



Sutton on the Hill Pre-School

Policies and Procedures

Contents

Admissions Policy	3
Settling in Pre-School Policy	5
Child Protection and Safeguarding Policy and Procedures	6
Child Protection Statement	6
Dealing with concerns	7
Responding to a concern	8
Vulnerable children	10
The Prevent Duty 2015	10
Peer on peer abuse	11
Child sexual exploitation (CSE)	11
Female Genital Mutilation (FGM)	11
If a child chooses to disclose to a member of staff	11
Referral to Social Care	12
Information sharing	12
Safe staffing	13
Induction and training	16
Safe Environment	16
Mobile phones, cameras and use of ICT policy	17
Codes of behaviour	18
Appendix 1	20
Appendix 2	21
Appendix 3	24
Health and Safety Policy	25
Fire Safety Policy	31
Lock down Policy	32
Operational procedures for outings	33
Equality and Diversity Policy	34
Special Educational Needs / Disability Policy	36
Confidentiality Policy	38
Complaints Procedure	39
Staffing and Recruiting Policy	40
Parental Involvement Policy	42
Equipment and Resources Policy	43

Food and Drink Policy	44
Behaviour Policy	46
Medicines Policy	49
No Smoking on the Premises Policy	51
The Non-Collection of Children Policy	52
Missing Children Policy	54
Adverse Weather Policy	55
Tapestry Policy	56
Image Policy	57
Staff & Committee Declaration	62

Admissions Policy

Statement of Intent

Sutton on the Hill Pre-school makes it their intention to make our Pre-School accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the Pre-School through open, fair and clearly communicated procedures.

Methods

In order to achieve this, we operate the following admissions policy:

- We ensure that the existence of the Pre-School is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre-School is accessible - in written and spoken form and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We describe our Pre-school and its practices in terms which make it clear that it welcomes fathers and mothers, other relatives and other carers, including child-minders and looked after children.
- We describe our Pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our Pre-school and its practices in terms of how it enables children with disabilities to take part in the life of the Pre-School.
- On admission we account for and ensure that the ethnic, religious, dietary and gender needs of all children are met; and that no discrimination takes place.
- Our equal opportunities policy is available on our website and also a copy is available at the setting.
- We inform parents of our opening times in our welcome pack/website.
- We are flexible about the amount of sessions in which children wish to attend to meet their individual family needs.

This policy was last updated Dec 2017. Next review Sep 2018.

Settling in Pre-School Policy

Statement of Intent

Sutton on the Hill Pre-School ensures children feel safe, stimulated and happy in the Pre-School and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the Pre-School.

Aim

We aim to make the Pre-School a welcoming place where children settle quickly and easily through consideration of, individual needs and circumstances of children and their families.

Methods

- Before a child attends Sutton on the Hill Pre-School, we use a variety of ways to provide his/her parents/carers with information. These include written information; welcome packs for parents (which also include other information such as keeping children safe online); a Parents Evening to meet the staff and Committee; an Open Day and information on our website/Facebook and email facility.
- During the half term before a child is enrolled, we provide opportunities for the child and their parents/carers to visit the Pre-School.
- When a child starts, we work with their parents/carers to decide on the best ways to help the child to settle into the Pre-School.
- We allocate a key person to each child and their family, the key person welcomes and looks after the child and their parents.
- We use pre-start visits and the first session at which a child attends, to explain and complete with their parents, the child's registration records.
- At the end of session the key person meets with parents/carers to discuss the child's day and share any other relevant information.
- The key person is responsible for completing all progress records and the 2 year old progress check in accordance with the EYFS where relevant.

This policy was last updated Dec 2017. Next review Sep 2018.

Child Protection and Safeguarding Policy and Procedures

Child Protection Statement

Sutton on the Hill Pre-School is committed to safeguarding and promoting the welfare of children and expects all their staff and volunteers to share this commitment.

This commitment includes accepting a responsibility for the protection of children and ensuring that all concerns about a child's safety or well-being, which come to the attention of staff, or volunteers in the course of their work, will be followed up and dealt with as quickly and as sensitively as possible.

The Department for Education 'Working together to Safeguard Children' 2015 (revised 2017) defines safeguarding as:

- *protecting children from maltreatment*
- *preventing impairment of children's health or development*
- *ensuring that children are growing up in circumstances consistent with the provision of safe and effective care*
- *taking action to enable all children to have the best outcomes*

Safeguarding action may be needed to protect children from: Physical abuse, Emotional abuse, Neglect, or Sexual abuse (PENS)

Principles

- Sutton on the Hill Pre-School is committed to providing high quality services to children and families.
- Sutton on the Hill Pre-School must place the needs of a child as a first concern and always act to ensure their safety and protection.
- Sutton on the Hill Pre-School is committed to working in partnership with parents/carers at all times, unless this would cause a child further harm.
- All staff, volunteers and committee will work to Derbyshire Safeguarding Children Board Policies and Practice Guidelines. If staff/volunteers/Committee are concerned that a child is being abused or harmed or that a child and their family would benefit from additional services, they must refer them to Children's Services or to the Common Assessment Framework process.
- Any help offered should be the best for that child or family and Sutton on the Hill preschool agrees to work openly and flexibly with parents/carers, children and other agencies to ensure that this happens.
- Sutton on the Hill preschool recognises that some groups of children may be more vulnerable to abuse. Sutton on the Hill preschools policy and procedures apply to all children irrespective of gender, ethnicity, sexual orientation, religion, ability or background.

The purpose of this policy is to ensure that all children and young people attending the setting are kept safe and that concerns about a child are followed up in the right way ensuring that everyone including parents/carers, staff, volunteers, committee members and children know what should happen and what is expected of them.

Dealing with concerns

Many concerns about children and young people arise on a day to day basis, and in most cases these can be dealt with quickly and easily by discussions between staff and parents/carers where further advice or help may be offered, if needed.

These discussions and actions must be recorded by each of the relevant organisations.

In most circumstances it is seen as best practice to consult with parents/carers and to seek their consent to make a referral for additional services for the child. It is only in circumstances where there are concerns that this would place the child at risk of further harm that information should be shared without consent.

Further details of Derbyshire's Information Sharing Protocol can be accessed through the DSCB (Derbyshire Safeguarding Children's Board) child protection procedures.

Sometimes concerns can be more worrying because it is clear that the child may be affected by what is happening to them. The child may be harmed or hurt in some way.

There are many ways in which children can be harmed.

We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect.

When children are experiencing any form of abuse this may be demonstrated through:

- Significant changes in their behaviour.
- Deterioration in their general well being.
- Their comments which may give cause for concern, or things they say directly or indirectly (Disclosure).
- Changes in their appearance, their behaviour, or their play.
- Unexplained bruises, marks or signs of possible abuse or neglect.
- Any reason to suspect neglect or abuse outside the setting.

