

If parents/ carers disagree over consent for their child, it will be treated as if consent has not been given.

Use of images

The registered person will decide if the event is one at which photography and videoing will be permitted. When informing parents of the event, they will be informed of the decision. If general shots are to take place such as at, school fetes, visitors will be warned in the invitation, so that general consent is implied by attendance.

Only images of children suitably dressed will be allowed to reduce the risk of images being used inappropriately.

Children who should not be identified

Every effort will be made by the setting to prevent capturing of the image of any child who should not be identified.

Media photographing and filming

The media operate under their own Code of practice. Photographs taken by the media are usually exempt from the Data Protection Act. If the media are invited into the setting for publicity purposes parents/carers of those children likely to appear will be informed.

Mobile phones (MMS Multi-media messaging service, video phones)

These phones can take and transmit images and the same rules apply as for other photography, the user needs to recognise that any pictures taken are for personal use only.

Social Network sites

For safety reasons we request that staff, visitors, children in our care and their parents do not use social network sites; *facebook, Twitter etc* to post images or information concerning the staff and children who attend Greenfields

Greenfields request all staff do not keep mobile phones in their bags and lock them away when entering the setting to protect themselves and the children in our care.

Children who attend our club

We request children who attend the club **DO NOT** bring mobile phones to the club or keep them in their bag. If you feel your child/ren needs to have a mobile phone with them whilst attending our setting **you must** inform a member of staff so suitable arrangements can be made to store them to protect others and themselves. If arrangements are not made we reserve the right to take the mobile phone off the child and store it safely until the child is collected by a parent/ carer.

Guidance for parents

We request parents do not use their mobile phone whilst in our setting to protect themselves and the children in our care.

Parents/carers will be prompted with a verbal announcement at the start of the event that any images must be taken for personal use only. They will be reminded them that such image must not be sold or be put on the web/internet other wise Data Protection legislation is likely to be contravened.

People with no connection to our setting will not be allowed to photograph – staff will question anyone they do not recognise who is using a camera and or video recorder at events and productions.

Parents and carers must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.



Outings Policy

Children have the opportunity to use the school grounds to go on nature trails and use the field for physical activities. Prior permission **IS NOT** sought from parents as all activities take place within the school grounds.

We hope to arrange outings during after school club hours. The outings will be organised in age groups and appropriate to the age and stage of the children. Prior consent will be sought from parents with details of the trip and any additional cost.

Outings will be organised as part of the holiday club programme of activities. It is hoped that these outings will enhance and reinforce in a practical way what your child enjoy learning and have an interest in.

We will provide written information with details and arrangements and ask parents/carers to sign a consent form in advance of such outings.

A full risk assessment is carried out which assesses the requirement of staff to child ratio and any potential risks and how we will minimise these risks. At least one member of staff is first aid trained and first aid equipment, contact numbers and a mobile phone will be taken in the event of an emergency.

If a child is lost during an outing staff will notify the Supervisor or owner, who will contact the parent immediately. The police will be informed and all other children returned to the club. A member of staff will stay behind to look for the missing child.

All parent / carer helpers **MUST** be aware of our policies and procedures and adhere to them at all times this includes confidentiality, safeguarding and behaviour procedures.

A RISK ASSESSMENT IS CARRIED OUT PRIOR TO EACH OUTING



Special Educational Needs and Disability Policy

The staff of Greenfields has regard to The Special Educational Needs and Disability Code of Practice (SEND) 2014 incorporating, The Early Years Foundation Stage (EYFS) 2014, The Equality Act 2010 and The Children and Families Act 2014

Definition of SEN

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. Many children and young people who have SEN may have a disability under the Equality Act 2010 – that is ‘...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’. This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN. Where a disabled child or young person requires special educational provision they will also be covered by the SEN definition. (Children and Families Act 2014)

The role of the SENCO is:

- Coordinating the settings recording and documentation process regarding special educational needs, including personalised education plans alongside the school procedures
- Liaising and working with parents and the school
- To identify and address any staff development and training for workers
- Liaising with outside agencies with respect to a child's special educational needs (SEN)
- Ensuring a smooth onward transition and planning for moving on to another school.
- To attend meetings and make referrals when necessary
- Keep and update a SEND and AEN inclusion records
- Know how and when to access SEN support for the child and family.

Record keeping

We will maintain a record of children under their care as required. Such records about children will be available to parents and include how the setting supports children with SEN and disabilities.

Transition to school or another setting.

SEN support includes planning and preparing for transition, to support the transition, information will be shared by us, the current setting with the receiving setting or school. We, the current setting, will agree with parents the information to be shared as part of this planning process.

Keeping provision under review

We aim to regularly review and evaluate the quality and breadth of the support we

offer or can access for children with SEN or disabilities. We will work in partnership with other local education providers to explore how different types of need can be met most effectively

SENCO: Angie Baker

Working in Partnership with Parents and Carers Policy

Greenfields believe that we can best meet the needs of individual children by working closely with parents/carers. We aim to develop partnerships between parents/carers and staff which are based on mutual trust and respect and which promote the sharing of information and knowledge for the benefit of the children in our care.

Implementation of the policy

There is a system in place for the regular two way flow of information with parents and staff and with staff and Sandgate School.

Information is available to parents about the settings policies and procedures, the daily routine, the staffing and the food and drinks provided, in the form of a written booklet or via our Greenfields website.

We display our daily plan for parents to see what activities and learning experiences the children have been offered and how we meet the Early Years Foundation Stage, Every Child Matters and Playwork. Parents are informed of events or any other information through newsletters, the parent notice board and Greenfields website.

Staffs are aware of the need to maintain privacy and confidentiality and a private room is available on request if parents wish to use it to talk to a member of staff.

We allow parents access to their own children's records on request, we do not allow parents access to the records of other children.

We have a separate written complaints procedure and provide parents with details of how to contact OFSTED, should the need arise.

We operate a system in which only authorised adults can collect children.

The role of the parent/carers

We invite parents/carers to a meeting prior their child's admission, where they can meet other children and to familiarise with the staff and surroundings. This also provides the opportunity to fill in forms or ask questions in a relaxed atmosphere.

