



Morning Star Nursery Health & Safety Policies

Setting's Name:	Morning Star Nursery & Morning Star Educational Centre
Date Last Reviewed:	17 th February 2024
Date of Next Review:	17 th February 2025

Quality Assurance

High quality childcare is essential if we are to make a difference to the lives of young children. Young children who attend quality childcare are much happier, have better social interactions with their friends and peer, show greater personal maturity and are less likely to have behavioural problems. Research shows that quality rather than setting is crucial to children's learning and development.

Quality assurance helps raise standards, promotes reflective practice, increases the awareness of quality, stimulates the demand for training, and is essential for investors in children kite mark which gives parents reliable information regarding the quality of the nursery.

Morning Star Nursery aims to:

Morning Star Early Years setting achieve an accreditation to demonstrate the commitment to a continuous process of evaluation and reflective practice that will challenge, support and develop the nursery and enhance the service that is delivered.

Physical Environment

The environment should be warm and welcoming for children, staff and parent. It should be safe and secure, with well- organized space, used appropriately to promote children's development. The standard will also have a profound effect on the development and healthy well-being of the babies and children using the nursery.

We will achieve this by:

The premises are clean and well lit, using natural light where ever possible
The diversity of the children, families and local community are reflected in images and displays.

Healthy and safety checks are carried out daily, indoors and outdoors, to ensure the premises is maintained in a suitable state of repair and decoration. Rooms are maintained at an adequate temperature
Toys and equipment can be reached by children and they can sit or lie comfortably and can play and eat together.

Enough floor space is provided for extending play and climbing activities: block play, train tracks, pushing prams, heuristic play etc.

Children are able to move ease from one activity to another and have equal access to all play opportunities indoors and outdoors.

As far as possible ensuring all areas of the setting are accessible to users with disabilities Ensure there are comfortable, cosy areas for children to: play quietly in, relax and sleep in.

The building and grounds are secure from intruders at all times.

External signage is well maintained and information is up date.

Equipment

The provision of a range of safe and well-maintained furniture, equipment and toys that meets the varying needs of children is important to their development and learning.

Morning Star continuously review and develop the resources available, with consideration of the principles of Early Years Foundation Stage frame work, to support and encourage the children's growth, care and learning.

We will do this by ensuring:

We provide a range of resources and activities that will stimulate children and encourage exploration and learning in all developmental areas.

When purchasing new equipment the cost and quality of items is researched to ensure best value.

All furniture is the correct child size, safe and in good condition.

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When purchasing new equipment the cost and quality of items is researched to ensure best value.

All furniture is the correct child size, safe and in good condition.

A wide selection of books is provided in all group rooms that are constantly refreshed. The books reflect diversity, challenge stereotypes and meet the interests and needs of the children. Books are maintained to a high standard of presentation.

Children have sufficient choice and quantity of equipment to allow them to develop their own ideas.

Toys and equipment comply with safety standards and routinely cleaned and checked for damage before and after use.

Suitable storage facilities are provided so equipment can be accessed by babies and children and tidied away after use.

Fixed apparatus and large equipment and wheeled toys are being checked and maintained regularly.

Practitioners keep abreast of new ideas, and plan and develop resources that will strengthen the care and learning experience of children.

There are multiple supplies of popular equipment so children do not have to wait a long time and unnecessary anxiety is avoided.

HEALTH AND SAFETY POLICY

Under Section 2 (3) of the Health and Safety at Work Act 1974, we are required to produce a written statement of our general policy with respect to Health and Safety at Work for the employees and the organization.

Objectives

Morning Star will take all reasonable and appropriate steps to ensure that the legal responsibilities of all persons are met.

Therefore, all work activities must be carried out at all times in such a way as to ensure the health, safety and welfare of all staff, children, visitors and others who may be affected by its activities.

To know the safety measure and arrangement to be adopted in our own working areas and to ensure that they are applied to at all times.

This manual provides the overall policy and procedural framework for staff working in the nursery, in many instances staff teams will wish to develop further detailed guidance which takes account of the circumstances and the needs of the nursery.

The manager will ensure that this manual is kept updated with any new or amended policies and procedures. The will ensure that the manual is kept in an appropriate place for to access. This manual should form a key part of staff induction programmers and activities.

The manager will ensure that opportunities for all staff to discuss update and review their practice regularly in regard to the implementation of the policies and procedures and in accordance with Quality Assurance.

The manager expects all staff to maintain an active involvement in accident prevention and health protection and recognize it as an integral part of their job.

The provision gives sufficient information, training, instruction and supervision as is necessary to ensure the health and safety of all staff, children and visitors. Make or arrange for investigation of premises, place of work and working practices on a regular basis and ensure that she/he is kept informed of accidents and hazardous situations.

Specific Responsibilities

The Manager

The manager will take day-to-day responsibility for ensuring that the nursery meets the objectives and performance standards set by the Morning Star.

Will ensure that in consultation with advisers and staff etc that all appropriate risk assessments are undertaken, recorded, disseminated and acted upon.

Will ensure that the premises are subject to a formal safety inspection at yearly.

Takes executive action to remove, contain or isolate as is appropriate any hazard emanating on the premises.

Accepts written reports from safety representatives will respond in writing within seven days Will make regular inspections of the premise, paying particular attention to maintenance type problems that could extend to being Health and Safety Hazards, e.g. inoperative door closers on the fire protection doors. The Health and Safety Representative will notify the manager of any circumstances where he/she is unable to take suitable remedial action. Will take all reasonable steps to ensure the emergency access and general access routes are kept clear, and that rubber is not allowed to accumulate in UN safe proximity in or around the premises.

Nursery Staff

Nursery assistants are responsible for the safety of the children during the day and will report to the manager or proprietor anything they consider a hazard. Hazardous Substances arrangements for complying with the Control of Substances Hazardous to Health Regulations are made in accordance with this policy.

No room should be left unattended for any reason except in an emergency and even then a colleague or manager should be asked to supervise.

No child may be allowed out of the nursery during nursery hours unless there is clear evidence of a request from a parent or career. All children leaving the nursery must be accompanied by an adult.

Hazardous or dangerous items brought into the nursery by children must be confiscated and parents asked to come into nursery to collect them.

Children are not permitted outside the play area without adult supervision. Staff must report all accidents and incidents in accordance with the relevant section of this document

Children's Responsibilities

To observe all the safety rules of the nursery and in particular the instructions of the staff given in an emergency.

Risk Assessment

It is requirement of the management of Health and Safety at Work Regulations that employers ensure that suitable and sufficient risk assessments are carried out. The employer must further ensure that significant findings of these assessments are recorded.

The Fire Drill Book is located in the Office.

The Nursery has a fire drill every three months and all smoke alarms are checked weekly.

The Fire extinguisher is located in the following areas:

Main entrance to Forster Rd

Aisle to baby room

Pre-school room area

Kitchen (Carbon dioxide and a fire blanket)

Bomb alert: All children and adult must follow the fire instructions in case of a bomb alert.

Signal: Continuous alarm bell.

Fire Drill

The drill is to evacuate the building within a minute without panic and minimum of risk and confusion.

This should be done with the utmost safety in mind and to avoid any confusion.

The warning will be the alarm bell which will be operated by the Manager or in case of a real Fire by the nearest member of staff hitting/pushing the middle of the alarm point.

Fire alarms are located in the following areas:

Main entrance of the Nursery .

The main register will be taken by the nearest member of staff to the meeting point.

Each group or key worker should take their own Register of their children.

Shine Star room, staff and children should evacuate via the main play area or through the Aisle exit into the meeting assembly.

Sun Shine room, Baby's room staff and children should evacuate via main entrance towards Lansdowne Road to the meeting assembly point.

Staff in the staff toilet should evacuate through the outdoor play area.

Kitchen staff should leave building via main entrance to the back door to the outdoor area to the meeting point. Access to Lansdowne Road.

Kitchen

Baby room, Toddler room, Pre-school room.

Accident Record Books can be found in the folders in each room, where parent will sign and return the book to in the Office.

Accident Record Books

Can be found in the office:

Children accidents should be noted in the front and staff's, recorded in the back of the accidents book. All accidents should be reported immediately to the Manager.

First Aid Arrangements

There are in accordance with the setting's Health and Safety Policy.

Notices are prominently displayed throughout the nursery detailing the name and location of the qualified first aider(s) and facility. Staff must ensure that they are conversant with the content of these notices.

The manager is responsible for ensuring first aid boxes are always stocked. The manager is responsible to ensure that practitioners have information regarding children's allergies and how to administer medication when required and in an emergency.

Health and Safety Book will be found in the office and must be

Reported hazards can be found in the Office.

Any incident or sickness arising should be immediately reported to the manager.

Staff not attending work due to illness should inform the Nursery before 8.15 am that day.

Portable Electrical Appliances

There are inspected and maintained in accordance with the nursery's Health and Safety policy. No electrical appliances to be used unless PAT tested and approved. No second hand electrical equipment to be used.

SMOKING: There is a "NO SMOKING" policy operated within the nursery 7 |

CHILD PROTECTION

Morning Star Nursery recognizes and acknowledges our statutory responsibilities towards children in our care and we are committed to providing a safe, happy and secure environment for them.

All staff, including volunteers and students has an active part in protecting children from harm. It is all employee's responsibility to safeguard children. You must therefore provide notification should you receive any convictions, cautions, court orders, reprimands or warnings since the date of your last DBC Clearance with any setting or since joining our setting whichever is later. You must also inform us of any changes to your health that may impact upon your ability to work with children or any change to your own circumstances that we should be aware of.

Practitioners who work with children in this nursery will read this policy within the framework of:

London Child Protection Procedures, 4th Edn. (2010)

Working Together to Safeguard Children (2010)

Safeguarding Children and Safer Recruitment (2007)

Information Sharing (2008)

Children Act 1989

Children Act 2004

Education Act 2002

The aims of this policy are:

To support the child's development in ways that will foster security, confidence and independence.

To raise the awareness of staff of the need to safeguard children and of their responsibilities in identifying and reporting possible abuse.

To provide a systematic means of monitoring children known or thought to be at risk of harm.

To emphasize the need for good communication between all members of staff.

To ensure that all staff are aware of procedures for reporting abuse.

All staff is required by law to complete satisfactory Criminal Records Bureau (CRB) checks and disclosure and health declaration.