We take into account factors affecting parenting; such as:

- Social exclusion.
- Domestic violence.
- Exposure to drug or alcohol abuse.
- Mental or physical illness or parents' learning disability.

We are aware of other factors that affect children's vulnerability such as:

- Abuse of disabled children.
- Fabricated or induced illness.
- Child abuse linked to beliefs in spirit possession.
- Sexual exploitation of children such as through internet abuse and female genital mutilation.

Where we believe that a child in our care or who is known to us may be affected by these factors we follow the procedures for reporting child protection concerns.

Concerns about a child may come to the attention of staff/volunteers/committee in a number of ways;

- Through observation of the child. A child's behaviour may indicate that it is likely that he/she is being abused.
- The child may disclose abuse.
- Information may be given by parents/carers, other people or agencies.
- A child may show some signs of physical injury of which there seems to be no satisfactory explanation.
- Something in the behaviour of one of the workers or young person, or in the way the worker or young person relates to a child, alerts them or makes them feel uncomfortable in some way.
- Observing one child abuse another.

There may be barriers to children disclosing, the power of relationships between adults and children should not be underestimated, nor should the deliberate and skilled way abusers target their victims.

Children may not disclose because;

- They are scared because they have been threatened.
- Believe they will be taken away from home.
- Believe they are to blame.
- Think it happens to all children/believe it is normal.
- Feel embarrassed.
- Feel guilty.
- Don't want to get the abuser into trouble.
- Have communication or learning difficulties.
- May not have the vocabulary to say what happened.
- Are afraid they won't be believed.
- Believe they have told, maybe by dropping hints, but haven't been believed so don't bother to try again.

Child abuse thrives on secrecy and needs to be handled in a sensitive, accepting way. In order to achieve this adults may have to overcome certain barriers also as;

- Sometimes it may be hard to believe what the child is saying.
- It may be difficult if the suspicion is about someone that is known.
- The fear of 'getting it wrong'.
- The fear of what consequences there may be for 'getting it wrong' for the child, for the family and for themselves.
- Worry that it may make things worse for the child.
- Belief that the services are stigmatising.
- Simply do not want to become involved.
- Do not have the necessary information on what to do or who to contact.

Responding to a concern

The Designated Safeguarding Lead (DSL) for this setting is Jan Parker

The Deputy who will take over this role in the DSL's absence is Amanda Atton

- Sutton on the Hill Pre-School will always have a named DSL available whenever we are open, and a contact for when children are off site e.g.- trips and outings; the DSL remains the overall responsible person for child protection issues.

- All staff and committee members at Sutton on the Hill preschool are aware of the setting's child protection policy and safeguarding procedures, and understand their responsibilities in being alert to, and acting appropriately in cases of abuse, or suspected abuse, and know how to recognise and refer any concerns.
- At Sutton on the Hill Pre-School, staff have professional curiosity and question the behaviour of children and parents/carers, not necessarily take what they are told at face value.
- Any initial concerns staff have are discussed with the DSL. The DSL will decide with the member of staff the most appropriate action to take, depending on the circumstances and the support or action required, including a telephone referral if urgent and immediate, to Starting Point. All other referrals are by completing an online referral form www.derbyshire.gov.uk/startingpoint
- The DSL can phone the *Starting Point professionals advice line* available on (01629 535353) Monday to Friday (8am-6pm). This is for professionals not sure if a threshold for referral is met.

Derbyshire County Council's **Starting Point** (01629) 533190 is the first point of contact and referral service for children who live in **Derbyshire**. (365 days per year)
See **Appendix 1** for a list of useful information for referral and a body map.

Where there is concern about suspected harm or risk of harm to a child, the referral should be made to the local authority for the area **where the child lives**.

Our main neighbouring Local Authorities are

Derby City	01332 641172
Staffordshire	0800 131 3126

See also (for a list of other local authorities):

https://www.derbyshire.gov.uk/council/council_works/other_councils/neighbours/default.asp

- All concerns and discussions about a child's welfare are confidential and are recorded in a chronology/timeline, including the decisions made and the reasons for the decisions. Records are coherent and a factual record of the concerns which are stored on individual children's files in a clear chronological order.
- The DSL is responsible for ensuring that the necessary paperwork is completed and sent to the relevant people and stored in a safe and confidential place.
- It is the role of social care/police or health practitioners, via a *Starting Point* referral, to investigate individual cases and take further action if required, not the setting.
- Sutton on the Hill Pre-School will inform Ofsted (0300 1231231) of any significant safeguarding incident that have been referred to the local authority, (the setting's insurance company may also need to be notified of any significant incidents). Ofsted must be informed as soon as practical, of any incident regarding notification and in any case within 14 days, see required notifications:-

<https://www.gov.uk/government/publications/early-years-provider-non-compliance-act/on-by-ofsted>

- Sutton on the Hill Pre-School will monitor the situation and if there are further signs of potential abuse and neglect, the matter will be reported and referred again by the DSL.

Vulnerable children

A number of common barriers exist that could prevent children from telling about being abused. Staff should also be alert to the needs of children who may be vulnerable and will have to overcome additional barriers; this could include a child who:

- is disabled and has specific additional needs
- has special educational needs
- is a young carer
- is showing signs of engaging in antisocial or criminal behaviour
- is in a family circumstance presenting challenges for the child such as substance abuse, adult mental health, domestic violence and is showing early signs of abuse or neglect.

We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple organised abuse. Through forced marriage or honour based violence or child trafficking.

The Prevent Duty 2015

Protecting children from the risk of radicalisation is part of the wider safeguarding duties and any concerns will be followed up via the setting's safeguarding procedures.

The DSL can seek advice regarding the Prevent Duty by contacting either; Seamus Carroll who is the lead officer for Prevent at Derbyshire County Council by emailing seamus.carroll@derbyshire.gov.uk, or calling 01629 538494, or the *Starting Point professionals advice line* 01629 535353 and follow the advice given.

We meet the requirement of the Prevent duty by:-

- **Risk assessment** - Staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection and report concerns via the safeguarding procedures.
- **Training** - All staff and committee members complete a Prevent online training in order to identify children who may be vulnerable to radicalisation, and take appropriate action.
- **IT policies** - Staff at Sutton on the Hill Pre-School are aware of the risks posed by the online activity of extremist and terrorist groups and how to manage access to the internet via phones and games etc.
- **Partnership working** - Staff will work to build close links with parents to be able to offer support and guidance as they are in a key position to spot signs of radicalisation.