We ask parents/carers for information about their children, their individual needs and requirements in order to ensure the best possible care for them by completing an enrolment form.

At enrolment provide details of named individuals authorised to collect your child, or to provide written permission for any other adults to collect who is not already authorised.

To sign your child/ children out of the register on your departure.

We encourage parents/carers to first discuss any concerns or issues about their children with the club supervisor. The supervisor must discuss any issues that cannot be resolved with the owner.

We value all parents' contributions and invite all parents to come into the setting to talk about their culture, occupation or any interests they would like to share with the children and staff.

We request that the parent/carers inform the club of any changes to their child's personal records.

Complaints Procedure

At Greenfields, we do our utmost to ensure that children attending are well cared for and happy. In the event of any parent/carer being unhappy about any aspect of the care your child is receiving, or if you have any reason for concern, you should in the first instance raise the matter verbally with the supervisor.

In the unlikely event that your concern remains unresolved and you wish to pursue the matter further, you should put your concerns in writing or email to the nursery owner who will be happy to discuss your grievance.

All written complaints relating to the welfare requirements will be investigated, stating any action taken, the outcome of any investigation and a summary will be provided on request to any parent of a child for whom we provide day care for and Ofsted.

The parent who made the complaint will be provided with an account of the findings and of any action taken as a result within 28 days of having received the complaint.

Records will be retained for a period of at least 3 years from the date on which the record was made.

Nursery Owner: Lynsey Richards

If you are concerned with any aspect of the care we offer your child at Greenfields, you can contact **OFSTED**.

Safeguarding Children Policy *(incorporating child protection and an allegation against a member of staff)*

Statement

Greenfields Safeguarding Policy has been developed in accordance with the principles established by the Kent and Medway Safeguarding Children Procedures 2014, The Children Act 1989, 2004 and 2006. The Early Years Foundation Stage 2014, Education Act 2002 and related guidance including The Framework for the Assessment of Children in Need and their Families (1999), Working Together to Safeguard Children (2015) , What to do if you're worried a child is being abused (2015) The Safeguarding Vulnerable Groups Act (2006) Counter-Terrorism and Security Act 2015, Prevent duty guidance for England and Wales: March 2015, Inspecting safeguarding in early years, education and skills settings August 2016, Keeping Children Safe in education June 2015, The Female Genital Mutilation Act 2003 (Female Genital Mutilation Risk and Safeguarding Guidance for professionals) March 2015, Kent and Medway Child Sexual Exploitation (Operation Willow)

The staff and members of Greenfields take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care. The Early Years Designated Lead (EYDL) Jackie Middleton is to take lead responsibility for safeguarding children and is responsible for ensuring all legal requirements are met Lynsey Richards is committed to ensuring

- The EYDL is properly supported in being able to carry out their role fully, including providing them with appropriate time and resources away from other job commitments.
- All staff and leaders are informed of any updates on safeguarding at least annually.
- That there is a designated member of staff for safeguarding available at all times that the setting is open for staff to discuss concerns.

Introduction

Greenfields wishes to ensure that it maintains the highest possible standards to meet its responsibility to protect and safeguard those children for whom it has responsibility. This policy details procedure to follow when there is concern about a child's welfare.

For the purposes of this document, a member of staff may be an employee, student or volunteer. As part of the ethos of the setting we are committed to:

- Recognising safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education including children's and learners' health and safety and well-being, meeting the needs of children who have special educational needs and/or disabilities, the use of reasonable force, meeting the needs of children and learners with medical conditions,

providing first aid, educational visits, intimate care and emotional well-being online safety and associated issues and appropriate

- arrangements to ensure children's and learners' security, taking into account the local context.
- Maintaining all children's welfare as our paramount concern, the needs and wishes of each child, or an older child, should be put first. Providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to.
- Building the children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. The physical environment is safe and secure and protects children and staff from harm or risk of harm.
- Using learning at the setting to provide opportunities for increasing self-awareness, self-esteem, assertiveness and decision making so that young children have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.
- Eliminating discrimination and promote equality of opportunity. No child or group of children must be treated any less favourably than others in being able to access effective services which meet their particular needs. Any discriminatory behaviour is challenged and help and support are given to children about how to treat others with respect
- Working with parents to build an understanding of the setting's responsibility to ensure the welfare of all children including the need for referral to other agencies in some situations;
- Ensuring all staff have regular training and are able **to recognise the** signs and symptoms of abuse observing any changes in a child's behaviour or appearance, and are aware of the setting's procedures and lines of communication
- Be alert to the potential need for early help for a child and to provide integrated support for children, young people and families who are at risk of having poor outcomes in their lives.
- Monitoring children who have been identified as 'in need' including the need for protection, keeping confidential records which are stored securely and shared appropriately with other professionals.
- Developing effective and supportive liaison with other agencies

Greenfields staff role and responsibility in Child Protection

- Everyone involved in the care of young children has a role to play in their protection. As a member of staff in Greenfields, you are in a unique position to observe.
- To have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm, you have

a 'duty of care' to take action on behalf of the child by following the setting's Safeguarding Policy.

- To take appropriate action, working with other services as needed.
- All visitors should be made aware of our policy and procedure to follow if they have a concern.

Role of the parent /carer

- The parent / carer must report any existing injuries to their child to a member of staff and fill in an existing injuries form prior to leaving their child in our care.
- Any existing injuries not identified by parent/ carer on arrival to the setting must be recorded by staff on an existing injuries form and the parent/ carer informed on their arrival or immediately by telephone if the injury is a concern.
- Parents and carers can obtain a copy of the setting Safeguarding Policy and other related policies on request or can view them via the setting website www.greenfields-nurseryschool.com.
- Telephone the setting to inform us that you child will not be attending and a reason why; staff will telephone you if they do not hear from you and keep a record of attendance
- The EYDL (Early Years Designated Lead) has overall responsibility for:

These responsibilities include;

Liaising with other professionals in all agencies, including social services, Early Help and Preventative Services, police and health colleagues.