To ensure that all staff attend basic Child Protection training as a condition of employment

As a nursery, Morning Star Nursery believes in supporting all aspects of children's development and learning, and keeping children safe.

Morning Star would renew DBS every three years and also completed declaration would be added to every single file for each staff.

We understand that emotional and social aspects of learning create a foundation for all learning. If child has been supported to understand, express and resolve their feelings, they may not have the ability to share with other children, resolve the small conflicts that arise in day to day life, or concentrate on learning. Their frustrations may cause a range of antisocial, disruptive, overly complaint or withdrawn behaviour.

All staff will work to ensure that:

Children feel listened to, valued and respected

Staff are aware of indicators of abuse and know how to share their concerns appropriately

All paid and unpaid staff are subject to rigorous recruitment procedures

All paid and unpaid staff are given appropriate support and training

Procedures

In line with LEA and London Child Protection Procedures' Morning Star Nursery will ensure that designated child protection officer, Georgina Bossman is the most senior member of staff.

All members of staff develop their understanding of the signs and indicators of abuse.

All members of staff know how to respond to a child who discloses abuse.

Due to daily contact with the children all staff are in a position to observe and report any signs and symptoms of physical, sexual, emotional abuse and neglect.

Morning Star procedures will be regularly reviewed and up-dated

Responsibilities

Beverleigh Bossman Designated Child Protection Officer is responsible for:

Adhering to the Haringey Local Safeguarding Children Board, Child Protection Procedures, LEA and Early Years' Service Procedures with regard to referring a child if there are concerns about possible abuse.

Keeping written records of concerns about a child even if there is no need to make an immediate referral.

Ensuring that all such records are kept confidentially, securely and separate from all children's main records.

Informing OFSTED of all child protection referrals

To ensure all staff and volunteers are aware of and understand the child protection referral process, as follows:

Carry out the duties outline in the DCPO role description

The practitioner reports the incident they are concerned about to the DCPO as soon as possible

They record the incident, recording only what they have observed.

DCPO should gather any other or further information that could assist them.

Before making a decision whether to refer the incident to Social Services the

DCPO may discuss the issues with the Early Years Officer for Child Protection.

The incident is reported to Haringey Social Services, and a referral form is filled in and sent to social services within 48hours, or the incident is recorded in an incident book and the reason for no further action noted.

Supporting Children

Morning Star recognizes that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self-worth. We recognize that a child in these circumstances may feel helpless and humiliated. We recognize that a child may feel self-blame.

We recognize that the setting may provide the only stability in the life of a child who is being abused or is at risk from harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal, aggressive or withdrawn.

Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying

Promoting a caring, safe and positive environment within the setting

Liaising and working together with all other support services and those agencies involved in the safeguarding of children

Confidentiality

The following two points are important:

The DCPO will disclose any information about an abused child on a need to know basis only

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

Supporting Staff

We recognize that staff working in the setting who are involved with a child who has suffered, or may be at risk of harm, may find the situation stressful or upsetting

We will support such by providing opportunity to talk through their anxieties with DCPO and seek further support as appropriate, including relevant and up to date training.

Allegations against staff

We understand that a child may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation should immediately inform the Designated Child Protection Officer which is the manager. If the allegation is against the DCPO the Early Years Officer for Child Protection must be notified. In all cases, the LADO (Local Authority Designated Officer) who is gives advice.

OFSTED should be informed of any allegation or concern made against a member of staff and should be invited to take part in any subsequent strategy meeting/ discussion.

We recognize that children cannot be expected to raise concerns in an environment where staffs fail to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues.

If a staff member believes a reported allegation / concern is not being dealt with appropriate by this setting he/she should report it to LADO. (Haringey Local Safeguarding Children.)

The manager should ensure that the child reporting the allegation is safe and away from the member of staff against whom the allegation is made.

Make a referral to the Children's Service where the child resides, if appropriate Contact the LADO in Haringey immediately Contact the parents/ careers of the child, following advice from LADO Suspend the member of staff or review his/her working arrangements, pending the investigation, following advice from the LADO

Attend strategy meetings convened by the LADO and act upon the decisions made at these meetings

Whistle-blowing

Policy

Introduction

The whistle-blowing policy is intended to cover other serious concerns that fall within the Public Interest Disclosure Act 1998. We are committed to running our business with honesty and integrity and within the restraints of the law. As such whilst legislation protects you from suffering a detriment at work if you take a matter to a relevant outside body, we would hope that you would feel able to bring any concerns you may have to the attention of the Manager or a Member of the Management Committee with confidence that any such concern would be dealt with appropriately and swiftly and without any fear of reprisal, even if your belief of wrongdoing turns out to be unfounded as the result of a thorough investigation.

Whistle Blowing is the everyday term used to describe a disclosure made to someone in authority alleging corruption, malpractice or wrongdoing on the part of another person. In employment whistle blowing refers to an employee (“whistle blower”) making a disclosure about a colleagues conduct in the course of employment, or about employer’s practices.

We recognize that children cannot be expected to raise concerns in an environment where staff fail to do so .All staff should be aware of their duty to raise concerns about the attitude or actions of colleague.

The legal position

Employees and workers who make a ‘protected disclosure’ are protected from being treated badly or being dismissed as a result of the disclosure. The Act offers protection to any person who makes a disclosure relating to the following:

- serious offences:-
- Criminal Offenses
- Risk to health and Safety
- Failure to comply with a legal obligation
- A miscarriage of justice
- Abuse of a child
- Environment damage

For a disclosure to be protected it must be made to an appropriate body. For example, disclosing a health and safety issue to the Health and Safety

Executive is likely to be protected, but not if the concern was disclosed to the media.

Organization procedures

We are committed to the highest possible standards of operation. In line with that commitment we encourage you to consider raising the matter with the Manager or a Member of the Management Committee before taking the matter to an outside body. We will take all such concerns seriously and you will have no need to fear victimization, subsequent discrimination or disadvantage. All such concerns raised will be thoroughly investigated and appropriate action taken accordingly.

Safeguarding complainants

We recognise that the decision to report a concern can be a difficult one to make and we will support you during the process. We will not tolerate any harassment or victimization (including informal pressures) and will take appropriate action to protect you when you raise a concern to us in good faith. Every effort will be made to keep the identity of the whistle blower who makes a disclosure under this policy confidential, at least until a formal investigation is under way. In order to ensure that a fair investigation can take place the whistle blower will also be expected to keep the fact that they have raised a concern, the nature of the concern and the identity of those involved confidential. It may be that during an investigation, disciplinary or legal proceedings that the Preschool no longer maintains the whistle blowers confidentiality. If that does occur then the Preschool will endeavour to notify the whistle blower in advance.

Untrue allegations

If you make an allegation that is not corroborated by the investigation, no action will be taken against you. If, however, you knowingly raise a false allegation, or raise an allegation maliciously, or for personal gain; disciplinary action may be taken against you, and dependent upon the circumstances, it may be treated as Gross Misconduct.

Procedure

STEP 1

Put your concerns in writing giving names, dates and places where possible. Please include the reason why you are particularly concerned with the situation.

STEP 2

You should normally raise your concerns with your line Manager. However, there may be situations where this is not appropriate e.g.

- You believe the manager may be implicated in the malpractice - The manager is closely connected with the person(s) implicated in your concerns - You have previously raised your concerns informally with the manager and nothing has been done.

In such situations, you must raise your concerns directly with a member of the management committee. You will find contact details for all members of the management committee in the office next to Blue Room.

STEP 3

The management committee will lead any internal investigations into a concern raised. Where concerns are raised directly with an external organization the committee will comply with the relevant policies and procedures (including response times)

STEP 4

We will provide a written response to the complainant within 14 days outlining the outcome of the investigation and any actions taken as a result of it.

Depending on the nature of the concern and the method by which it is raised we may need longer to investigate the matter thoroughly. Where this is the case we will notify you of expected timescales and progress in writing.

Where the complainant is not satisfied with the outcome and actions implemented and you have expressed this to the management committee, you can **contact OFSTED on 0300 123 1231.**

Where you find it necessary to raise your concerns directly with an outside body, your disclosure is only protected where it is raised with the appropriate body e.g. HSE for Health and Safety concerns and the Local Authority Designated Officer for Safeguarding Concerns.

Suspension should be considered when:

There is a cause to suspect a child is at risk of significant harm or

The allegation warrants investigation by the police or

The allegation is so serious that it might be grounds for dismissal

Any disciplinary investigation should be carried out once the child protection investigation has been completed.

Visitors

No visitors, including tradespeople, should be allowed to wander around the premises unaccompanied when children are present

Staff should alert to strangers frequently waiting outside a venue with no apparent purpose

Children should not be collected by people other than their parents unless written notification has been received in advance

If a child is not collected after a session it is reasonable to wait approximately half an hour for a parent or career to arrive. If the parent or career cannot be contacted, staff should contact the First Response Service.

Supporting Nursery Provision

Many other aspects of nursery provision support the aims of this policy.

Nurseries play an important role in making children aware both of behaviour towards them that is not acceptable, and of how they can help keep themselves safe.

The PSE curriculum provides opportunities for children and young people to learn about keeping safe. Discussions about personal safety and keeping safe can reinforce the message that any kind of violence is unacceptable, let children know that it is acceptable to talk about their own problems, and signpost sources of help.

Use of Force, Restraint and Positive Handling

The law forbids members of staff from using any degree of physical contact that is deliberately intended to punish a pupil, or that is primarily intended to cause pain or injury or humiliation.

Staff are allowed to use reasonable force to control or restrain pupils under certain circumstances. In some circumstances, authorised members of staff can restrain pupils in order to protect them and others. For more information, see our Positive Handling Policy.

Any concerns or allegations that a member of staff may have acted inappropriately should be brought to the Manager immediately, in confidence. The Manager, in turn, will contact the Local Authority Designated Officer (LADO).

Self-Conduct

In order to protect children and members of staff, we encourage staff to follow our professional code of conduct. This covers appropriate dress, the use of appropriate boundaries, social contact outside setting (including on social networking sites), the receiving and giving of gifts and favouritism, and the safe use of technology.

Being alone with the child/ young person

Physical contact/ restraint

Social contact outside setting/ appropriate boundaries

Checking the behaviour of adult- for example inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities

Inappropriate attention, behaviour or sharing of images

Intimate care, all concerns will be treated in confidence and where appropriate, every effort will be made not to reveal the Whistle blower identity.