The setting supports children to build resilience to radicalisation by promoting **Fundamental British Values** and enabling them to challenge extremism via the following four areas, included within daily activities; *Mutual respect and tolerance, Individual liberty, Democracy and Rule of law.*

Peer on peer abuse

Safeguarding issues can manifest themselves via peer on peer abuse (children abusing other children). This could include, but is not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting etc. Any peer on peer abuse will be dealt with via the setting's behaviour policy or the broader child protection procedure, as appropriate. Sutton on the Hill Pre-School will also ensure that the needs of children and young people who abuse others will also be considered.

Child sexual exploitation (CSE)

CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. This can also be peer on peer. If we are worried about a child being at risk of CSE, we will follow our safeguarding policies and procedures, supporting the child in a sensitive manner.

Female Genital Mutilation (FGM)

Staff at Sutton on the Hill Pre-School are aware that it is illegal in the UK to subject a girl or woman to female genital mutilation (FGM), to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself. It is also an offence to fail to protect a girl from the risk of FGM. Any information that a girl is at risk of or has undergone FGM must result in a referral to Children's Social Care, this is mandatory. If we are worried that a child is at risk of FGM or has had FGM, we will follow our safeguarding policy and procedures and the child will be supported in a sensitive manner. The child's family, or those with influence within the community, will not be approached in advance of any enquiries by the police, adult or children's social care.

If a child chooses to disclose to a member of staff

Staff will be sensitive at all times and take appropriate action if the child is in need of urgent attention. Staff will be open about the concern and make it clear to the child that the member of staff/volunteer will have to tell others. Staff will inform parents/carers about any child protection concerns, unless doing so would put the child at further risk or the member of staff is concerned about a real risk to themselves. See **appendix 2** for definitions of abuse.

Staff should

- Be accessible and receptive.
- Listen carefully and uncritically at the child's pace.
- Take what is said seriously.
- Reassure the child that they are right to tell.
- Tell the child that you must pass this information on.
- Make no promises.
- Make a careful record of what was said.
- Follow the setting's safeguarding policy and report concerns as soon as possible.

Staff should never

- Take photographs or examine an injury.
- Investigate to prove or disprove possible abuse.
- Ask leading questions, make promises to children about confidentiality or keep 'secrets'.
- Assume that someone else will take the necessary action.
- Jump to conclusions or react with shock, anger, horror, speculate or accuse .
- Confront another person (adult or child) allegedly involved.
- Offer opinions about what is being said, or about the person allegedly involved.
- Forget to record what you have been told.
- Fail to pass the information on to the correct person.
- Ask a child to sign a written copy of the disclosure.

It is the role of Children's Social Care and/or the police to investigate allegations or concerns. The role of staff/volunteers/committee in our organisation is to help identify concerns and pass them onto the relevant agency. All staff, volunteers and committee working in partnership with Derbyshire Safeguarding Children Board have a duty to follow DSCB procedures.

If no further action is considered necessary the reason why should be documented and the form should be placed on file. Wherever possible, parents should be made aware of this record.

Referral to Social Care

When a decision is made, whereupon the concerns of a child's welfare are such that it is necessary to make a referral to Children's Social Care, it is important for the referrer to be clear about:

- the nature of the concerns
- how and why they have arisen
- the apparent needs of the child

The referrer will be asked to provide basic information in relation to the child and, if known about any previous (e.g. CAF) assessments that have been completed. The referrer will be asked if there are urgent concerns about the immediate safety of the child.

- A referral can be made by phone to **Starting Point 01629 533190**
- The referral should be followed up electronically via www.derbyshire.gov.uk/startingpoint this should also be recorded and placed in the safeguarding folder.

The referrer and the duty social worker should both be clear about any decisions made and what will happen next. The parents/carers of the child should be involved as far as possible, unless it has been decided that this would put the child at further harm. The safeguarding officer should support the worker in making decisions and be available to give advice and guidance, as necessary.

Information sharing

Information sharing is vital in order to provide effective early help and to keep children safe from harm. This includes sharing relevant information regarding safeguarding issues or concerns with partners, other settings and schools that a child may attend.

Information will be shared in line with the guidance 'Information sharing advice for safeguarding practitioners 2015' and will be stored safely and in line with the Data Protection Act 1998.

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Any concerns regarding the welfare of a child will usually be discussed with the parents, but not if there is a view that this would put a child or member of staff at risk. Detailed confidential and accurate written records of concerns about a child will be kept securely, even if there is no need to make an immediate referral. If any child with a known child protection plan has a safeguarding concern raised or is absent without explanation, this will be referred to their Social Worker/Social Care Team as soon as possible.

The setting will however, gain prior permission from all parents to share relevant information about their child with another setting, in order to support their learning and development.

As an Ofsted registered setting, Sutton on the Hill Pre-School has a statutory responsibility to notify Ofsted of:

- The death or injury of a child whilst in the care of the setting or later, as the result of something that happens while the child was in the setting.
- The death or serious accident or serious injury to any other person on your premises.
- Where a child needs to go to an Accident and Emergency Department of a hospital (and requires hospitalisation for more than 24 hours), either directly from the settings or later, as the result of something that happened while the child was in the setting.
- Any significant event that is likely to affect the suitability to care for children.
- A child sustaining any serious injuries.

Safe staffing

Recruitment

Sutton on the Hill Pre-School ensures that safe recruitment practices, procedures for dealing with allegations against staff, and guidance about appropriate behaviour are in place.

All staff are subject to a careful selection and vetting process that includes the following:

- Completion of an application form.
- Checking the person's identity by their birth certificate or passport or other documentation with a photograph.
- Taking up to 2 references, which are obtained the same day as the interview via phone then confirmed in writing.
- Check qualifications.
- A face to face interview by two senior post holders.
- An observation of the candidate(s) in the learning environment with the children.
- Require applicants to complete a self-disclosure about previous conviction(s), including disqualification by association, and follow this up with appropriate safeguarding checks.
- Obtain full disclosure through checks from Disclosure and Barring Service (DBS)

where required (checks should be carried out on all people applying to work with children, including volunteers) where they have unsupervised and regular contact. The DBS will provide checks of:

1. Police criminal records via Police National Computer.
 2. PoCA list (The Protection of Children Act List) and List 99 - lists of people who are disqualified from working with children and young people.
- A list of DBS reference numbers for all staff and committee members are kept on the premises.
 - Sutton on the Hill Pre-School will **not** employ any person who has been disqualified to work with children or vulnerable adults. The name of any member of staff considered not suitable to work with children will be notified to the DBS (Disclosure and Barring Service), with the advice of Local Authority Designated Officer (LADO).

Procedures for dealing with Allegations against ALL Staff, volunteers and Committee

Sutton on the Hill Pre-School takes safeguarding concerns extremely seriously and **any** allegations against staff will comply with Derbyshire Safeguarding Children Board procedures.