- Monitor absences and follow up absences when children stop attending the setting.
- Keeping appraised of any updates in policy and practice as agreed by Kent Safeguarding Children Board (via the Education Safeguarding Team) and provide all staff with regular updates on safeguarding at least annually.
- Being a source of support, advice and guidance to any other setting staff, both paid and voluntary. This is on an ongoing basis and on any specific safeguarding issue as required.
- Co-ordinating child protection action within the setting, including making referrals as necessary and maintaining a confidential recording system.
- Ensuring all staff, visitors and volunteers are aware of the setting policies and procedures and their responsibilities in relation to safeguarding children.

- Ensuring all staff, both paid and voluntary, have received appropriate and up to date child protection training at least every 3 years.
- Ensuring their training is kept up to date by attending appropriate designated lead training every 2 years.
- Providing appropriate training for staff as soon as possible to enable staff to identify children who may be at risk of radicalisation and how to access the appropriate support services.
- Representing or ensuring the setting is represented, by an appropriate senior member of staff, at inter-agency meetings in particular Strategy Discussions, Child Protection Conferences and core groups;
- Managing and monitoring the setting's part in child in need and child protection plans
- The welfare and safety of children, however, are the responsibility of all staff in the setting and ANY concern for a child's welfare MUST be reported to the EYDL.
- In the event the designated person is unavailable, staff should talk to The Area Safeguarding Advisor (Education

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Forms of Abuse

There are four main categories of abuse and neglect, although there are variations within these.

Staff must remember that child abuse can occur within all social groups regardless of religion, culture, social class or financial position. Children who have a disability are statistically subject to greater risk of abuse and are particularly vulnerable. It is also important to remember that those who abuse children can be of any age *including their peers*, gender, ethnic group or background and it is important not to allow personal preconceptions to prevent recognition or action taking place.

Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to the child. Physical

harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Sexual Abuse

This 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 penetrative (i.e. rape or buggery or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing, they may include non-contact activities such as involving children in looking, or the production of, sexual images, or watching sexual activities. Or 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 the child's basic physical and/or psychological needs likely to result in the serious impairment of the child's health or development. It may occur in pregnancy as a result of maternal substance abuse. Once a child is born it may involve a parent or carer failing to provide adequate food, shelter and clothing, (including exclusion from home and abandonment), failing to protect a child from physical or emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-givers or the failure to ensure access to appropriate medical care or treatment.

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

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause a severe and persistent adverse affects 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. It may include interactions beyond the child's developmental ability, overprotection, and limitation of exploration or learning, prevention of normal social interaction. Seeing or hearing ill-treatment of another, serious bullying (including cyber bullying) causing children to frequently feel frightened or in danger, or exploitation and corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, although it may occur alone.

Bullying (some areas may not apply to children in our care)

Bullying is defined as 'behaviour by an individual or group, usually repeated over time, which intentionally hurts another individual or group either physically or emotionally' (DFE definition). Repeated bullying usually has a significant emotional component, where the anticipation and fear of being bullied seriously affects the behaviour of the victim.

It can be inflicted on a child by another child or an adult. Bullying can take many forms (for instance, cyber-bullying or online bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or can be because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.

It can take many forms, but the three main types are:

- Physical - for example, hitting, kicking, shoving, theft;
- Verbal - for example, threats, name calling, racist or homophobic remarks;
- Emotional - for example, isolating an individual from activities/games and the social acceptance of their peer group.

Cyber-bullying/online bullying is defined as 'the use of Information Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else' (DFE definition). It is another form of bullying which can happen at all times of the day, with a potentially bigger audience.

Bullying often starts with apparently trivial events such as teasing and name calling which nevertheless rely on an abuse of power. Such abuses of power, if left unchallenged, can lead to more serious forms of abuse, such as domestic violence and abuse, racial attacks, sexual offences and self-harm or suicide.

Bullying is a type of behaviour which needs to be defined by the impact on the victim rather than the intention of the perpetrator.

What may give cause for concern?

- Bruising on parts of the body which do not usually get bruised accidentally, e.g. around the eyes, behind the ears, back of the legs, stomach, chest, cheek and mouth (especially in a young baby), etc.
- Any bruising or injury to a very young, immobile baby
- Burns or scalds
- Bite marks
- Any injuries or swellings, which do not have a plausible explanation

- Bruising or soreness to the genital area
- Faltering growth, weight loss and slow development
- Unusual lethargy
- Any sudden uncharacteristic change in behaviour, e.g. child becomes either very aggressive or withdrawn
- A child whose play and language indicates a sexual knowledge beyond his/her years
- A child who flinches away from sudden movement
- A child who gives over rehearsed answers to explain how his/her injuries were caused
- An accumulation of a number of minor injuries and/or concerns
- A child who discloses something which may indicate he/she being abused.

Bullying

Behaviour such as:

- Being frightened of walking to and from school and changing their usual route
- Feeling ill in the mornings
- Beginning truanting
- Beginning to perform poorly in their school work
- Coming home regularly with clothes or books destroyed
- Becoming withdrawn, starting to stammer, lacking confidence, being distressed and anxious and stopping eating
- Attempting or threatening suicide
- Crying themselves to sleep, having nightmares
- Having their possessions go missing
- Asking for money or starting to steal (to pay the bully) or continually 'losing' their pocket money;
- Refusing to talk about what's wrong;
- Having unexplained bruises, cuts, scratches
- Beginning to bully other children/siblings

- Becoming aggressive and unreasonable

Special education needs and/or Disabled children

Evidence cited in *Working Together to Safeguard Children 2006* suggests disabled children are at increased risk of abuse and the presence of multiple disabilities increases the risk of both abuse and neglect.