Safe use of technology (Security/ internet/ mobile phones/ digital images of children.

Staff Suitability Declaration

It is all employees' responsibility to safeguard children. You must therefore provide notification should you receive any convictions, cautions, court, reprimands or warnings since the date of your last DBS clearances with the Morning Star or since joining us whichever is later. You must also inform us of any changes to your health that may impact upon your ability to work with children or any changes to your own circumstances that we should be aware of.

Disqualification by Association

All employees are required to provide relevant information about a person who lives in the same household as them, who may have influence over the employee working with children and who may therefore pose a risk to children i.e. "by Association"

You are therefore required to disclose:

Details of any order, determination, conviction, or other ground for disqualification from registration under the childcare (Disqualification) Regulations 2009. You are required to declare whether anyone living in your household is disqualified from working with children under the childcare Act 2006. This covers the following offences:

Offences against a child

Against an adult (e.g. rape, murder indecent assault, actual bodily harm etc.)

The date of the order, determination or conviction, or the date when the other ground for disqualification arose;

Information about the body or court which made the order, determination or conviction, and the sentence (if any) imposed;

Child Protection Training

The CPO will keep detailed records of all staff's child protection training and will issue reminders when training updates are required. It is good practice to include a safeguarding and child protection agenda item in all staff meetings.

All paid and unpaid members of staff, undertake single- agency, basic awareness child protection training once every three years.

In addition, the designated members of staff will undertake multi agency training every two years.

Implementation, Dissemination & Review Strategies

The policy is reviewed annually by the CPO and staff.

All members of staff read and agree to child protection policy before the start of their employment.

All children and their families will be made read and agree to policy before enrolment. It is important for families to be aware of actions staff may take if there are any concerns for a child's safety, and for them to understand that they might not be consulted before action is taken. Knowing about child protection procedures ahead of time helps parents to engage better in the process, meaning that change is more likely to take place.

Prevention

Morning Star recognize that our setting play a part in the prevention of harm to children. We will foster an ethos of support in this setting by providing children with clear lines of communication feel cared for, secure, listened to and are encouraged to communicate with staff within the setting.

Morning Star establishes and maintains ethos where children feel secure and are encouraged to talk are always listened to.

Ensure that all children know there is an adult in the setting whom they can approach if they are worried or in difficulty.

Include in the play/ curriculum opportunities which equip children with the skills that they need to stay safe from harm and to know to whom they should turn for help.

Child protection common meaning:

'Significant Harm'

This concept was introduced by the Children's Act 1989 as the threshold for intervention in family life for protection of children. The children Act 1989 confirms the entire child Protection Procedures which are emphasized and accessible to all staff. These procedures will be discussed, kept up to date, and staff will be sent on regular awareness training, in order to provide information about signs and behaviour which may be a cause for concern.

Harm 17 | Morning Star Nursery Health & Safety Policies Reviewed on 19/06/2016 Next Review: 30/06/2017

Ill treatment or the impairment of health or development, including for example, impairment suffered from seeing or hearing the ill treatment or another.

Development: Physical, Intellectual, emotional, Social, or Behavioural development

Health

Physical or mental health

Ill Treatment

Includes sexual abuse and all forms of ill treatment, which is not physical

Threshold for Significant Harm

There are no absolute criteria on which to rely on, significant harm can be caused by one traumatic event or a compilation of events that interrupt, change the child's physical or psychological development.

Categories of Abuse:

Physical

Sexual

Emotional

Neglect

The Assessment Process

Social Services will undertake an assessment of any child about whom there are concerns. All professionals involved with the child are expected to contribute towards the assessment.

Social Services must meet the following mandatory timescales for assessment:

Response to a referral of a child 1 day

Completion of initial assessment 7 days

Completion of core assessment 35days

There is a range of possible outcomes for any assessment. Social Services may decide that no further action needs to be taken if child is not in need of services. The case may be referred to another service.

For children who have been placed on the Child Protection Register, the case will be allocated to a social worker and ongoing services will be provided to assist the child.

These services will be regularly reviewed. Morning Star Nursery Staff may be asked to contribute their knowledge of the child's behaviour or situation to the review process.

Child Protection Conferences are central to procedures and social services will decide at early stage whether a conference is necessary.

A Child protection Conference brings together the family and professionals involved with the child and provide them with an opportunity.

To exchange information, analyse and weigh up the level of risk to the child, and make recommendations for action.

SIGNS AND SYMPTOMS

Physical abuse:

Burns and scalds, unexplained cuts, fractures, bite marks, bruises found in unusual places (such as inside the thighs, around the groin, behind the ears, around the eye) 'frozen awareness', the child looks very alert but sit very still, as if waiting for the next attack flinching away from you when you are in a perfectly normal situation.

It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. Female genital mutilation is a form physical abuse.

Sexual abuse and Exploitation:

Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may

include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the internet.
Stained underclothes, bruising on the chest/breast, inner thighs or buttocks
Frequent headaches and stomach pains sudden changes in behaviour
Allegations or disclosures, genital/anal soreness, sexually transmitted infections.
Bedwetting, alluding to secrets that cannot be revealed
Unusual sexual knowledge or behaviour including words, play and drawing
Unwilling to undress, withdrawal or regressive behaviour.

Child Sexual Exploitation:

Involves children receiving something, example (food, drugs, alcohol, cigarettes, affection, gifts, money) in exchange for sexual activity. This doesn't always included physical contact and can occur via the use of technology. Indicators (as well as the above) unexplained gifts, substance misuse, and regular absence from school. 19 | Morning Star Nursery Health & Safety Policies Reviewed on 19/06/2016 Next Review: 30/06/2017

Emotional Abuse- is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in the case of Domestic Violence or Domestic Abuse. A parent, career or authority figure is considered emotionally abusive when they consistently hostile, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them.

Emotional abuse:

Failure to thrive, poor physical development
Speech disorders, excessively clingy or attention seeking
Antisocial, aggressive or excessively compliant
Excessive comfort habits (e.g. sucking, biting, rocking) Self-harm
Poor self-esteem, excessive self-criticism, Eating disorders or self-harm
Lack of appropriate boundaries with strangers; too eager to please.

Neglect:

Voracious appetite/stealing from others
Low weight, Poor hygiene
Untreated ailments (e.g. sores, runny nose, chronic ear infections)
Accident prone, always tired

All staff dealing with any form of child abuse must always bear in mind the possibility of there being a genuine reason for an injury.

Examples are:

Bruising can be a Mongolian spot caused by haemophilia or leukaemia

Failure to thrive may be caused by coeliac disease, a food allergy or Cystic Fibrosis

Broken bones may be the result of Brittle bones disease, copper deficiency or genuine accident

Responding to disclosure

Listen to the child and let him/her tell her/his story in their own time and way.

Control your feelings of anger and disgust; these are perfectly natural, but the child might believe that you are angry and disgusted with them.

Do tell the child that you might need to tell other people.

Try not to panic. Keep calm and reassure the child he/she has done nothing wrong.

☑ Your concerns must record on the appropriate concern form which is kept in a confidential file in the office (see the attached sheet for guidance).

☑ Any suspicions should be voiced privately to the deputy Manager/Manager who will take over relevant procedures (i.e. inform Social Services).

☑ Discussions should take place discreetly and out of the child's hearing.

Staff must remember their professional responsibility to confidentiality; this will help to protect the child as their evidence may be needed in a Court of Law at a later date.

Remember:

It is never your decision alone how to respond to concerns- but it is always your responsibility to share concerns, no matter how small.

Make a written record as soon as possible after the vet, noting:

a. Name of child

b. Date, time and place

c. Who else was present

d. What was said /what happened/ what you notices...speech, behaviour, mood, drawings, and games

e. or appearance

f. If child or parent spoke, record their words rather than your interpretation

g. Analysis of what you observed and why it is a cause for concern

Welfare and Safeguarding

Computer, Mobile and Social networking Policy.

Policy Statement

To ensure the safety and welfare of the children in our care we operate a computer, mobile phone and social networking policy.

We believe the staff should maintain a professional approach at all times during working hours and continue to keep up the nursery's good reputation out of nursery. 21 | Morning Star Nursery Health & Safety Policies Reviewed on 19/06/2016 Next Review: 30/06/2017

This policy focuses on the use of work computers, mobile phones, restrictions required when staff are accessing social network sites and parents request for baby sitting and also other social events.

E-Mail, Internet, Mobile Phones and Cameras Policy

The purpose of the internet and E mail policy is to provide a framework to ensure that there is continuity of procedures in the usage of the internet and Email within the company. The internet and E-mail systems have established themselves as an important communications facility within the company and have provided us with contact with professional and academic sources throughout the world. Therefore to ensure that we are able to utilise the system to its optimum we have devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout.

Morning Star Nursery reserves the right to examine or remove any files that are not suitable to be held on the system. Also we reserve the right to visit all Internet sites visited.

Internet

Where appropriate, duty authorised staff are encouraged to make use of the internet as part of their official and professional activities. Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in the company name. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to all correspondence. The intellectual property right and copyright must not be compromised when publishing on the internet. The availability and variety of information on the internet has meant that it can be used to obtain material reasonably considered to be offensive. This use of the internet to access and/or distribute any kind of offensive material, or material

that is not work-related leaves an individual liable to disciplinary action which could lead to dismissal.

The following are forbidden to do at the nursery:

- Use of the computer system to access inappropriate or offensive material that would be deemed as unacceptable at the Nursery.
- Use for gambling is forbidden.
- Copyright laws must be kept and if images have been used the appropriate permission must be abided by.
- Other users file may not be accessed without their permission.
- Files may not be accessed without the appropriate permission and computer discs/pen drives will not be used without permission.
- Permission needs to be asked before the Internet is in use
- Email correspondence will be directed to the directed person who have been approved and messages sent will be polite and of an appropriate nature.

Email

The use of the email system is encouraged as its appropriate use facilitates efficacy. Used correctly it is a facility that is of assistance to employees. Inappropriate use however causes many problems including distract and time wasting and legal claims. The procedures sets out the company's position on the correct use of the Email system.