Staff behaviour

If we receive an allegation against a member of staff/volunteer/committee member who works with children that causes concern that they have:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child or
- Behaved towards a child or children in a way that indicates she/he is unsuitable to work with children

We must contact Starting Point 01629 533190 the referral should be followed up electronically via www.derbyshire.gov.uk/startingpoint this should also be recorded and placed in the safeguarding folder. For allegations you must speak to the LADO who will investigate the allegation, any actions given by the LADO must be followed.

An allegation will not automatically mean a suspension but we will consider the seriousness and plausibility of the allegation, the risk and harm to children and the possibility of tampering with evidence, as well as the interest of the person concerned and the setting.

Sutton on The Hill Pre-School will inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Sutton on The Hill Pre-School will also notify Ofsted of any action taken within 14 days. These notifications must be made as soon as possible.

All staff and volunteers at Sutton on the Hill Pre-School are expected:

- to disclose to the manager, any circumstances which may indicate that the member of staff or volunteer could be barred from working with children (Childcare Regulations 2006).
- to have a personal responsibility to keep up to date with knowledge and training about safeguarding and know what to do if a concern is raised.
- to be vigilant and alert to potential warning signs and minimise risk.
- to take responsibility for their own behaviour, understand the need for professional boundaries and to avoid putting themselves into compromising situations which

could be misinterpreted and lead to possible allegations and subsequent consequences.

- to be alert to any inappropriate behaviour of others and report any concerns to their manager immediately.
- to not discuss any issues relating to the setting, children or staff outside of the setting, or act in a way which could be deemed inappropriate or bring the setting into disrepute, as per the setting's Code of Conduct and the contractual disciplinary procedures.

If there are concerns or allegations raised about the suitability and/or behaviour of any member of staff, student or volunteer, these concerns/allegations must be shared with the DSL.

If the DSL is the subject of the concern or connected, an alternative DSL will be sought.

Once the DSL or alternative have been informed of the concern/allegation they **must contact the Local Authority Designated Officer (LADO)** by completing an 'Allegations against staff, Carer and Volunteers' form. This form triggers a referral into the Derbyshire LADO and can be found at:

http://derbyshirescbs.proceduresonline.com/docs_library.html

The LADO in Derbyshire will agree with the setting any further actions that are required and how and when the person the allegation has been made against will be informed of the concern, and this is dependent on the nature of the allegation.

If there is cause to suspect a child is suffering or likely to suffer significant harm, or a criminal offence might have been committed, a strategy discussion will be held, involving police, LADO, the employer, Children's Social Care and other agencies as appropriate. The aim of the strategy discussion will be to share relevant information and determine whether an investigation needs to be conducted by:

- Social care regarding child protection concerns.
- Police regarding any possible criminal offences.
- Or via the employer disciplinary/ suitability procedures.

Sutton on the Hill Pre-School will inform Ofsted of the incident (0300 1231231) within 14 days and our insurance company will also be made aware of the situation.

Whistle blowing

All staff and volunteers are able to raise concerns about any poor or unsafe practice and potential failures in our setting's safeguarding process and concerns will be taken seriously by the management team.

If staff have concerns about the conduct of a colleague, the member of staff should, in the first place, discuss this with a member of the management team and escalate via the allegations against staff procedures if appropriate. However, if they feel the concern is not being dealt with appropriately, and the concern is about the behaviour of a member of staff then the member of staff should inform the LADO directly and/or Ofsted, if there is a potential breach of Ofsted registration requirements.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk

Induction and training

Induction

All staff, volunteers and committee members will be provided with an induction that includes making them aware of the setting's procedures for safeguarding and promoting the welfare of children. All staff, volunteers and committee will undertake appropriate training.

Training will cover:

- What is significant harm.
- What is abuse and neglect.
- Behaviours of abusers.
- What to do if someone tells you they are being abused.
- What to do if you suspect abuse and details of your safeguarding children policy.

Training for Designated Child Protection Representatives

Our named safeguarding officers **Jan Parker and Amanda Atton** have received special training to carry out their responsibility for ensuring child protection issues are responded to properly. Members of the committee are also committed to safeguarding children and our current chair, **Johann Crisp**, has also undergone DSL training.

Sutton on the Hill Pre-School ensures that all staff (and management committee) have had appropriate training as advised by the DSCB. All staff and managers receive regular updates on safeguarding at least annually. The DSL will attend designated safeguarding lead/safeguarding training at least every two years, and their knowledge and skills will be refreshed at least annually and share this with staff.

In particular the DSL will have:

- Been checked by the Disclosure and barring service.
- Knowledge about signs and symptoms of abuse.
- Knowledge about how abusers (perpetrators) behave.
- Knowledge about the Local Safeguarding Children's Board guidelines for dealing with concerns about abuse.
- Knowledge of who to contact in Children's Social Care to ask advice and to refer a case without delay where there are child welfare concerns.

Supervisory observations/appraisals

Observations on staff members take place every half term (6 in total). Supervisory meetings will be held every full term (3 per year) and will include performance management (appraisals).

Safe Environment

Sutton on the Hill Pre-School ensures that all premises and equipment is assessed for safety and suitability. The provision is registered through OFSTED and their guidelines followed.

Our staffing ratios are as follows:

- 1 adult to 4 children for 2 year olds.
- 1 adult to 8 children for 3 and 4 year olds.

When transport is organised consideration will be given to the appropriate provision of safety seats or belts for children within the vehicle. Activities are planned to take into account the age, ability and needs of children attending and to ensure safety and supervision at all times.

Sutton on the Hill Pre-School ensures that they have the necessary information about the children. These include contact numbers for emergencies, allergies, health and other special needs, etc. and parents/carers must also be given information about the setting.

Visitors

Children are never left unsupervised with visitors and the identity of all visitors will be checked if children are being cared for at the time of the visit. If visitors are known, they must have a valid reason for visiting and sign in when they arrive and leave in the visitors' book.

Mobile phones, cameras and use of ICT policy

including other devices that can take or store digital images

We recognise that this technology is an effective communication tool which we wish to manage effectively and safely. See **appendix 3** for help on keeping children safe online. The use of this equipment is restricted to avoid distraction and disruption to the care of children and to minimise the opportunities for any individual or group to put children into potential risk of harm.

If there is misuse or incidents related to information, communication technology (ICT), it must be reported to a manager and the DSL who will take appropriate action to follow the safeguarding procedures, if appropriate. This includes taking preschool equipment (such as a laptop or ipad) home for personal use. Misuse could be considered as gross misconduct and could therefore result in the requirement for suspension whilst the investigation takes place or even instant dismissal.