The disabled child may be especially vulnerable because of:

- A need for practical assistance in daily living, including intimate care from what may be a number of carers
- Carers / staff lacking ability to communicate adequately with her/him
- A lack of continuity in care leading to an increased risk that behavioural changes may go unnoticed
- Carers working with the disabled child in isolation
- Physical dependency with consequent reduction in ability to be able to resist abuse
- An increased likelihood that s/he is socially isolated
- Lack of access to 'keep safe' strategies available to others
- Communication or learning difficulties preventing disclosure
- Lack of advice e.g. due to a hearing impairment
- Parents'/carers' own needs and ways of coping may conflict with the needs of the child
- Bullying and intimidation
- Abuse by peers
- A fear of complaining in case services are withdrawn
- Some sex offenders may target disabled children in the belief that they are less likely to be detected

In addition to the universal indicators of abuse / neglect mentioned the following abusive behaviours must be considered:

- Unjustified or excessive physical restraint
- Rough handling
- Extreme behaviour modification including the deprivation of liquid, medication, food or clothing

- Misuse of medication, sedation, heavy tranquillisation
- Invasive procedures against the child's will
- Deliberate failure to follow medically recommended regimes
- Misapplication of programmes or regimes
- Ill-fitting equipment e.g. callipers which may cause injury or pain, or inappropriate splinting

Some special educational needs and/or disabled children live, or receive short breaks away from home and this may increase their vulnerability.

Safeguards for disabled children are essentially the same as for non-disabled children and should include enabling them to:

- Make their wishes and feelings known
- Receive appropriate personal, social and health (inc. sex) education
- Raise concerns and have a means of communication and a range of adults with whom they can communicate.

Female genital mutilation (FGM) is a collective term for procedures, which include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between 4 and 13, but in some cases it is performed on new-born infants or on young women before marriage or pregnancy. From the 31st October 2015, regulated professionals in health and social care and teachers in England and Wales have a duty to report 'known' cases of FGM in under 18s to the police

The following are some signs that the child may be at risk of FGM:

- A female child is born to a woman who has undergone FGM or whose older sibling or cousin has undergone FGM;
- The family belongs to a community in which FGM is practised or have limited level of integration within UK community;
- The family indicate that there are strong levels of influence held by elder and/or elders are involved in bringing up female children;
- If a female family elder is present, particularly when she is visiting from a country of origin, and taking a more active / influential role in the family;

- The family makes preparations for the child to take a holiday, e.g. arranging vaccinations, planning an absence from school;
- The child talks about a 'special procedure/ceremony' that is going to take place;
- An awareness by a midwife or obstetrician that the procedure has already been carried out on a mother, prompting concern for any daughters, girls or young women in the family;
- Repeated failure to attend or engage with health and welfare services or the mother of a girl is very reluctant to undergo genital examination;
- Where a girl from a practising community is withdrawn from Sex and Relationship Education they may be at risk from their parents wishing to keep them uninformed about their body and rights.

Consider whether any other indicators exist that FGM may have or has already taken place, for example:

1. The child has changed in behaviour after a prolonged absence from school;
2. The child has health problems, particularly bladder or menstrual problems;
3. The child has difficulty walking, sitting or standing and may appear to be uncomfortable.

The Children's social care team will liaise with the Paediatric services where it is believed that FGM has already taken place to ensure that a Medical Assessment takes place. It should be remembered that this will have lifelong consequences, and can be highly dangerous at the time of the procedure and directly afterwards.

If you are worried about a girl under 18 who is either at risk of FGM or who you suspect may have had FGM, you should share this information with Children's social care or the police immediately and follow the settings procedure.

Child Sexual Exploitation is where young people under 18 are encouraged, trapped, forced or coerced into a sexual relationship or situation by an adult. It often involves the young person being offered something in return for performing sexual acts such as drugs, alcohol, cigarettes, gifts, money, food, accommodation or affection CSE is a form of abuse and the same procedure should be followed.

The recognition of abuse is not always easy and Greenfields acknowledges that its staff have limited experienced in this area and will not easily know whether or not abuse is taking place. Indeed, it is not the place of staff to make such a judgement. However, it is their responsibility to act on concerns in order to safeguard the welfare of the child.

How to respond to a child who discloses something to you

If the child tells you something, it is important that you respond appropriately:

- Do listen to the child and avoid interrupting except to clarify
- Allow the child to make the disclosure at their own pace and in their own way
- Do not interrogate the child. It is alright to ask for clarification, but you should not ask leading questions. Misguided or inappropriate questioning in the first instance can do more harm than good, and may contaminate evidence, which could be needed in an investigation. The interviewing of children must be undertaken by the trained Social workers or Police Officers.
- Do not make any promises to the child about not passing on the information- the child's needs to know that you have to talk to someone who will be able to help them.
- Record the information as accurately as you can, including the timing, setting and those present, as well as what was said. Do not exaggerate or embellish what you have heard in any way.
- Inform the Early Years Designated Lead.

How to share your concerns

Staff must record any welfare concern(including Female genital mutilation and Child Sexual Exploitation) that they have about a child on the Setting's safeguarding incident/concern form (with a body map where injuries have been observed) and pass this without delay to the EYDL. Records must be completed as soon as possible after the incident/event and must be signed and dated.

If appropriate share any initial concerns with the child's parents, as there may be a perfectly innocent explanation for changes which you have observed, for example:

- A sudden change in behaviour could be due to the death or illness of a close family or a pet.
- Weight loss and/or failing to thrive could be a symptom of an illness.
- A sibling or another child could have inflicted an injury accidentally.

However, if:

- You suspect sexual abuse,

OR

- You do not get an explanation which you feel is consistent or acceptable from the parent/carer

OR

- You feel that discussing the issue with parents may put the child at further risk or significant harm

OR

- You think a criminal offence has been committed.

Then you must discuss your concerns with the (EYDL) without delay. It is the responsibility of the EYDL to receive and collate information regarding individual children, to make immediate and on-going assessments of potential risk and to decide actions necessary, with parents / carers in most cases. This includes the need to make referrals to partner agencies and services.

To help with this decision they may choose to consult with the Area Education Safeguarding Adviser 07917 602413 Advice may also be sought from Specialist Children's Services Duty Social Workers (03000 411111) who offer opportunities for consultation as part of the Child in Need / Child Protection process .