Procedures-Authorised Use

a) Unauthorized or inappropriate use of the Email system may result in disciplinary action which could include summary dismissal.

b) The Email system is available for communication and matters directly concerned with the legitimate business of the company. Employees using the E-mail system should give particularly attention to the following points:

I. All comply with company communication standards

II. Email messages and copies should only be sent to those for whom they are particularly relevant;

III. Email should not be used as a substitute for face to face communication or telephone contact. Flame mails (i.e.-mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concerns or misunderstanding;

IV. If email is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The company will be liable for infringing copyright or any defamatory information that is circulated either within the company or to external users of the system; and

V. Offers or contacts transmitted by E-mail are as legally binding on company as those sent on paper.

The company will not tolerate the use of the Email system for unofficial or inappropriate purposes, including;

I. Any messages that could constitute bullying, harassment or other detriment;

II. Personal use (e.g. social invitations, personal messages, Facebook, jokes cartoons, chain letters or other private matters);

III. Online gambling

IV. Accessing or transmitting pornography;

V. Transmitting copyright information and/or any software available to the user; or

VI. Posting confidential information about other employees, the company or its customers or suppliers.

Telephone calls/Mobile phones

Telephones are essential for our business. Incoming personal telephone calls are allowed only in the case of emergency. Outgoing call can only be made with the prior permission of the line manager. Personal phones should be switched off during working hours.

- Only the managers' mobile phone should be used to ensure the business is running efficiently and effectively.
- All mobile phones on the premises must be locked away whilst on a working shift and can only be used in a designated area during lunch times which is the staff room. This must be kept away from children.
- You may only be able to access your mobile phone during working hours if an emergency occurs however you need to obtain permission from your manager.
- Staff must ensure that managers have up to date parental information and that staff make their family aware of emergency work telephone numbers. This is the responsibility of individual staff members.
- If on a nursery trip/or visit staff should avoid using their personal mobile phones and only use the nursery phone whenever possible.
- No photographs should be taken of the children from any personal mobile phones.
- Parents/career should be advised that under no circumstances should they use their mobile phone on the Nursery premises. This includes taking pictures with their mobiles conversation on the mobile phone.
- The designated nursery mobile phone does not have camera or internet Facility.

Social Networking

Staff need to be made apparent that the relationship between parents and staff should remain professional at all times. Therefore the nursery recommends that staff make access to their social network private. This will ensure that the professional boundaries between staff and Parents should be kept professional at all times. Staff should not accept any friend requests from parents/ careers that attend the nursery unless they know them in a personal capacity.

- Staff should not also mention any of the children that attend the Nursery on their social networking profile. (i.e. BB, Facebook, Twitter ,Myspace)
- Staff must under no circumstances publish any photographs of the children on their online profiles.
- Staff under no circumstances should publically humiliate or disrespect the nursery, including comments about other staff members, parents, children and other professionals in contact with Nursery.
- Avoid commenting on photos that could be construed to have an impact on your own professional judgment.

Babysitting and Social Events

Situations such as babysitting and social events and completely independent and the nursery takes no responsibility for these measures, however staff need to ensure they have a clear understanding of professional boundaries.

Staff must be able to make a division between home/social situations and their professional safeguarding and welfare duty to the children.

If an any Staff/Volunteer/Parent does not feel that they can discuss any concerns with me they should contact Ofsted on 0300 123 1231

Ofsted National Business Unit

Piccadilly Gate

Store Street

Manchester

M1 2WD

YOU MUST ADHERE TO THE CONFIDENTIALITY POLICY AT ALL TIMES.

Please ensure you speak to Georgina Bossman for further clarification for any part of this policy.

At **Morning Star** we regard to the **Fundamental British Values of Democracy**, rule of law, individual liberty, mutual respect and tolerance for those with

different faiths and beliefs, which are implicitly embedded in the **2014 Early Years Foundation Stage**. This is alongside our awareness of the need to prevent people from being drawn into terrorism, according to the **Counter Terrorism and Security Act 2015**.

Prevent Duty

We comply with the requirements of the Prevent Duty Guidance and its aim to protect children from radicalization, extremism and being drawn into gangs and terrorism. Morning Star is aware of the **Government PREVENT Strategy** which aims to protect children from terrorism and radicalization and how we incorporate the strategy into safeguarding procedures.

Morning Star understand that the **PREVENT** strategy, will require early years providers to identify any children in our care or provision known to us who considered to be at risk of being involved in terrorism or radicalized and refer them to the **Local Authority/ Prevent Officer: 0208489 3884**

British Values- alongside the PREVENT Strategy, the Government has stated that all early years providers must teach children about and actively promote fundamental British Values. Ofsted will judge how effectively British values are taught during inspections. Fundamental British values include: **Democracy, the Rules of Law, Individual Liberty and Mutual Respect and Tolerance of different Faiths and Beliefs and must be taught in age appropriate ways.**

Promoting British Values at Morning Star Nursery

The DfES has recently reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.”

The government set out its definition of British values in the 2011 Prevent Strategy, and these values have been reiterated by the Prime Minister this year. At Morning Star Nursery these values are reinforced regularly and in the following ways:

Democracy:

We listen to children’s and parents’ voice. Our school behaviour policy is clear that children are expected to contribute and co-operate, taking into account the views of others.

The Rule of Law:

We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules) that they are there to protect us, that everyone has a responsibility and that there are consequences when rules are broken. 26 | Morning Star Nursery Health & Safety Policies Reviewed on 19/06/2016 Next Review: 30/06/2017

Individual Liberty:

Within the Nursery, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school we educate and provide boundaries for young children to make choices safely, through our provision of a safe environment and empowering teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms.

Mutual Respect:

Part of our Nursery ethos and behaviour policy has revolved around Core Values such as 'Respect', and children are modelled this by caring, sharing and listening to others. The staff help children to understand how to respect by talking about how actions/words can affect others.

Tolerance of those of Different Faiths and Beliefs:

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try different foods from other cultures and we encourage parents/careers to participate and support our multi-cultural events. 27 | Morning Star Nursery Health & Safety Policies Reviewed on 19/06/2016 Next Review: 30/06/2017

Telephone Number and Contacts:

Haringey Children & Families

☎ **Tel: 0208 489 4592**

☎ **Fax: 02084891751/5447**

Emergency out of hours Duty Team

☎ **Tel: 02083483148**

First Response Service

☎ **020 8489 5426**

☎ **Emergency out of hours Duty (5pm-9am weekdays and weekends) 020 83483148**

Child Protection Advisors

☎ Tel: 02084895426/7976/5462/1061

Local Authority Designated Officer (LADO) Carline Benoit

☎ 020 8489 1406

Metropolitan Police

Child Abuse Investigation Team

☎ Tel.: 0208 345 1212

NHS

Designated Nurse for Child Protection

☎ Tel: 0208 489 3066

Designated Doctor for Child Protection

☎ 0207 405 9200 ext. 5137 /mobile 07795665706

Written Policy: 20/11/2010

Review and up-dated: 22/12/2011

Review and up-dated: 23/06/2012

Review and up-dated: 24/01/2013

Review and updated: 20/01/2014

Review and updated: 30/07.2014 and 30/07/2015

This body outline (which can be the front or back of a child) can be used to record marks or bruises and the date of occurrence and kept in the child protection file of the 29

SPECIAL NEEDS POLICY

Aims and Objectives

At Morning Star Nursery we strive to ensure that no child will be excluded or disadvantaged because of special educational needs, disability or ability. We have regard for the **SEN Code of Practice (2002) on the Identification and Assessment of Special**. Our policy will ensure that we provide a curriculum

that promotes their development in ways which are individually appropriate. Morning Star Nursery aims to provide an inclusive setting and that all children's individual needs are considered and that all activities are planned to reflect them. We believe that working in partnership with parents and colleagues are essential.

Admission Policy

Children are admitted to Morning Star Nursery through self-referral on the open waiting list. When a child reaches the top of the list a place is offered. We welcome all children and families into the nursery. The presence or absence of a special educational need is not a factor in the allocation of a place. At Morning Star we do not discriminate against children and their families in the admission process on the grounds of sex, gender or disability.

Information about Staff

At Morning Star Nursery the SENCO is Georgina Bossman. The SENCO is responsible for coordinating all aspects of Special Educational Needs:

- Give advice and support to other staff in all aspects of SEN
- Assist staff in the identification of any child who may be experiencing difficulties in learning
- Coordinate meetings with parents and other professionals, including IEP meetings
- Provides information and referrals to appropriate agencies
- Coordinates and liaise with other professionals
- Has day to day responsibility for operating the SEN policy
- Adhere to confidentiality policy
- Liaise with the Area Inclusion Co-coordinator Shereen Batchelor who works at Haringey Professional Development Office and can be contacted on telephone number **0208 489 1511**

Partnership with Parents

We recognize value and respect the fundamental role that parents/ careers have on their child's life. We aim to build on this by working in partnership with parents/ careers to encourage involvement in all aspects of the child's life at the nursery. We involve parents by:

- Collecting background information regarding each child when they start
- Operating a key person system in nursery

- Involving parents to annual parents meeting to discuss each child's progress
- Regular updates informal discussion as and when necessary
- Involving parents in planning for their child's progress by asking for their child's observed interest during the observation week of their child.
- Inviting parents to termly parents meeting to discuss each their child's progress.
- Parents coming in and participate in the activities.
- We have system in place which we are able to reach all parents through a variety of means such as email, telephone, and written correspondence.

Access to Curriculum

We aim to address the specific learning needs of children and help them access a broad and balanced early year's curriculum. Through observations and individual planning, each child's learning needs are met. Also through narrative and spontaneous and other form of observations. Children needs are being met through individual focus planning and each child's learning needs are met using the Early Years Foundation Stage and HEYP Development Matter guide lines. Activities are differentiated i.e. an easier version of the same task, to ensure that all children are included.

Procedure to identify, plan, review (Code of Practice)

The Code of Practice recommends a gradual response to concerns around a child's development

Early Years Support Plan

At Morning Star, Early Years Support Plan is the first stage of concern about a child's progress. It happens when a child's needs are not being met by the usual provision in the childcare place. The SENCO will gather observations and further information from the parents and the nursery, will put together a programme of support for the child. (This will set out and record in an early year support plan and it is important for the parent to be involved in decisions making relating to their child.)

Parents are invited to be part of this process and progress and continue to work with the child on daily base. Also inform parent on regular bases of how their child is doing.

Then the SENCO Beverleigh Bossman and the key person will jointly review support plan targets. This may require adjusting or extending the child's target to make is achievable and also to ensure the child's is meeting their developmental and educational needs. This will be reviewed and evaluated at 6 – 8 weeks period.