There is a clear expectation that the use of personal mobile phones and smart watches by staff is limited only to allocated lunch and/or breaks and not in the setting with children present. Mobile phones and smart watches are kept in a box in the kitchen during session hours.

Personal devices must never be used in the setting by staff to take photos or record/share images of children, in any circumstances.

All mobile phones must be switched off whilst driving with children during a working capacity in order to avoid potential distractions and injury to children, self and others.

We will only take photographs with parental permission using the setting's camera and ipads, and only those which will help us support a child's learning and development or share events. Photographic files will be stored safely and not be kept once the child leaves our care, unless prior agreement is agreed with the parent.

We do not need to register with the Information Commissioner's Office (ICO) as we are a charity preschool. Our storage of personal and digital information will meet the requirements of the Data Protection Act (1998) and will be secured at all times through password protections for access.

We will make sure that any devices with access to the internet or computer games are suitable for the age of the child who is using the equipment and supervised in their use.

Staff must not accept or request to be friends on social network sites with parents of children that attend the setting or make any contact by their personal phone/devices (unless they already know the parent outside of work). Staff must not share information about the setting or individual children or bring the setting into disrepute (see staff behaviour policy).

If any member of staff feels this policy has been breached, they must report this to a manager immediately.

Codes of behaviour

Codes

The code of behaviour is for all staff, volunteers and committee members involved at this setting. Our boundaries to behaviour are set out in the behaviour policy and we make it quite clear that discriminatory, offensive or violent behaviour is unacceptable and that all complaints will be acted upon.

The following specific behaviours will not be accepted:

- Improper sexual conduct.
- Lending or borrowing of money.
- Exclusive or secretive relationships.
- Taking people who use your setting to your home.
- Physical restraint.
- Under the influence of alcohol or drugs.

Relationships between personnel

Relationships between both paid workers, volunteers and committee members are based on mutual respect. All employees are expected to contribute and take responsibility to ensure a positive working environment and to conduct themselves accordingly.

- Treat all children and young people with respect.
- Provide an example of good conduct you wish others to follow.
- Ensure that whenever possible there is more than one adult present during the activities with children or at least that the member of staff working on their own are within sight and hearing of others.
- Respect a young person's right to personal privacy/encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions or words, no matter how well intentioned.
- Be aware that even physical contact with a child may be misinterpreted.
- Recognise that special caution is required when you are discussing sensitive issues

with children.

- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.

Staff and volunteers must not:

- Have inappropriate physical or verbal contact with children.
- Allow themselves to be drawn into inappropriate attention seeking behaviour/make suggestive or derogatory remarks or gestures in front of children.
- Jump to conclusion about others without checking facts.
- Either exaggerate or trivialise child abuse issues.
- Show favouritism to any individual.
- Rely on their name or that of the setting to protect them.
- Believe "it could never happen to me".
- Take a chance when common sense, policy or practice suggests another more prudent approach.
- Take any photographs/videos of children using personal digital equipment e.g. mobile telephone, tablets or cameras.

Staff are advised that they can reduce likely situations for abuse of children and help protect themselves from accusations by making sure that everyone is aware that, as a general rule, it doesn't make sense to:

- Spend excessive amounts of time alone, with children, away from others
- Take children to your home.

When it is unavoidable that these things happen, they should occur with the full knowledge and consent of someone in charge of the setting and/or the child's parents.

Intimate care

It may sometimes be necessary for the setting's staff to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the parents. In an emergency situation that requires this type of help, parents will be fully informed, as soon as reasonably possible. In such situations, it is important that all staff are sensitive to the child and undertake personal care tasks with the utmost discretion and that they are trained to undertake this type of care.

Complaints

Sutton on the Hill Pre-School staff will inform parents/carers how to voice their concerns or make a complaint via the setting's complaints policy and make sure that parents/carers have access to a copy of the setting's safeguarding/child protection policy. The Ofsted poster with Ofsted's contact details is displayed, should parents/carer wish to complain directly to Ofsted.

This policy was updated on 3rd August 2015 and March 2017 and January 2018

Appendix 1

Information that may be useful if referring a child to Children's Social Care

1. Name and date of birth (or age) of child
2. Child's address
3. Name of parent/carer
4. Phone numbers for parents/carers
5. What is said to have happened or what was seen?
6. When and where did it occur?
7. Who else, if anyone, was involved and how?
8. What was said by those involved?
9. Were there any obvious signs e.g. bruising, bleeding, changed behaviour?
10. Was the child able to say what happened, if so, how did they describe it? (record using their words)
11. Do the parents know? (It is good practice to share with parents your concerns and to inform them that you are making a referral unless to do so would place the child at increased risk or if you are concerned about risk to yourself)
12. If there are any concerns about the immediate safety of the child
13. Signature of person filling in the record

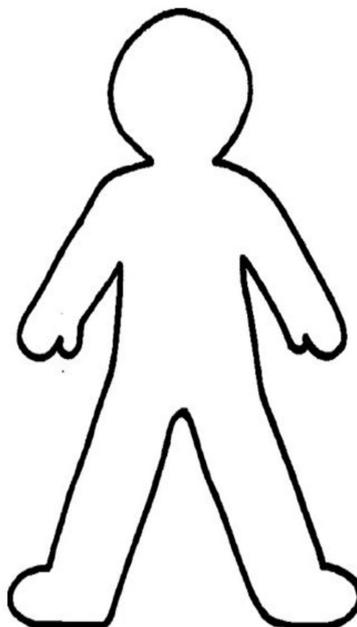
Body map

a record of what can be seen and/or what has been said about the injury.

Name of Child:

Date of observation:

Name of Observer:



Appendix 2

Definitions of Abuse

Recognising Child Abuse

Recognising child abuse is not easy, and it is NOT your responsibility to decide whether or not child abuse has taken place or if a child is significantly at risk. You do, however, have a responsibility to act if you have a concern.

The following information is not designed to turn you into an expert but it will help you to be more alert to the signs of possible abuse.

1. Physical Abuse

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of the body, like elbows, knees and shins.

Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely, e.g. cheeks or thighs. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

The physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body
- Bruising which reflects hand marks or fingers (from slapping or pinching)
- Cigarette burns
- Bite marks
- Broken bones
- Scolds

Changes in behaviour which can also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

2. Emotional abuse

Emotional abuse can be hard to measure and often children who appear to be well cared for may be emotionally abused by being taunted, putdown or belittled. They may receive little or no love, affection or attention from parents or carers. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

The physical signs of emotional abuse may include:

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. hospital or away from parents/carers care
- Sudden speech disorders
- Development delay, either in terms of physical or emotional progress
- Changes in behaviour which can also indicate emotional abuse include:
- Neurotic behaviour e.g. hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self-harm
- Fear of parents being approached about their behaviour

3. **Sexual abuse**

Adults who use children to meet their own sexual needs abuse both boys and girls of all ages, including infants and toddlers.