Operation Willow is the name of the Kent and Medway awareness raising campaign around Child Sexual Exploitation (CSE). The campaign links with the nationwide Say Something if You See Something campaign. It also reaches out to the young victims themselves, their friends and family asking for help in bringing this kind of abuse to an end. If you have concerns about a child or young person whom you believe is at risk of sexual exploitation calls can be made using the 101 number quoting Operation Willow or anonymously via the Say Something Helpline.

Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these. Some concerns may need to be monitored over a period of time before a decision is made.

Such referrals might include referral to Specialist Children's Services as either Child Protection or Child in Need, to Police where there are potential criminal issues, referral to the Kent Early Help and Preventative Services or referral to services such as Child and Adolescent Mental Health Service (CAMHS), counselling, MARAC, etc.

Referrals to Specialist Children's Services will be made using Kent's inter-agency referral form (IARF) and with reference to the Kent and Medway Interagency Threshold Criteria for Children in Need. In situations where there are felt to be urgent or grave concerns, a telephone referral will be made prior to the form being completed and sent to the County Duty Team. All referrals are now made via the County Duty Team unless it's already an open case.

In all but the most exceptional circumstances, parents /carers will be made aware of the concerns felt for a child or young person at the earliest possible stage. In the event of a referral to Specialist Children's Services being necessary,

parents/carers will be informed and consent to this will be sought unless there is a valid reason not to do so.

In the absence of the availability of the EYDL to discuss an immediate and urgent concern, staff can seek advice from the Education Safeguards Team **Peter Lewer 03000 415648 or 07917602413 or Specialist Children's Services (Tel: 03000 411111)**

The role of the setting in situations where there are child protection concerns is NOT to investigate but to recognise and refer.

On occasion, staff may pass information about a child to the EYDL, but remain anxious about action subsequently taken. Staff should feel able to clarify with the EYDL further progress, so that they can reassure themselves the child is safe and their welfare is being considered. If following this process, the staff member remains concerned that appropriate action is not being taken, it is the responsibility of that staff member to seek further direct consultation from either a member of the Education Safeguards Team or the local Specialist Children's Services Team who will be able to discuss the concern and advise on appropriate action to be taken.

What do I record?

When making a referral will need to provide the following information, and have it to hand when telephoning: Using the safeguarding form ensure

- This is dated, signed and your details are legible
- The incident / event / observation of concern is described clearly and concisely
- This is written using straightforward language and fact and opinion are differentiated.
- If recording a disclosure, the child's own words are recorded and any questions you may have asked are included
- Physical marks and injuries are recorded on a body map where appropriate
- Any action you have taken

Once a welfare concern and a record of the action has been recorded in response to a concern, these documents require storage in a separate child protection / safeguarding filing system. This is regardless of whether formal child protection procedures have been initiated. For some children this single record will be the only concern you hold for them over their time in the setting.

A stand-alone individual file for a child must be started when:

- Concerns for the child and consequently records of these and actions in the setting are increasing.
- The child has been referred to Children's Social You have been made aware of the involvement of Children's Social Services with the child / family and are contributing to multi agency assessments
- Where concerns relate to more than one child from the same family at the setting a separate file for each child should be created. Common records e.g. child protection conference minutes should be duplicated for each file where appropriate.

What records should be kept in a child's safeguarding file?

- All setting welfare concern forms; incident/concern forms
- Records of discussions, telephone calls and meetings (with colleagues, other agencies or services, parents and children)
- Professional consultations
- Letters sent and received
- Referral forms (both for external and education-based services).
- Minutes of meetings (copies for each child as appropriate)
- Formal plans linked to the child

What will be the outcome?

Having made a referral about a child, you will probably want to know the outcome of the investigation. You should receive some information, but for reasons of confidentiality, this will be on a need to know basis.

Storage of records

Child protection records must be kept separate from all other records relating to that child. Child protection records should be stored in a locked cabinet.

Sharing information

All information held by the setting should be shared with Children's Social Services and police and health professionals as appropriate, where there is a concern that a child is at risk of significant harm.

On occasions where safeguarding concerns exist for a child in the context of a family situation and siblings attend other settings or schools, it may be appropriate for the EYDL to consult on a confidential basis with the EYDL from another setting or school to share and jointly consider concerns. If in any doubt

about the appropriateness of this process, advice can be sought from your agency lead professional.

Induction and training

All setting staff, both paid and voluntary, will be expected to undertake an appropriate level of safeguarding training. Any training will ensure staff have an up to date knowledge of safeguarding issues. This will enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond in a timely and appropriate way. It should also include an understanding of the setting's own safeguarding policy and procedures including the action to be taken in the event of inappropriate behaviour displayed by other members of staff, or any other person working with the children.

The owner will ensure the EYDL(s) attend the required EYDL safeguarding training when they first take up the role and that they continue to update their knowledge on an on-going basis and at least every 2 years as required by KSCB guidance.

The EYDL will ensure that all new staff and volunteers are appropriately inducted in the setting's internal safeguarding procedures and communication lines. A summary information sheet is available to be given to staff and volunteers to support this process.

The use of videos and photographs at Greenfields events

We must always be mindful of the need to safeguard the welfare of children in our care, and issues of child protection, data protection and parental consent will be given careful thought. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the Internet.

This policy will apply to all forms of publications; print, film, video, DVD, on websites Facebook and in the professional media.

Where another body provides services or activities separately, using our premises, the registered person will ensure that the body concerned has appropriate policies and procedures in place in regard to safeguarding children.

Mobile phones (MMS Multi-media messaging service, video phones)

These phones can take and transmit images and the same rules apply as for other photography, the user needs to recognise that any pictures taken are for personal use only.

A work mobile phone is taken on outings for parents to be able to contact staff and for emergency calls. Staff do not take this phone home and it is kept locked in the office when not in use for outings.

Greenfields request all staff do not keep mobile phones in their bags and lock them away when entering the setting to protect themselves and the children in our care.

Please see our photographs policy for further information

E-Safety

E-Safety (online safety) relates to the specific challenges and risks presented by new technologies, including the internet, mobile phones and other devices, for children and young people as well as adults, both within and outside of the setting.