However, if the child is not making sufficient progress then referral from other agency becomes necessary and with the parent's permission and agreement, Morning Star Nursery will contact the Area senco for support to conduct a referral.

Early Year Support Plan

Morning Star will seek advice and support may be sought from other professionals i.e. speech and language therapist, educational psychologist or others who would offer advice and help set appropriate (EYSP) targets. Alternative interventions or different to those already provided for the child are put into place. The SENCO Georgina Bossman will oversee implementing these strategies with member of the team and parents.

When a child is moving on to school, it may be necessary to request EHCP assessment of his/ her special needs area. For a few children this is not the case and in this situation after discussion and agreement with the SENCO and the key person and parents, Morning Star Nursery will ask the LEA to carry out an assessment to find out what the child's special educational needs (SEN) are and how they can be supported.

Confidentiality and Privacy

All information, including reports and EYSP's are stored confidentially in the nursery office locker. In addition each child will have an individual file containing information about their special needs, parents meeting notes, and care plans will be locked away from general files. Parents must give the nursery permission before referrals are made to other agencies.

Resources for SEN/ Accessibility

Consideration is given to the needs of children when decisions regarding the building and purchasing of equipment are made. We have a wide range of toys and equipment for all ages and stages of development. Additions visual time tables would be made.

Staff Development / Training

At Morning Star management is committed to enhancing their training and knowledge in response to the individual needs of the children at Morning Star Nursery. The SENCO will ensure that staff are aware of and attend relevant training, which can be delivered in house or externally. The SENCO attends regular training to ensure that their practice and knowledge is up to date. A training log is kept of all courses attended. 33 | Morning Star Nursery Health & Safety Policies Reviewed on 19/06/2016 Next Review: 30/06/2017

Transition

Morning Star Nursery will liaise with the child's next school to ensure information is shared regarding the child and their progress. The SENCO Georgina Bossman will:

- With parental permission, write an introductory letter to new setting or school informing the child's specific needs.
- Arrange a planning meeting to share strategies and ways of working which will include any resources used i.e. communication book.
- Encourage the parent to visit the new school with the child so that they become familiar with the environment.
- Visit the new setting or school with the parent and child, and meet the new SENCO.
- Pass on any reports and records to the new SENCO

Complaints procedure

Morning Star Nursery welcomes all comments and complaints and will endeavour to respond positively to all feedback.

Making concerns known

- A parent who is uneasy about any aspect of the Nursery's provision should first of all talk over any worries with the child's Key Person.

- If this does not have a satisfactory outcome within a couple of weeks, or if the problem reoccurs, the parent should then put the concerns or complaint and the Nursery Manager should have a friend or partner present if required and an agreed written record of discussion should be made.
- **Most complaints should be resolved informally or at this initial stage**
- If the matter is still not sorted out to the parent's satisfaction, the parent should again contact the Nursery Manager.
- If the parent and Manager cannot reach agreement, the matter should be referred to Director or the Nursery Manager's line Manager who will act as mediator if this is acceptable to the parent
- The mediator will help define the problem, review the action so far and suggest further ways in which it might be resolved. She will keep an agreed written record of any meetings that are held and of any advice she has given.

Lost Children on Outing Emergency Procedures.

In the event of an accident or illness the senior member of staff must initiate the following procedure delegating responsibility where necessary, ensuring appropriate response to the individual and the safety of the rest of the party. Regular head counts are carried out on children throughout the outing.

a. Seek additional help if necessary- phone ambulance. Allocate staff member to accompany child. Inform nursery of situation. Nursery to inform parents. Or deal with injury through first aid.

b. Lost child- senior member of staff to organize the following depending on location.

Report missing child.

Ensure main party stay together.

Nominate adults to search for the child.

Inform the nursery.

c. In the event of a child not being found, the designated person in charge will immediately inform the police.

d. A manager will take charge of the incident

e. The manager will then inform contact the child's parents/career giving details of what has happened

f. The manager will sent to assist the safe return of the other children.

g. Ofsted must be contacted and informed of any incidents by the manager.

h. Any incidents must be recorded in writing.

All our trips are dependent on parental support. To ensure the children's safety we require high child/adult ratios and if this cannot be achieved the trip will be cancelled.

Late child Collection

It is appreciated that from time to time parents and careers may have an instance that occurs that is beyond their control and that prevents them from collecting their child on time.

However the Morning Star is not in a position to run a day-care provision outside of the stated hours.

This situation may also cause the child worry and unhappiness which we cannot condone. However if a child is not collected practitioners must ensure that the child feel secure and cared for and are provided with activities and refreshments as required.

If a child is collected late the parent will be charged a late fee of £2 for each five minutes of lateness.

Emergency Procedure for Non Collection of children.

In the extreme event that a child is not collected and we at the Nursery have not been able to contact parents or carer's on all the emergency numbers given, Social Services or Police will be contacted straight away.

Telephone the Police on 0208 345 2246 or the Social Services line on 0208 3483148 or 020 8356 2300 out of hour's team and ask for Contact or Referral Office.

Explain the situation and await their advice, there must be a senior member of staff plus another member staff at all times.

Police: Tottenham High Road- Social Service Team: 02083483148

Telephone No: 0208 345 2246

Behavioural Policy

At Morning Star we believe that children learn best when they are guided to know and to develop acceptable behaviour. Children gain respect through

quality environment where children are respected and value. Adults caring for children in the provision are able to manage a wide range of children's behaviour in a way which promotes their welfare and development

There is no name person for children's behaviour as all member of staff keep up to date with legislation and research and support changes in policies and procedures in the nursery; access relevant sources expertise where required and act as a central information source for all involved; attend regular external training events, and ensure all staff attend relevant in- house or external train for behaviour management. A record will be kept of staff attendance at this training.

Children need to have set boundaries of behaviour for their own safety of their peers. Within the nursery we aim to set these boundaries in a way, which helps the child to develop a sense of the significance of their own behaviour, both on their own environment and those around them.

Restrictions on the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum. Sanctions applied in the case of unacceptable behaviour must take account of age and stage of development of the child, be relevant to the action or actions and be fair. Social anti- social behaviour, persist unacceptable attacks on others, unacceptable language via swearing.

The attitude and behaviour of all those who work or have contact with children in the nursery should be characterized by warmth, respect and encouragement towards each child.

Difficulties in accepting correction via social behaviour e.g. sharing, taking turns, not harming others feeling, social etiquette table manners, hygiene, good manners and respect for careers. Respect for boundaries, right, and wrong, acceptable, unacceptable.

Children need good guidance and training for them to develop acceptable good standards of behaviour.

Enforcing areas are the home and setting working together for the development of good conduct and behaviour of each child. This policy is designed to help in this process of character and personality formation and development.

Careers will as far as possible will use professional experience & policy to enforce in children good qualities of behaviour and conduct, were a child finds it difficult to adopt or respond to acceptable norms the parents or guardians will be informed.

This will be done in the normal process of summary and reporting including working with the parents or guardians, and the setting to find a workable compromise or solution.

Parents are assured by this setting of our policy of transparency and team work between the setting and parent's involvement.

Morning Star nursery believes in promoting positive behaviour, by adopting a consistent behaviour policy.

Morning Star aim to:

- Encourage self-discipline, consideration for each other and our environment.
- Encourage the development of children's social skills and help them learn that acceptable behaviour is.
- Develop the confidence and self-esteem of children

Anti-Bullying

Children need their own time and space. It is not always appropriate to expect a child to share and it is important to acknowledge children's feelings and to help them understand how others might be feeling.

Children must be encouraged to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong.

Bullying takes many forms. It can be physical, verbal or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened.

Any form of bullying is unacceptable and will be dealt with immediately. At our nursery, staff follow the guidelines below to enable them to deal with challenging behaviour.

Good practice for Supporting Children's Behaviour

☑ Children need their own time and space. It is not always appropriate to expect a child to share and it is important to acknowledge children's feelings and to help them understand how others might be feeling. If the children are engaged in useful activities that are of interest to them and at their level, and staffs are interacting with them in a positive and spontaneous way, the majority of the time unacceptable behaviour will not be a problem.

- The guidelines of the Pre-school that apply to staff as well as children, (for example, where children are not allowed to climb on tables, adults should not sit on them.

- All adults are expected to provide a positive role model for the children with regard to friendliness, care, courtesy and consistency in the way they carry out their practice.
- Adults will not shout or raise their voices to children.
- Corporal punishment (slapping, pulling, grabbing, shaking) are unacceptable practices.
- Staff will give children constant positive encouragement, re-enforcing appropriate behaviour with praise, rewards and explaining to them why certain behaviours are unacceptable.

Good practice for dealing with children presenting unacceptable behaviour.

If a child demonstrates unacceptable behaviour their age, stage of development and individual abilities will be taken into account.

External factors which may be influencing their development, for example changes in family circumstances, child abuse, staffing issues, the relationship between staff and parents/cares, and the child's individual needs not being met.

The frequency and intensity of the behaviour will be considered before staffs take any action. Minor instances of undesirable behaviour can often be ignored.

1. Intervene straight away.
2. Explain to the child why their behaviour is not acceptable; making it clear that it is the behaviour you dislike rather the child themselves.
3. Try to find out what has caused the disruption and listen to explanations of all those involved. If possible give all the children involved equal attention.
4. Give the necessary reassurance and support to child/children involved.
5. Ensure that a member of staff continues to observe the situation.
6. In cases where behaviour is particularly concerning make a record in the incident/accident book and where appropriate report to the manager.

If the child persists with the unacceptable behaviour

1. Explain what the outcome will be if they continue e.g. they will not be able to play with the activity of their choice.
2. If the behaviour continues to disrupt the group or is dangerous, remove the child from situation to enable them to calm down in a quieter, more private setting.
3. This will give staff the opportunity to talk to the child and comfort them as appropriate. If a child is removed from the group they should be accompanied

by member of staff at all times. When the child returns and starts to behave in more desirable ways reward them for the behaviour.

4. Discuss with senior member of staff and implement monitoring procedure if appropriate.

5. Take the assessment to the staff team meeting for discussion. If appropriate consider external factors surrounding the behaviour using information from the monitoring sheets, for example:

6. is play provision inadequate; are the child's individual needs not being attended to; does the child have communication difficulties; is the trying to express certain feeling; are there issues relating to staffing; could there be changes, of difficulties in the child's family.