Usually, in cases of sexual abuse it is the child's behaviour which may cause you to become concerned, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important therefore, they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal areas
- Bruising or bleeding near genital/anal areas
- Sexually transmitted diseases
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or development level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets that they can't tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

4. **Neglect**

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

The physical signs of neglect may be:

- Constant hunger, sometimes stealing food from other children

- Constantly dirty or smelly
- Loss of weight or being constantly underweight
- Inappropriate dress for the conditions.

Changes in behaviour which can also indicate neglect may include:

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning their being left alone or unsupervised.

The above list is not meant to be definitive but as a guide to assist you. It is important to remember that many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring.

There may well be other reasons for changes in behaviour, such as death or the birth of a new baby in the family, relationship problems between their parents/carers etc.

Facts about abuse

- Children that are abused are most likely to be abused by someone they know and trust
- The reported cases of child abuse are just the tip of the iceberg of the cruelty, exploitation and neglect to which children in our society are subjected
- Disabled children are more vulnerable to abuse. They are more dependent on intimate care and sometimes less able to tell anyone or escape from abusive situations
- Children very rarely make false accusations that they have been abused and in fact frequently deny the abuse or take back an accusation after they have made it
- Children who talk about the abuse fear the consequences of telling - if things are bad, perhaps they may get worse
- Children and young people who are abused can be very good at hiding their unhappiness and distress
- Abuse has serious long term effects on children and young people. If untreated, the effects of abuse on children can be devastating and continue into adulthood
- Social services will only remove children where there is actual, or a risk of, significant harm and if the child is in real danger of further abuse
- Child sexual abuse is equally as common among all social classes, professions, cultures and ethnic groups
- Child sex abuse is an abuse of power - it is an abuse of power adults have over children
- In most reported incidents of sexual abuse the abuser is someone known to the child
- It is not only men who sexually abuse children - women also abuse but the most commonly quoted figure is that around 90% of all child sex abuse is by men, most of whom are heterosexual
- A child is never to blame for sexual abuse
- There are rarely any obvious signs that a child has been sexually abused. Child abuse is very hard to 'diagnosis' even for professionals
- Staff are made aware of radicalisation/trafficking/female mutilation/faith abuse.

Appendix 3

Online safety/safeguarding

Advice if your child is under 5 years old

- Start setting some boundaries; even at this early age ... it's never too early to do things like setting limits for the amount of time they can spend on the computer.
- Make sure devices like your mobile, tablet or laptop are out of reach. Set up passwords/PINs and make sure you keep these details to yourself.
- On computers and any other devices your child has access to, set the parental controls to the appropriate age, and enabling access to only appropriate content.
- Buy or download parental control software, switch it on and keep it updated. There are many versions on the market, which work in different ways and available at a range of prices, starting at free.
- The big four Internet Service Providers (ISPs) give their customers free parental controls which can be activated at any time. Check them out and take advantage of them.
- Buy or download only apps, games, online TV and films which have age ratings, which you should check before allowing your child to play with or watch them.
- Share your technology rules with grandparents, babysitters and your child's friends' parents so that they know what to do when looking after your child.
- When using public Wi-Fi – for example in cafés or hotels – remember that it might not include parental controls. Innocently letting your child play with your mobile or tablet while you're enjoying a latte may result in them accessing inappropriate content or revealing personal information.
- If you have a family computer or tablet, set the homepage to an appropriate website such as Cbeebies

For more information on keeping children safe online please visit the following web sites www.thinkuknow.co.uk and www.saferinternet.org.uk

This policy was reviewed in July 2015 and March 2017.

Health and Safety Policy

Statement of Intent

Sutton on the Hill Pre-School believes that the health and safety of children is of paramount importance. We make our Pre-School a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

The member of staff responsible for health and safety is **Amanda Atton**; she is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding.

Risk assessment

Our risk assessment process includes

- Checking for hazards and risks indoors and outside, and in our activities and procedures.

Our assessment covers adults and children

- Deciding which areas need attention and
- Developing an action plan which specifies the action required, the timescale for action, the person responsible for the action and any funding required.

Insurance cover

We have public liability insurance and employer's liability insurance. The certificate is displayed in Sutton on the Hill Pre-School on the notice board.

Awareness Raising

Our induction training for staff, volunteers and committee members includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.

Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.

Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the Pre-School.

As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.

We have a no smoking policy and a mobile phone policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's Safety

Only persons with an enhanced disclosure from the DBS and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.

Adults **do not** normally supervise children on their own.

All children are supervised by adults at all times.

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

A procedure has been put into place for helpers, volunteers, committee members and students to read and sign whenever they help in the Pre-School. It states that they are not to be left unsupervised, or help with toileting. They are also not allowed to prepare the daily snack unless they are qualified to do so.

There is at least one member of staff at the setting daily with a current paediatric first aid qualification.

Security

Parents/carers drop off and collect the children into Pre-School via the front door which is manned daily.

Children's arrival and departure are recorded in the register.

The arrival and departure times of adults - staff, volunteers and visitors are recorded in the register.

Parents must let Pre-School know at the start of the session if someone else is collecting their child and this is recorded in the diary. We will only release children into the care of individuals named by parents, including a passcode given to staff. If due to unforeseen circumstances a problem develops during the session time – please phone or text the setting phone to inform us of the changes and name of person who will be collecting your child.

At the end of every session the children are encouraged to identify their parent/carers before being released into their care.

Visitors are asked to show some form of identity before entering the premises and all visitors must sign in and out of the visitor's book.

We prevent unauthorised access to the premises by ensuring our gates are secured after all children have arrived. Parents are asked to close all doors and gates on departure. A member of staff is at the door on point of arrival to ensure only authorised people gain access.

Windows

The windows are above ground floor so children cannot climb through them. They also have locking mechanisms fitted to them to prevent unauthorised access.

Doors

We use foam door stops to prevent children trapping their fingers.

The back door is latched back when in use to prevent the door from closing.

Floors

All surfaces are checked daily to ensure they are clean and not damaged. All spillages are dealt with immediately.

The toilet floor is checked throughout the session and mopped when needed; this is recorded on our daily checklist.

Toilet

Antibacterial spray and a blue cloth are kept on the high window sill out of children's reach for cleaning the toilet and potties.

Kitchen

Children do not have unsupervised access to the kitchen.

All surfaces are kept clean using an anti-bacterial spray.

There are separate facilities for hand washing and for washing up.

The cleaning materials kept on premises are locked in the Pre-School cupboard on the high shelf.