Greenfields will seek to create an appropriate balance between controlling access to the internet and technology, setting rules and boundaries and educating children,

parents/carers and staff about safe and responsible use. This will include a range of practices including undertaking appropriate risk assessments of technology, ensuring there is appropriate supervision of children, providing safe and suitable equipment/tools for staff and children and ensuring that there is up-to-date training/education in place for all members of the community regarding online risks and responsibilities.

Greenfields is aware that children and staff cannot always be prevented from being exposed to online risks and will therefore seek to make safe and responsible decisions as well as to feel able to report any concerns.

All members of staff will be made aware of the importance of good e-Safety practice in order to educate and protect the children in their care. Members of staff will be made aware of the professional risks associated with the use of electronic communication (e-mail; mobile phones; texting; social network sites) and will be informed about how to manage their own professional reputation online and demonstrate appropriate online behaviours compatible with their role. Staff should familiarise themselves with advice and professional expectations outlined in Guidance for Safer Working Practice for Adults who Work with Children and Young People, Safer Practice with Technology – Guidance for Adults who Work with Children and Young People.

Supervision and support

Greenfields holds regular, planned and accountable supervision. We see its purpose is to monitor the progress of professional practice and to help staff to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives. Supervision also provides an opportunity to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice.

All of our staff and volunteers are expected to have regular and planned supervision sessions. Uninterrupted time will be set aside to ensure any supervision sessions effective for both practitioner and management.

Suitable people

Greenfields is committed to ensuring all steps are taken to recruit staff and volunteers who are safe to work with our children and have their welfare and protection as the highest priority. It is the responsibility of the Lynsey Richards to ensure that effective systems are in place so that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting. We do not allow people, whose suitability has not been checked, including through a Disclosure and Barring Scheme (DBS) check, to have unsupervised contact with children being cared for.

We advise all staff that they are expected to disclose any reason that may affect their suitability to work with children including convictions, cautions and warnings.

Additionally, we make all staff aware that they may also be disqualified because they live in the same household as another person who is disqualified.

Data Protection

Records relating to child protection are exempt information under the Education (School Records) Regulation 1989. They can be kept on computer and are exempt from the disclosure provisions of the Data Protection Act 1984.

Neither the parent nor the pupil has an automatic right of access to child protection records, even under the Freedom of Information Act 2000. It is however best practice to share information written by setting staff unless there is a valid reason to withhold it. If an application is made to see the whole record, advice should be sought from your Area Children's Officer or Setting Improvement Partner, and the child's social worker if they have one. All third party information should be removed, or consent sought for its disclosure from source.

Cases of alleged abuse that result in court proceedings may require the setting to disclose their records, either through the police or social services. Records (suitably anonymised) may also be requested for use in disciplinary proceedings.

In all court cases, a requesting solicitor or other third party should be advised that a Witness Summons or Subpoena should be obtained. In these situations the advice of your Area Children's Officer will be sought.

Allegation against a member of staff

Procedure in the event of an allegation being made against a member of staff

These procedures should be used in respect of all cases in connection with the person's employment or voluntary activity where it is alleged that a person who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child possibly committed a criminal offence against or related to a child, or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children

If the concern is not connected to the person's employment or work activity, these procedures **may also apply**

Responsibilities

How we can protect ourselves?

- *If a child sustains an injury whilst in our care, we will record it in the accident book as soon as possible. When the child is collected, we will inform whoever picks the child up about the injury and ensure that they also sign the accident book.*
- If a child arrives with an injury sustained elsewhere we will ask for an explanation and again record on a pre-existing form and ask whoever has brought in the child to sign the record.
- We will ensure that all staff undertakes regular child protection training.
- We will ensure that all parents understand our role and responsibility in child protection. Within the nursery this will be to parents in who will sign to say they have read and understand the policies and procedures.
- Our behavioural management policy states that no physical sanctions will be used and we will ensure that everyone complies with it in all rooms within the setting.

We will try to avoid situations where an adult is left alone in a room with a child. If this does occur, we will make sure that the door is left open and there are other people around.

- We will avoid engaging in rough physical play with children- as this may be misconstrued and could cause accidental injury to a child.
- We will avoid doing things of a personal nature for children that they can do for themselves.
- We will take up references, including one from the candidate's last employer, and will always question any gaps in employment history.

- We will encourage an open door ethos, to enable staff to talk to senior managers if they have concerns about the conduct of any of their colleagues.
- Regular supervisions are held by senior staff and the EYDL to provide opportunities for staff to discuss any issues- particularly concerning children's development or well-being. To identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness.

What happens if an allegation of abuse is made against a member of staff in the Setting?

- If anyone makes an allegation of abuse against a member of our staff, Jackie Middleton and Lynsey Richards will be informed immediately and will contact: (Local Authority Designated Officer). LADO Team contact number: 03000 410 888
- They will assess whether the allegation reaches the threshold for referral to Police/Children's Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.

Jackie Middleton will complete the form for recording allegations or complaints made against staff.

- Jackie Middleton will not discuss the allegation with the member of staff concerned, unless advised to do so by Children's Social Services.
- All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.
- If Children's Social Services and/or the police decide to carry out an investigation, it may be possible that we will be advised to suspend the member of staff, whilst enquiries are carried out. Greenfields could also invoke their disciplinary procedure.
- We will not carry out an investigation ourselves unless Children's Social Services and the Police decide it is not necessary for them to do so. We understand that Ofsted may wish to undertake further investigations in some circumstances.
- When allegations of historical and/or complex abuse are made and where the case involves an allegation against person(s) who work with children this procedure should also be followed.
- Staff who become aware of an allegation about a person from another agency should report this to their Safeguarding Lead without delay who should in turn inform the LADO straight away.

Always remember;

The welfare of the child is Paramount

Please see guidance for managers completing Checklist for handling and recording allegations or complaints of abuse made against a member of staff regarding a child/children.

The Prevent Duty & Promoting British Values

From 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”.