Assessment and Monitoring Procedure

This procedure is to be used only in cases where a child has not responded to intervention as outlined in previous section.

If a child is regularly behaving in a way which is problematic to either themselves or those around them, two things need to be done before deciding how to tackle the problems:

Firstly examine what is going on around the child to see what they might be trying to communicate through their behaviour;

Secondly assess what the child may be gaining by behaving in this way, which could encourage them to repeat the behaviour.

A careful assessment involves gathering information on the:-

Antecedents or setting event, behaviour, and consequences (A, B, C,'s) surrounding the problematic behaviour;

- What time it is
- Who is present?
- Where it is
- What is the child doing?
- What are other people doing?

Aspects of the behaviour need to be noted. This includes information

- Frequency
- Number of times it occurs
- Duration
- Intensity
- When it first started being a problem
- Have there been any changes over time?

These records can then be used alongside an assessment of what is happening in the child's life outside the nursery, to plan a strategy to help the child and monitor changes.

When these procedures are implemented the manager is responsible for ensuring the following;

- Practitioners involved in the assessment should agree a period of that the observation process will take place(maximum 1 week)
- Practitioner SENCO or Key Person is delegated responsibility for the process.
- The assessment sheet is filled in every time the behaviour occurs
- At the end of the observation period the practitioners involved discuss the observations and any findings.

The findings are discussed with the parents/carers and a strategy planned to support the child in managing their behaviour.

Children for injuring each other

The setting through its professional staff team is able to assure parents and other organizations that all human effort and care and capacity will be applied to provide a caring and safe environment for all children.

None the less children will have accidents; children will cause injury to others. Whatever category of injury the first station is proper logging and treatment of the injury.

Next make sure that parents are informed, should the occasion rise it might be appropriate for both parents to meet with a member of Management team to try and resolve the situation if a particular child keeps injuring others.

This policy sights for example biting, hitting, pushing, selfish behaviour possessiveness, scratching, pulls, to act without safety and fear of danger. Children will not be talked to, but rather, a child will receive careful caution and guidance at all times from the key person and the name behaviour officer.

Working with Parents

It is imperative that parent's involvement will be expected at all times. No form of punishment is permissible, parents and the setting will work closer to resolve the problem within the setting and positive behaviour implemented at home also.

- Agree a date with the parents to review the situation to take place within 2 weeks.

- Discuss with parents that we may request additional advice and support from other professionals such as educational psychologist or area SENCO.
- Keeping parent continually informed of developments, particularly any positive changes. Assess any changes at the review meeting

Health

The welfare and health of the children is our prime consideration, so we believe it is in the child's best interest to be at home if they are unwell. It is the manager's responsibility to ensure that children are not admitted to the nursery suffering from an illness that requires exclusion.

Personal Care

The changing of children's nappies changing clothes applying creams and other individual care needs are intrinsic in the framework of the caring and learning environment of the nursery. As such the task should be performed in a sensitive, familiar way and respectful way including children with disabilities.

We will ensure this takes place by;

- Practitioners always talk to the child about what they are going to do before taking them to the toilet or to change their nappy, giving the child time to respond whenever possible finish the activity they are doing.
- Children are changed or assisted in their toileting needs by their key worker where ever possible.
- Babies/children's nappies are checked regularly and with sensitivity. Nappy changes are recorded on a daily chart.

Health and Safety in changing and disposing of nappies

- To observe standards of dress consistent with safety and or hygiene e.g. wear disposable gloves when dealing with body fluids; dispose of all gloves, nappy tissues and any other body fluid into the clinical waste white sacks.
- Always wash hands thoroughly before and after changing a baby.
- Wear protective disposable apron and disposable gloves.
- Always use disposable nappies to reduce the risk of cross infection.
- Place the baby on a disposable paper towel on top of a soft changing mat. Use disposable tissues and wipes.
- Wipe the changing mat down after change.
- Another adult should be in view when ever changing a child's nappy.

- Be careful to stand in the correct position when lifting a child.

Child Illness and Infection

At Morning Star Nursery we believe it is in the child's best interest to be at home if they are unwell.

It is the manager's responsibility to ensure that children are not admitted to the nursery suffering from an illness that requires exclusion. 42 | Morning Star
Should a child become unwell during their day at the nursery, staff will undertake the following procedures;

- Assess and monitor the child's current health. Inform the manager in charge if the child seems to be unwell, has a high temperature, vomiting or signs of distress. The child themselves may tell practitioners that they are feeling ill and this should be listened to and acted on.
- Parents and carers will be informed of head injury by telephone and in writing when collecting their child. *All head injuries require immediate medical advice.*
- Practitioners will continue to monitor the child's symptoms giving a clear and concise report to the parents / carers on their arrival at the setting.
- With the welfare of the sick child in mind and in the interest of the remaining children in the nursery, if in the opinion of the practitioner a child is ill, then the parent/carer will be contacted and requested to collect him/ her as soon as possible.
- The sick child will be treated with sensitivity at all times and made as comfortable as possible. Practitioners should ensure that cross infection to other children is minimised.

On collection the parent/ carer must be asked to keep the child at home until he/ she is clear of the symptoms. Advice from GP should be sought if symptoms persist. GP must be informed if the child is having re-curing bouts of diarrhoea.

The responsibility and final decision on whether a child is well enough to attend the setting rests with the manager.

If a child has a communicable disease confirmed by the doctor, the setting should be informed and other parent/carers and practitioners notified. The child may be required to provide a note from the GP or Freedom from infection certificate before returning.

Symptoms and illnesses that require a child's exclusion can be found in the Parent notice board or Parent Policy.

Serious Accidents or Illnesses

In case of a serious accident or illness occurring then the parent/ carer will be contacted immediately. In the unlikely event of the parent not being available the senior staff member will assume charge and if necessary take the child hospital along with all relevant details.

The manager will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/ main carer

If the child needs to go to hospital immediately an ambulance will be called.

Then the parent / main carer will be contacted and arrangements will be made to meet the parent / main carer at the hospital. A practitioner, if possible the child's key worker, will accompany the child to the hospital.

When the nursery is unable to make contact with a parent the nursery will continue to try alternative contact numbers.

Head Lice

When a case of head lice is discovered at an early years centre the situation must be handled with tact and sensitivity. The child should not be isolated from other children, humiliated in any way or treated differently from the rest of the group.

When the child is collected the parent/ carer should be informed, in sensitive way and given advice on treatment

Other parent/ carers must be informed using the nursery standard letter, or by displaying a notice, and advised to check their children and treat them if necessary

A health information poster dealing with head lice should be on permanent display and supply of their leaflets made available.

To make sure in emergencies parents, carers and other authorised adults can be contacted by phone it is the manager's responsibility to make regular checks of children's records.

Medication Policy

It is both natural and normal that some children will be on medication. We recognise that some form of medication will be required for the child during the time the child is in the setting. Where medication is required the following conditions will apply.

1. Only prescribed medicine will be administered. It will be done according to prescribe instruction.
2. Parents will be required to sign for permission.

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3. Two members of staff will be responsible to administer the medicine.

4. At least one member of staff will be a first aid person.

This policy has a specific stipulation which is, NO an-prescribe medicine is allowed on the premises, there are exception such as if a child is teething or running a temperature and parents wish the setting to give Carpol with parental consent. This too should be signed giving permission.

Allergies

Morning Star Nursery Allergies policy

Managing Children/Staff with Allergies

Policy Statement

At Morning Star Nursery we are aware that children who attend our nurseries and staff who work in them may suffer from food, bee/wasp sting, animal or nut allergies, we believe that all allergies must be taken seriously and that every effort to minimise the risk of exposure must be made to prevent an allergic child / member of staff coming into contact with the allergens which could trigger a reaction.

Morning Star Nursery is committed to creating a safe environment for the children in our care and the staff who work with us, however, we understand that it is impossible to create an 'allergen free' environment; a robust plan for the effective response to possible emergencies is in place in the event that a child or member of staff suffers a serious allergic reaction.

What is the purpose of this policy?

To minimise the risk of any child/ member of staff suffering from an allergy induced reaction such as hives or life threatening anaphylaxis whilst at nursery/work.

Procedures and Responsibilities for Allergy Management

When parents start their children at the setting they are asked if their child suffers from any known allergies. This is recorded on the Child Entry Form. If a child/ member of staff has an allergy a care plan with a recent photograph is created by the nursery Manager and child's parent or member of staff, it is reviewed every 3 months or sooner if required by the parent or staff member.

The first two pages detail the following;

- Child's/staff members details
 - Precautionary measures -list of allergens to avoid
 - Description of usual symptoms
 - Action to take in the event of the child/member of staff having an allergic reaction including a crisis management plan for severe reactions
 - Details of any medication kept on site including an Epi-pen
 - Names of staff members who have received training to either administer medication or an Epi-pen
 - Location of medication
 - Additional information
 - Contact information for the child's parents/carer and the child's GP
 - GP contact information for the member of staff
 - Manager/Parent/ staff member signatures and review date
-
- demonstrates best positions whilst awaiting emergency
 - Medical help should breathing difficulties or pale/floppy/unconscious symptoms occur.
 - Is a signing sheet for parent's to acknowledge that their child has been given either their own prescribed medication or nursery Piriton.

In the event of incident requiring emergency medical attention the wallet containing a laminated copy of pages 1&2 and any medication is taken to hospital with the child or member of staff.

A paper copy of all 4 pages is kept in the red allergy.

Both the medication wallet and the folder are kept in the designated cupboard. The care plans are audited monthly to ensure that they are current and that medication is in date.

An individual risk assessment is completed stating the control measures which must be applied to minimise the risk of the child/ member of staff coming into contact with the allergen. This form is kept in the child/ member of staff's personal file and in the red allergy folder.

The Manager will prepare a list of children with allergies it will provide the following information;

The days that the child normally attends.

The child's full name and a recent photograph (Photograph not required for children attending the ASC)

The dietary requirements including a full list of allergens. There may be separate lists for the kitchen and the rooms if a child has allergies to items that are not served in the nursery i.e. nuts or that are not food related. i.e. wipes
Potential reaction to the allergen (If applicable)

The lists are updated monthly and a copy is kept in the rooms and in a file in the kitchen.

The kitchen

The head cook Yvonne Smith is responsible for ensuring that they have a full understanding of the procedures in place to prevent an allergic child coming into contact with ingredients which would cause them harm.