When children take part in cooking activities, they

- Are supervised at all times.
- Are kept away from hot surfaces and hot water.
- Do not have unsupervised access to electrical equipment or sharp implements.

Electrical equipment

All electrical equipment conforms to safety requirements and is checked regularly by pat testing.

The electrical meter cupboard is not accessible to the children.

Heaters are properly guarded and the children are taught not to touch them.

Electrical sockets are inaccessible to children.

Storage heaters are checked daily to make sure they are not covered.

The temperature of hot water is controlled to prevent scalds.

Lighting and ventilation is adequate in all areas including storage areas.

Storage

All resources and materials which children select are stored away safely.

Outdoor area

Our outdoor area is securely fenced and gated and anyone wishing to enter the premises has to do so using two latched gates.

Our outdoor area is checked for safety daily and any harmful debris removed.

Adults and children are alerted to the dangers of poisonous plants.

Equipment is kept clean and dry.

Our sand pit is kept in a shed.

All outdoor activities are supervised at all times.

Hygiene

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning checklist for the Pre-School which includes toilets, sink and potties.

We clean resources and equipment as we use it.

We implement good hygiene by:

- Cleaning tables between activities.
- Checking toilets regularly.
- Wearing disposable gloves - as appropriate.
- Providing sets of clean clothes.
- Providing tissues and wipes.
- Washing hands before snack and after visiting the toilet.
- Liquid soap is available to the children.
- A changing mat and wipes are available for children in nappies.
- Parents are asked to provide nappies.

Activities

The daily routine of the Pre-School can be found on the wall at the setting. The activities are photographed and normally displayed at the end of session on our digital photo frame.

Before equipment and resources are purchased, we check they are safe for the ages and stages of the children.

The layout of play equipment allows adults and children to move safely and freely between activities.

All equipment is regularly checked for cleanliness and safety and any dangerous items

are repaired or discarded.

All materials - including paint and glue - are non-toxic.

Sand is clean and suitable for children's play.

Physical play is constantly supervised.

Children are taught to handle and store tools safely and the use of scissors is supervised at all times.

Children who are sleeping are checked regularly.

Children learn about health safety and personal hygiene through the activities we provide and the routines we follow.

Animals

When animals visit Sutton on the Hill Pre-School, we ensure that children are shown the correct way to handle them if appropriate, and children wash hands after touching or stroking animals.

First aid

The member of staff responsible for first aid is **Jan Parker**; she has undertaken paediatric first aid training and holds a current certificate. **Amanda Atton** also holds paediatric first aid certification.

- Our first aid kit complies with the Health and Safety Regulations 1981 and recommended St John's Ambulance kit list
- Is regularly checked by **Jan Parker** and restocked as necessary.
- Is kept in the red cupboard at the back of the room.
- Is kept out of reach of children.

The procedures we follow are:

- Using disposable gloves.
- Using water to wash cuts and grazes.
- Plasters are used with parental consent (registration document).

Our accident sheets:

- Are kept next to the first aid box.
- Accidents are recorded by the member of staff who dealt with the accident.
- All accidents of children and adults are recorded. Records will be kept for 21 years.

Ofsted is notified of any serious injury, disease, or the death of a child or adult.

Any serious injury requiring emergency hospital treatment to a child, parent, volunteer, staff or visitor is reported to the local office of the Health and Safety Executive.

Nottingham Kingsley Dunham Centre, Nicker Hill, Keyworth, Nottingham NG12 5GG
Fax: 0115 937 7501.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the reporting of serious injury, disease and dangerous occurrences regulations). We report to the local office of the Health and Safety executive:

- Any serious accident to a member of staff requiring emergency hospital treatment.
- Any dangerous occurrences.

We have a separate policy to cover medication for children.

Sickness or Illness

Illnesses that require exclusion from the setting are measles, chicken pox, sickness and diarrhoea. (Some notifiable diseases may also carry exclusion).

Ofsted is notified of any notifiable infectious diseases (see list of notifiable diseases located on side of red cupboard).

Parents will be notified of any serious illnesses in the setting.

If a child becomes ill during the session, parents will be contacted and the child will be supervised until the parent/carers collect them.

In the event of an outbreak of head lice, a note will be put on the notice board to make parents aware of the problem. Parents of the child concerned will be asked to treat the child and staff will advise parents/carers wherever possible.

Safety of Adults

Adults are provided with guidance about the safe storage, movement, lifting and erection of large or heavy pieces of equipment.

The absence/sickness of staff and any involvements in accidents are recorded.

Records

In accordance with the National Standards for Day Care we keep records of:

- Adults authorised to collect children from Pre-School.
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident.
- Who has parental responsibility for the child.
- Who has legal contact of the child.
- The allergies, dietary arrangements and illnesses of individual children.
- The days of attendance of children, staff, volunteers and visitors.
- Accidents.
- Incidents.

This policy was updated in July 2015 and March 2017 and January 2018

Fire Safety Policy

Statement of Intent

Sutton on the Hill Pre-School believes that the safety of children is of paramount importance.

Aim

We aim to ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as the local Fire Officer, or Fire Safety Consultant.

Methods

Fire doors are clearly marked, never obstructed and easily opened from inside.

Our emergency evacuation procedures are:

- Clearly displayed in the premises on the notice board.
- Explained to new members of staff, volunteers and parents.
- Practised regularly at least once a month.

Records are kept of fire drills and the servicing of fire safety equipment.

In the event of a major emergency such as fire, arrangements have been made so that the children and staff will go to the assembly point (the Front gate). Pre-school staff will contact parents or emergency contacts to collect the children from a safe location. The designated Safe location is next doors neighbours garage.

This policy was updated in January 2018.

Lock down Policy

Statement of Intent

Sutton on the Hill Pre-School believes that the safety of children is of paramount importance.

Aim

We aim to ensure safety of the children and staff in case of a major emergency.

Methods

In the event of an incident such as

- A terrorist or other unwanted intruder on causing harm.
- Bomb threat.
- Chemical spillage nearby.
- Proximity of dangerous animals.
- Serious weather conditions.

A member of staff will call the emergency services.

To ensure all children are moved into the building as quickly as possible a song is sung. This is the same tune as register and story time so as not to alarm the children unnecessarily. Children are quickly escorted into the accessible large toilet area, where there are frosted glass windows at a high level. One member of staff will stay with the children whilst another will retrieve the phone and other essentials, i.e. medication.

Staff will then support the children to ensure they remain quiet and calm. Children and staff will remain in the room and await assistance from the emergency services.

When we are informed that the danger is no longer apparent, parents/carers will be informed about the incident.

OFSTED will be informed within 24hrs of the incident.