This duty is known as the Prevent duty. Here at Greenfields we take Safeguarding very seriously, therefore to ensure that we adhere to and achieve the **Prevent duty we will;**

- Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation
- We will build the children’s resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views.

(for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world)

- We will assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.
- We will ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way.
- We will be aware of the online risk of radicalisation through the use of social media and the internet.

As with managing other safeguarding risks, our staff will be alert to changes in children’s behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly.

We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern.

- We will work in partnership with our LSCB for guidance and support
- We will build up an effective engagement with parents/carers and families.

(This is important as they are in a key position to spot signs of radicalisation)

- We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.
- We will ensure that our EYDL's will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff.
- We will ensure that any resources used in the nursery are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively.

Monitoring and Review

All setting staff and visiting staff will have access to a copy of this policy www.greenfields-nurseryschool.com and will have the opportunity to consider and discuss the contents. The policy will also be available to parents.

This policy has been updated in August 2017 to reflect the new guidance and legislation issued in relation to safeguarding children and promoting their welfare. The policy forms part of our Setting development plan and will be reviewed annually.

Contacts List

Greenfields Early Years Designated Lead

Jackie Middleton

01303 226406

Greenfields Registered Person / Owner / Early Years Designated Lead

Lynsey Richards

lynsey@greenfields-nurseryschool.com

Children's Safeguards Team

Kent Safeguarding Children Board

Sessions House County Road Maidstone ME14 1XQ

03000 41 57 88

South Kent: Kroner House

Eurogate Business Park, Ashford, Kent, TN24 8XU

03000 41 56 48

Safeguarding Principal Officer (Safeguarding) Claire Ray

03000415788

Email: claire.ray@kent.gov.uk

South Kent Area Safeguarding Advisor (Education) Peter Lewer

peter.lewer@kent.gov.uk

03000 415648/ 07917602413

Rebecca Avery Education Safeguarding Adviser – Online Protection

rebecca.avery@kent.gov.uk / general enquires- esafetyofficer@kent.gov.uk

03000 415797 / 07789968705

LADO Team contact number: 03000 410 888 (allegations against a member of staff) or email kentchildrenslado@kent.gov.uk

Early Help and Preventative Services - earlyhelp@kent.gov.uk 03000 419222

Gerry O'Brien Education and Young Peoples Services Representative on CEST- Gerry.O'Brien@kent.gov.uk 01622 652749

National Child Exploitation Helpline

Dial 101 and ask for CSE Team or Operation Willow

Email: Cse.team.kent.and.medway@kent.pnn.police.uk

Female Genital Mutilation (FGM)

For advice and guidance please contact NSPCC FGM Helpline

08000 283550.

Central Duty number- 03000411111 - central.duty@kent.gov.uk Out of hours – 03000419191

Child line 0800 1111 NSPCC 0808 800 5000 FGM 08000283550

Ofsted 0300 123 1231 - about children's services or any other aspect of our work

About concerns 0300 123 4666 Email -enquiries@ofsted.gov.uk

**Other policies that should be read in conjunction with this policy
Health & Safety, Prevent Duty, Information sharing, Whistleblowing, Staff Behaviour policy.**

Infection Control

We at Greenfields prevent the spread of infections by ensuring high standards of personal hygiene and practice, particularly hand washing, and maintaining a clean environment.

We aim to ensure high standards of personal hygiene and practice by:

Displaying information on illness, infections, and skin rashes for parents, with the recommended period to be kept away from the setting and other medical advice in guidance with the Health Protection Agency.

Having separate procedures for areas of hygiene, these include; hand washing, changing nappies, cleaning, cleaning of blood and body fluid spillages, clinical waste and animals waste.

How we control infections

Hand washing we:

- Use liquid soap, water and paper towels.
- Always wash hands or use anti – bacterial hand gel after using the toilet, before eating or handling food, and after handling animals.
- Staff cover all cuts and abrasions with water proof dressings.

Coughing and Sneezing easily spread infections we:

- Discouraged Spitting.
- Encourage children and adults to cover their mouth and nose with a tissue.
- Wash their hands after using or disposing of tissues.
-

CATCH IT, BIN IT, KILL IT



Cleaning we:

- Clean the environment as we go and at the end of the day.
- All tables MUST be sprayed with anti bacterial spray and wiped with the appropriate cloth before and after every meal time.
- All floors should be swept after each snack and lunch time.
- Regularly clean and monitor when toys and equipment are cleaned.
- Follow guidelines in line with COSHH
- Provide personal protective equipment

Cleaning of blood and body fluid spillages we:

- Ask that all spillages of blood, faeces, saliva, vomit, nasal, and eye discharges are cleaned up immediately.
- Recommend personal protective equipment is worn (gloves and apron)
- When spillages occur, clean using a product which combines both a detergent and a disinfectant.

- Use as per manufacturers instructions and ensure it is effective against bacteria and viruses, and suitable for use.

NEVER USE mops for cleaning up blood and body fluid spillages use disposable paper towels / cloth and discard clinical waste as describe below.

Laundry

- Is done off the premises.
- Soiled linen is washed separately at the hottest wash fabric will tolerate.
- PPE is worn when handling soiled linen.
- Soiled children's clothing should be bagged to go home, never rinse by hand.

Waste

- Used nappies/pads, gloves, aprons and soiled dressings should be put in nappy bags and put in appropriate bin immediately.
- If the need arises all other clinical waste will be removed by a registered waste contractor. For clinical waste the bags should be less than 2/3rds full and stored in a dedicated, secure area whilst awaiting collection.

Animals (permanently or visiting) we:

- Ensure animals living quarters are kept clean and away from food areas.
- Make sure waste is disposed of regularly, and litter boxes not accessible to children.
- Do not let children play with animals unsupervised.

We ask parents to ensure their child's immunisations are up to date and advise us if they are not.

The procedure to be followed in the event of a parent / carer failing to collect a child at the allocated time

Parents are asked to provide at least two contact numbers for every parent/ carer, which will be called in sequence if the child has not been collected within fifteen minutes of the end of a session, unless a call has been received from a parent/ carer, explaining why they have been delayed.