Beverleigh Bossman is responsible for designing the menus and preparing a list of permitted ingredients for each dish, foods which could contain 'hidden' ingredients are avoided where possible and processed foods are kept to a minimum.

It may be necessary to create a separate menu for children with very severe allergies.

In line with Food Information Regulations 2014 (FIR) allergens included in the 14 highlighted by this legislation are listed underneath the meal description and on breakfast ingredients lists for the Weaning Menu, Big Chicks menu and ASC menu.

Packaging is checked regularly by the nursery cooks and Beverleigh Bossman checks all processed food packaging when the menu changes (Every 6 months)
(Termly)

Menu Guidance Notes give clear instructions to the nursery cooks regarding products which they can buy.

A selection of substitute ingredients is available for children with allergies to the following;

Dairy
Dairy/Soya
Egg
Wheat/Gluten

The kitchen must have a completed list signed by the parent before any of the substitute foods can be offered to their child, these lists are updated in line with the menus changing.

The Cook will prepare the child's food taking care to exclude all traces of any allergen; the prepared meal is served on **RED** plates or bowls, wrapped and labelled with an allergy sticker which has the child's name written on it.

Full day care nurseries

Children with allergies / food intolerances /religious preferences or ingredients that they cannot have whatever the reason will have their food served on red plates, wrapped and labelled irrespective of whether the dish includes the item to which they are allergic or not allowed to have.

Full day care nurseries

Children with allergies wear a red allergy sticker on the front and back of their clothing and are highlighted on the room whiteboard on days when they attend, the word 'Allergy also appears in red on the room register next to the child's name. The Manager verifies the register in the morning and is responsible for checking that the kitchen is aware that the child is on the premises. It is the responsibility of the Room Leader or second in charge to write the daily requirements for their room on the kitchen whiteboard.

child's **FULL NAME** must be written in **RED** so that the cook can check the Allergy and Dietary requirements list for each room and prepare meals accordingly.

Additional information

Children with allergies will be excluded from activities which include anything to which they are allergic.

All of the Morning Star Nursery nurseries are '**NUT FREE**'; please refer to policy for more information An Allergy Emergency Plan is in place in the event that a child or member of staff not known to suffer with allergies has a reaction i.e. to a wasp or bee sting.

example if ratios could be broken then they can nominate a member of staff to collect the food.

The Room Leader or second in charge will ensure that children with allergies are sat together he/she will serve the wrapped and labelled food and will sit with them to ensure that they do not share their foods or the foods of other children in the group. In severe cases an allergic child may need to sit separately from the group.

Once the meal is finished the Room Leader or second in charge will take the children from the table and away from the area so that all traces of any food can be removed and the area cleaned.

Where possible the Room Leader will not take their lunch break when the children are having lunch.

A Signs of Allergic Reaction Poster is displayed in all rooms to raise awareness. A large proportion of our staff are Paediatric First Aid trained, this is refreshed every 3 years.

There are 10 members of staff with Anaphylaxis Awareness training on sites where we have children or staff who have a prescribed Epi-pen and two trained staff on sites which do not; this is also refreshed every 3 years.

Linked Policies

- *Nut Free Policy*
- *Nutrition and Meal Times*
- *Medication*

To be used in Conjunction with the following Nursery Forms, Documents & Resources

NHS choices

*<http://www.nhs.uk/conditions/food-allergy/Pages/Intro1.aspx>
Anaphylaxis Campaign*

*<http://www.anaphylaxis.org.uk/>
Food Standards Agency*

*<http://www.food.gov.uk/business-industry/allergy-guide>
Allergy UK*

Confidentiality

Staff will not discuss individual children, other professionals and only when necessary for the purpose of curriculum planning/ group management, without the permission of the parents/carers of that child.

The staffs Code of Conduct states that staff should not disclose any information and matters that are regarded as confidential. This includes:

- Discussing confidential matters about parents/carers or children
- With other parents, staff or person outside of the nursery.
- Information past on should only be to relevant persons; the information should always be correct and gossip.
- The setting ensures any relevant confidential written information is kept in the individuals file, in a locked cabinet.
- Confidential waste must be shredded or arrangements made to be discarded in confidential waste sack.
- The DCPO will disclose any information about an abused child on need to know basic only. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- Always consult with the manager before confidential meetings or discussions take place.
- Staffs are not allowed to the nursery that they work for online or talk about the nursery business online sites, the nursery children. This is for Safeguarding issues.
- The manager will ensure that all staff are familiar with the data protection procedure and that it is adhered to
- Failure to comply with the above will result in disciplinary action being taken against.

Data Protection

This policy outlines the key principles applied by the setting in data processing. Relevant practitioners of the nursery will be familiar with and apply all relevant Data Protection Codes and Code of practice or other guidance issued by the information Commissioner from time to time.

(www.dataprotection.gov.uk)

The nursery is working towards achieving our aims and objectives, and in order to operate, Morning star, in its day to day operation, needs to collect and use certain types of personal information about people with whom it deals.

The types of person about whom the nursery will obtain and hold personal information, and to whom personal data may be disclosed will include:-

Parents/Carers Children

Current, past and prospective employee:

Suppliers:

Contractors:

Customers;

Consultants;

Advisors;

And others with whom it communicates; 46 | Morning Star Nursery Health & Safety Policies Reviewed on 19/06/2016 Next Review: 30/06/2017

In addition Morning Star is required by law to collect and use certain types of personal information to allow it to comply with legislation on, for example, health and safety, equal opportunity and disability discrimination.

Personal information which Morning Star acquires, holds and uses must be dealt with properly however it is collected, recorded and used –whether on paper, electronically stored or recorded on other material –and the Data Protection Act 1998 lays down safeguards with a view to ensuring that this occurs.

Management

Suitable Person

This requires that adults practicing day care, looking after children or having unsupervised access to them are suitable to do so.

Under The Children Act (1989) the registered person is required to be a suitable person for looking after or working with children. Recommendation on how a person's suitability can be assessed includes:

- A minimum of two years Management experience of looking after or working with young children.

- Appropriate qualification and training to NVQ level 3, BA (Hons) EYT OR equivalent.
- Ability to value all children as individuals by enable them to develop in all areas of learning.
- Ability of and commitment to meeting the needs of children and their families in Haringey
- Be physically and mentally fit.
- Ability and willingness to lead a team
- No involvement in criminal cases involving abuse of children.

All staff must complete Criminal Records Bureau (CRB) disclosure checks and receive clearance before they are left alone with children. These are updated every three years.

Organisation

Where organisation is effective appropriately experienced and qualified staffs have a clear understanding of their role of responsibility. Relevant induction procedures and opportunities to receive further training help staff develop their skills in organising provision that meets children's individual needs.

Staff Ratios

The minimum staffing ratios for our nursery age groups are:

Age of Children Staff/child ratio

0 – 2 years 1:3

2 -3 years 1:4

3 – 5 1:8

The setting has an operational plan, which is available to parents/carers and regularly reviewed. The plan shows how staffs are deployed within nursery, how and what activities are provided, and how continuing training needs of staff are met.

The manager is responsible for ensuring that suitable contingency arrangements are in place to cove emergencies and unexpected staff absences, and sufficient suitable are available to cover staff breaks, holidays, sickness and time spent with parents.

Contingency should include the following

- Use of student and volunteers, when are competent and familiar with the practice in the setting and attend on a planned and regular basis.

- Ensuring only a limited number of staff are absent at one time, including those on training unless cover has been supplied.
- All staff absences must be authorised by the manager in advance.
- Changing practitioner's shifts and lunch breaks
- Making sure sufficient staff remain on the premises
- Contacting parents to take children home
- Re-grouping of children and reorganising rooms and activities
- The manager will get suitably experienced qualified agency staff.
- Where possible, the manager should ensure the same group of agency staff is employed in the nursery to ensure consistency of care for children and their families.

Induction

A thorough and consistent induction system can foster staff confidence, increase job satisfaction and assure parents that a high standard of childcare is being provided. New employees should be well supported during their induction period with clear guidelines about their roles and responsibilities.

Probation Procedure

A period of probation lasting 6 months will be implemented which involves the following: The manager will make clear the standards required within the roles and responsibilities of each employee in terms of:

- Quality and quantity of output
- Skills to be acquired
- Protocols to be learnt
- Deadlines to be met
- Working relationships with other staff and children and families.

The manager will make clear how these standards will be monitored throughout the probation period and the frequency with which they will be formally reviewed.

Probation Meeting

The manager will review probationer's progress after 1 month and 3 months, in a 6 months' probation period. The manager will formally discuss the probationer's performance with him/her and summarise their discussion on the relevant form. The probationer will add his/her comments to the written assessment.

The second review will take place at the 3 month stage. Where performance is satisfactory, probationary staff will be confirmed in their post on completion of their probation period.

If the first review is not satisfactory in any way the manager will discuss with the probationer the aspects of performance with need improvement and should set clear objectives and timescales within which they will be reviewed. The probationer should be asked if she/he considers that any further assistance or training is necessary to enable them to complete tasks to the standards expected of them.

The probationer should sign the review form and receive a copy of it to confirm that she/he has been made aware of the improvements required. If at the second review stage, insufficient improvement has taken place, the manager must arrange a meeting with the probationer to explain that his/her Service will either be terminated at the end of the probationary period or alternatively that their probationary period will be extended.

Extension will be based on these reasons:

- Assistance in training that will be given in the extension period
- The period of the extension, the performance standards expected and the way in which performance will be monitored.
- If performance still fails to meet expectations at the end of the period of extension, employment will be terminated.

When staff is on probation and in any circumstances get involved in alleged misconduct, the probationer will receive written notice of a disciplinary interview which will set out the details of the alleged misconduct.

Any case misconduct during the probationary period may lead to dismissal and gross misconduct may lead to summary dismissal without notice. The probationer will be informed of their right to appeal against a decision to dismiss them on the basis of misconduct and any appeal would be considered by the manager.

Supervision

Supervision should consist of the following components:

- Monitoring of past and current work performance
- Identifying strengths and weakness
- Monitoring targets set at last appraisal
- Reviewing service content and delivery to users
- Identifying training and development needs
- Feedback of recent training and action plan to implement
- Assisting staff in their personal development.