The child will be comforted if distressed and reassured that his/her parent is en route to collect him/her. A member of staff must remain with the child at all times, providing activities to help the child stay relaxed.

If in half an hour, contact with the parent / carer has not been established then Lynsey Richards must be contacted (or the appropriate supervisor) and she will contact the social services and the police(if required) to explore reasons why they may have failed to make contact and take advice from them for further action.

The procedure to be followed in the event of a fire

The following procedure must be strictly followed in the event that a fire is detected at Greenfields:

1. The person discovering the fire must immediately sound the alarm which is a long blast (at least five seconds) on the whistle, located on the hook by the front door in the front part of the building or by back door.
2. The person in charge that day must collect and take to the fire point (this is situated on the opposite side of Greenfields on the grass area) the register for children, staff and visitors, plus the enrolment forms and mobile telephone.
3. The other members of staff must evacuate the children from the building as quickly and calmly as possible, guiding them out of the appropriate door (the furthest away from the hazard) and take them to the fire assembly point: this should be lead by the deputy supervisor and appointed second person for that day.
4. Once at the fire assembly point a head count must immediately be taken, followed by an individual name check for all children, staff and visitors.
5. The fire brigade should be notified at the earliest opportunity by using the mobile telephone.
6. Only when it is clear that all present are safe should any attempt be made to put out the fire with the extinguishers provided and only then if it is perceived safe to take such action.
7. Only persons that have been fire safety trained may attempt to use the appropriate fire fighting equipment.

8. A detailed record must be logged of the event and parents informed and if necessary Ofsted.

The procedure to be followed in the event of a fire at Sandgate Primary School including the school playground and field

If a fire is detected a bell will ring which is easily heard inside Greenfields and the same procedure must be followed as if the fire is detected within Greenfields. If on the field or in the playgrounds all staff and children must assemble at the School's fire assembly point and liaise with Greenfields to confirm all children have been accounted for.

The procedure to be followed in the event of child going missing

Provided that the following procedure is strictly implemented, it will be possible to account for every child at all times.

Every time any children enter the building a head count must be taken. The external doors must be locked from the inside when children are inside the building. When a visitor is admitted, the temporarily unlocked front door must be monitored by a member of staff.

When children use the school playground their departure is monitored by a member of staff and the member of staff in the playground informed via a walkie talkie. All gates leaving the setting and school are closed so children can not wander off. The same procedure is followed from the school playground to the club.

At the beginning of each day a risk assessment is carried out where the hedge and fencing are checked for any gaps, which may have appeared.

If, despite all these precautions, a child goes missing then the immediate surrounding area, including Sandgate Primary School and The Folkestone School for Girls sites must be searched as a matter of urgency. Both schools should be contacted so that their staff can assist in locating the missing child and as many members of staff as can be spared. Naturally in such an emergency this will require a high child to staff ratio in respect of the remaining children, than would normally be the case. If she is not at Greenfields at the time, Lynsey Richards should also be contacted without delay. The parents must also be notified and the police contacted if a child has not been found within fifteen minutes of last being seen.

The procedure to be followed if the event of a minor accident

In the event of a minor accident the following procedure should be followed:

The child should be comforted and the injury treated appropriately using contents only from the designated first aid box.

The accident should be recorded in the accident book with all the appropriate information filled in.

The parent/ carer should be notified of any accidents or injuries sustained by the child and of any first aid treatment given by signing the accident book when collecting their child.

In the event of a major accident

The child should be kept as comfortable as possible and the appropriate emergency services and parent/carer called IMMEDIATELY.

Two members of staff must be present with the injured child at all times and a member of staff will accompany the child in the ambulance to hospital and stay with the child until the parent arrives. The child's enrolment should be taken with personal details and consent in the seeking of any necessary emergency medical advice or treatment for my child.

The other children should be kept together away from the injured child with the remaining staff. The accident book should be completed with details of the accident and first aid treatment that was given.

All accidents are investigated fully and risk assessments in place to minimize risks. All staff has current up to date pediatric first aid training and a first aid box is available for children and staff.

Any serious accident or injury to a child or any person on the premises must be reported to Ofsted immediately.

Please be aware we cannot take responsibility for children when their parent / carer has come to collect them, the responsibility then lies with the parent / carer, although we ask parents to abide by the settings policies and procedures until you leave the premises.

The procedure to be followed when using the grounds of Sandgate Primary School

There must be at least 2 members of staff present whilst using the school grounds.

The walkie talkies must be used to communicate between the school grounds and the setting.

A record of the children who have left the setting to use the school grounds must be evident.

A staff member must account for all the children using the school grounds and close the gate.

If a child wishes to come back from the school grounds a staff member must radio over to the setting to inform a staff member who is coming back, so they can open the gate and ensure the child arrives safely.

The club should abide by the school's and setting's rules when using the equipment.

Any faulty or broken equipment must be reported to the school and the club supervisor, so the appropriate action can be put in place.

Lockdown Procedure.

In the event of the unit having to be placed into lockdown as advised by the Police, the following procedure should be carried out.

If possible, and if safe to do so, the children should be escorted to Sandgate Primary school to take refuge in the school hall. The senior staff member in attendance, should take the Nursery mobile phone and register and registration folder with them.

If the threat is sufficient that it would be unsafe to go to the school hall, the Fire Alarm whistle should be blown and the children should all be taken to the back room of the building, all the doors and windows locked shut, and the children encouraged to lay or sit under the tables keeping as low as possible. The senior staff member should take the nursery mobile phone and register registration with them to the back room, and should also ensure that the staff members stay as low as possible.

They should remain there until advised by the Police that they may resume normal activities, or they need to move under Police supervision.

Approval of policies and procedures

Polices and procedures approved by

Signature: L. Richards

Print name: L.RICHARDS

Position: Nursery Owner / Registered person

Date: August 2017

Review Date: August 2018

Please see our nursery policies and procedures for:

- **Whistle blowing**
- **Staff behaviour**

Proprietor: Miss Lynsey Richards