The supervision and supervisee should sign and date the written record and a copy is kept on the staff personal file and a copy is given to the staff. Staff meetings should be held at least once a month, and team meetings every four weeks, all minutes of meetings are kept.

Appraisals

Appraisal is the process by which staff and managers work together to evaluate the professional performance of the individual staff and set targets for future action which will be followed up. All members of staff must receive an annual appraisal.

Registration

Accurate registers must be maintained for both children and staff on a daily basis, showing hours of attendance and details of absences.

Children's registers:

There should be two registers to children's daily attendance; one is the room register, and other, which is held centrally, is the office register. The register should be marked as soon as each child enters or leaves the setting. The register should be accessible at all times, and is of crucial importance if an evacuation is necessary.

Each room should ensure that a member of staff is responsible for collecting the register in the event of an evacuation.

Staff's registers

A register with all staff names in should be kept in the office and marked daily. The manager will monitor all staff absences and take appropriate action to deal with unplanned and sickness absence when necessary.

Visitor's registers

Visitors must report to the nursery staff on arrival and identify themselves with a form of recognisable identification e.g. photo ID, or password. All visitors

must sign the **Visitors Book**, with the time of entry and leaving, and giving the reason for their visit.

The manager is responsible for maintaining the visitor's book.

Training and Development Policy

Morning Star Nursery values training and development for Early Years childcare. The staff training impacts positively on the provision that enables high quality services for children.

The training comes in many different formats e.g. accredited courses, peer training, in house training, coaching, and sharing good practice and standards training. The nursery will keep up to date with all developments and initiatives in the profession development arena.

Aims:

- To provide high quality, relevant training for all practitioners and administrative staff through an annual programme publicised through a training brochure and the children's information service.
- To provide advice, information and guidance to all staff on training and development opportunities.
- To foster in each staff member the value of developing new skills by ensuring that each staff member has a personal development plan which is regularly updated and monitored through the line management process.
- To ensure that manager monitor outcomes of staff training and development

Students and Volunteers

Morning Star recognises that students studying relevant courses need to gain all-round work experience in our setting, and that they come to learn. We understand that the process provides mutual benefits for the setting and the students.

The following of these requirements will be discussed and agreed:

- Student's course requirements
- Timescale of placement
- Allocation of practitioner to supervise student
- Framework of tutor support, including frequency of visit
- Individual or personal requirements of student
- Student's CRB rating
- Role and responsibilities of student

The manager and the practitioner assigned to be the student's supervisor within the setting should discuss the practitioner's responsibilities.

- Plan regular supervision meeting with the student
- Offer advice, support and encouragement when appropriate
- Give constructive feedback to student tutor
- Write reports on student as required by college
- Raise any concern with the manager.

The manager will ensure that the student has an appropriate induction at the beginning of the placement.

Induction

- Make available and discuss settings policies and procedures
- Outline day to day management and operation of the
- Ensure student is given appropriate information and support so that they feel welcome and are able to carry out their placement effectively.

Volunteers

Morning Star recognises the mutual benefits of volunteers working in settings, and acknowledges that volunteers can provide link to the community.

The following will be required:

- CRB check
- Two references
- Early Years agreement to be completed and signed
- The Morning Star Nursery contract to be signed.

Settling Children In

In Morning Star we ensure that all children are introduced into the setting in a welcoming and positive way. The manager and practitioners plan dedicated time to settle children in at their own pace. A flexible approach is important, as some children may settle in quickly while others may take much longer.

Settling in is an anxious and stressful time for parent and the child, may be for some time also for the practitioner. This is not an easy task when the parents/carers will be anxious feeling and perhaps guilty as well. Please try not to let your anxious feelings be picked up by your child.

Young children and babies are the world's experts at non-verbal communication and will pick up your feelings of apprehension very quickly.

Babies of about 6 months and under are usually the easiest to settle. Babies over 6 months are much more aware of their surroundings and any changes in them. Change can make them feel insecure and if we are honest, change can do that to all of us throughout our lives.

As practitioners however, we are generally better at understanding and dealing with it. A positive approach by both parents and practitioners can help enormously. Morning Star is here to relieve both parent and child feelings of anxiety.

This process will vary depending on circumstance for example:

- The child's age
- Individual needs and stage of development
- Prior experience of early years' service.

It is good practice for Morning Star having a Key Person system in place. Every new child should be allocated a key person who will be responsible for ensuring the settling in process works smoothly. The key person will work closely with parents/carers to plan the settling in of the child in a spirit of their child while they are settling in.

Morning Star nursery encourages parents to ask questions, and to know who to approach with any concerns or problems. We will set aside for key person to meet parents to exchange information about the child's individual needs, e.g. routines and habits, family circumstances or background; health and dietary needs.

The settling-in procedure

- Plan any pre-setting visits
- Preparation for the child's first day (e.g. name of peg; welcome notice to tell everyone the child is starting).
- Time limits- what to do if a child takes longer than anticipated to settle in.
- Establish role of parents/carers in helping the child to settle in.
- Monitoring and reviewing progress.

Statement of intent

At Morning Star Nursery we want children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want

parents to have confidence in both their children's wellbeing and their role as active partners with the setting.

Aim

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

Methods

- Before a child starts to attend the setting, we use a variety of ways to provide parents with information. These include written information (including our prospectus and policies), displays about activities available within the setting, information days and evenings and individual meetings for key workers and parents.
- Before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.
- We allocate a key person to each child and his/her family before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- We may offer a home visit by the person who will be the child's key person, to ensure all relevant information about the child can be made known.

- We use pre-start visits, settling in session and the first session at which a child attends to explain and complete with parents the child's registration records.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting. .
- Younger children will take longer to settle in, as will children who have not previously spent time away from home.
- We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.

- We recognize that some children will settle more readily than others
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
- We reserve the right to delay the start of a child if we feel they are not ready for the pre-school environment.
- Within the first term of starting we discuss and work with the child's parents to help plan the child's learning.
- The formal settling in process is detailed in a separate document (settling your child at Morning Star Nursery. This is made available to all parents, before their child is due to start the process.

Displaying Children's Work

We display children's work to show off what they are doing, to value and celebrate a child's achievements and effort.

- Displays include children's individual and group work, planned and spontaneous and other materials and activities that are included in the learning environment.
- Displays should reflect learning in all areas of the EYFS equally e.g. 2D AND 3D construction models, growing plants, objects to stimulate discussion.
- Ensure children are involved in creating displays and have ownership of them
- Displays are accessible and at a level for babies and children to appreciate, enjoy and explore them.
- Art and creative work should be the child's own original work including original shape of the paper it was created on
- Name and date all display work.
- The value of the displays should be monitored and regularly.
- Photographs should be big enough and at a level for children to see the detail of them clearly.

Notification of Change

Morning Star Nursery needs to inform OFSTED as soon as possible of any change or events which you consider significant.

The changes mean anything which may affect the safety and the welfare of any child the care of the setting or the registration of manager and the setting.

Records to be kept

The following records must be kept for a minimum period of three years from the date of the last entry

- All registers
- Accident and Incident records
- Medication records
- Name and contact details of each child attending the nursery and their parents and carers
- Children's development records
- Staff supervision, appraisals and records of sickness and disciplinary meetings
- Diaries and day books
- Staff meetings and parents meetings
- Staff signing in sheets and staff shift rotas
- Fire safety procedures
- Record of complaints
- Risk assessment

Child protection records must be kept for a minimum of five years from the last date of entry.

Key Person System

'Physical skills develop by staring and swiping and eventually handling objects but emotional skills can only grow by being in a close relationship'.

(Purves & Selleck 1999 p.28)

A key worker is a member of staff in an early year's setting who has special responsibility for the education and welfare of a particular group of children during their time at the nursery. 56 | Morning Star Nursery Health & Safety Policies Reviewed on 19/06/2016 Next Review: 30/06/2017

Every child attending an Early Years Setting must be assigned a key worker. Important aspects of a key person relationship are:

- Developing secure trusting relationships with key children and their parents.

- Interacting with key children at a developmentally appropriate level (e.g. when working with babies using reciprocal sounds, facial expressions and gestures.)
- Providing a secure base for your key children by supporting their interests and explorations away from you.
- Providing a secure base for your key children by being physically and emotionally available to them to come back to, by sitting at their level and in close proximity to them.
- Using body language, eye contact and voice tone to indicate that you are available and interested, gauging these according to the child's temperament and culture.
- Understanding and containing children's difficult feelings by gentle holding, providing words for feeling and empathy in a way suited to each individual child.
- Comforting distressed children by acknowledging their feelings, offering explanations and reassurances calmly and gently.
- Acknowledging and allowing children to express a range of feelings, for example anger, joy, distress, excitement, jealousy, love
- Settling new key children into the setting gradually.
- Eating with your key children whenever possible
- Holding key children who are bottle fed on your laps to feed, maintaining eye contact and conversation
- Changing and other personal care of your key child using sensitive handling and words that are familiar to them
- Dressing and washing your key children, offering help as needed but also supporting their growing skills.

- Having regular opportunities to reflect on the emotional aspects of being a key worker, with a skilled, knowledgeable manager or colleague

Key Person Responsibilities

A key person has special responsibilities for working with a small number of children, giving them the reassurance to feel safe and cared for and building relationships with their parent:

- Keeping records of your key children's development progress, contributing observations to records kept by colleagues and sharing records with parents.
- Observing your key children and analysing the information gathered through observation.
- Planning experiences for individual children based on your observations of their interests and development stages
- Writing individual education plans for your key children with special educational needs.
- Writing reports for parents and holding regular meetings to discuss progress.
- Communicating with parent on a daily basis in person and through diaries.
- Communicating with colleagues and other professionals.
- Planning key group times, sharing stories, Sing and Rhymes, Eating times, Music and Movement
- Organising a back-up key person who is known to the parent and child.
- Practitioners have regular opportunities to reflect on their own emotional responses to the children and their work as well as thinking about the children's progress and planning play experiences.

Emergency Procedure

'Shelter in Buildings' Alarm (Lock-down)

In the event of lock-down announcement stay indoors, in the room/classroom that you are in. If you are outside when this alarm is heard, make your way to the nearest classroom or hall.

Ensure classroom door is locked

Turn off the lights

Stay sitting, in silence quietly

Tell children, to keep noise down

Do not use your phones

Further announcements will be made, if appropriate.

It is important to:

- remain calm
- reassure them
- remind them to follow your instructions