This policy was updated in January 2018

Operational procedures for outings

Statement of Intent

Sutton on the Hill Pre-School believes that the safety of children is of paramount importance when going on Pre-School outings.

Aim

We aim to make children, parents and staff aware of safety issues and to minimise the hazards and risks to enable the children to thrive and enjoy their outing experience.

Methods

We have agreed procedures for the safe conduct of outings.

Procedures to be followed on outings are:

- Risk assessment carried out.
- Driver's details checked.
- First aid kit.
- Register of all children and adults.

A risk assessment is carried out before an outing takes place.

On major outings e.g. our annual summer coach trip; all Parents/carers attend and are responsible for their own Children. Some staff will be on the trip and carry the first aid kit on the coach along with a bucket for children who may become unwell on the journey.

On some occasions we may take children for a walk around the village when this occurs we ask parents to accompany us to ensure that the ratios are:-

1 adult to 2 children.

This policy was updated in January 2018

Equality and Diversity Policy

Statement of Intent

Sutton on the Hill Pre-School is committed to providing equality of opportunity and anti-discriminatory practice for all children and families.

Aim

We aim to:

- Provide a secure environment in which all our children can flourish and which all contributions are valued.
- Include and value the contribution of all families to our understanding of equality and diversity.
- Provide positive non-stereotyping information about different ethnic groups and people with disabilities.
- Improve our knowledge and understanding of issues of equality and diversity.

The legal framework for this policy is:

- The Equality Act (2010).
- Children Act (1989 and 2004).
- Special Educational Needs and Disability Act (2014).

Methods

Admissions

Our Pre-School is open to all members of the community

- We advertise our service widely.
- We provide information in clear, concise language, whether in spoken or written form.
- We base our admissions policy on a fair system.
- We do not discriminate against a child with a disability or refuse a child entry to our Pre-School because of any disability.
- We ensure that all parents are made aware of our equal opportunities policy.
- Our named Inclusion Officer is **Amanda Atton**.

Employment

- Posts are advertised and all applicants are judged against explicit and fair criteria.
- The applicant who best meets the criteria is offered the post subject to references and checks by the Disclosure and barring service.

Training

- We seek out training opportunities for staff and volunteers to enable them to develop practices which enable children to flourish.
- We review our practices to ensure that we are fully implementing our policy for equality and diversity.

Curriculum

The curriculum offered in the Pre-School encourages children to develop positive

attitudes to people who are different from themselves. It encourages children to empathise with others and to begin to develop skills of critical thinking.

We do this by:

- Making children feel valued and good about themselves.
- Ensuring children have equality of access to learning.
- Reflecting the widest possible range of communities in the choice of resources.
- Avoiding stereotypes or derogatory images in the selection of materials.
- Celebrating a wide range of festivals.
- Creating an environment of mutual respect and tolerance.
- Helping children to understand that discriminatory behaviour and remarks are unacceptable.
- Ensuring that the curriculum offered is inclusive of children with special educational needs and children with disabilities.
- Ensuring that children whose first language is not English have full access to the curriculum and are supported in their learning.

Valuing Diversity in Families

- We welcome the diversity of family life and work with all families.
- We encourage children to contribute stories of their everyday life into the Pre-School.
- We encourage parents/carers to take part in the life of the Pre-School and to contribute fully.
- For families who have a first language other than English, we value the contribution their culture and language offer.

Food

- We work in partnership with parents to ensure that the medical, cultural and dietary needs of children are met.
- We help children to learn about a range of food, cultural approaches to meal times and eating and to respect the difference among them.

Meetings

- Meetings are arranged to ensure that all families who wish to may be involved in the running of the Pre-School.
- Information about meetings is communicated in a variety of ways - written, verbal and in translation (where necessary).

This policy was reviewed in February 2015, August 2015 and March 2017.

Special Educational Needs / Disability Policy

Statement of Intent

Sutton on the Hill Pre-School provides an environment in which all children are supported to reach their full potential.

Aims

- We have regard of the DFES Special Educational Needs Code of Practice.
- We include all children in our provision.
- We provide practitioners to help support parents and children with special educational needs/disabilities.
- We identify the specific needs of children with SEND and meet those needs through a range of strategies.
- We work in partnership with parents and other agencies in meeting individual children's needs.
- We monitor and review our practice and provision and, if necessary, make adjustments.

Methods

- We designate a member of staff to be Special Educational Needs and Disabilities Co-ordinator (SENDCO), and give her name to parents. The Pre-School SENDCO is **Janice Parker**.
- We provide a statement showing how we provide children with SEND.
- We ensure that the provision for children with SEN/disabilities is the responsibility of all members of the setting.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We ensure that our physical environment is as far as possible suitable for children with disabilities.
- We work closely with parents of children with SEND to create and maintain a positive partnership.
- We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education.
- We provide parents with information on sources of independent advice and support
- We liaise with other professionals involved with children with SEND and their families, including transfer arrangements to other settings and schools.
- We use the graduated response system for identifying, assessing and responding to children's special educational needs.
- We provide a broad and balanced curriculum for all children with SEND.
- We provide a differentiated curriculum to meet individual needs and abilities.
- We use a system of planning, implementing, monitoring, evaluating and reviewing educational health plans (EHP) for children with SEND.
- We ensure that children with SEND are appropriately involved at all stages of the graduated response, taking into account their levels of ability.
- We use a system for keeping records of the assessment, planning, provision and review for children with SEND.
- We provide resources to implement our SEND.
- We ensure the privacy of children with SEND when intimate care is being provided.
- We provide in-service training for practitioners and volunteers.
- We raise awareness of any special support the setting has to offer e.g. Makaton,

trained staff etc.

- We ensure the effectiveness of our SEND provision by collecting information from a range of sources e.g. EHP reviews, staff and management meetings, parental and external agencies views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- We provide a complaints procedure.
- We monitor and review our policy annually.

This policy was reviewed in February 2015, August 2015 and March 2017.

Confidentiality Policy

Statement of Intent

Sutton on the Hill Pre-School makes it their intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality Pre-School care and education.

Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Methods

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

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Photographs of children are only to be taken using the Pre-School designated digital camera or preschool iPads and for the purpose of the children's personal records or to display at the end of the day on the digital photo frame.
- Staff handbags, Mobile phones, or any kind of recording device must be placed in the kitchen during the session; volunteers, visitors and parent helper's phones must also be placed in the kitchen.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely in a lockable cupboard whilst remaining as accessible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students are required to read and sign our confidentiality policy and must request parental permission if they need to observe children in the setting.
- No staff may discuss any child at the setting on any social websites like Facebook etc.

This policy was reviewed in July 2015 and March 2017 and November 2018

Complaints Procedure

Statement of Intent

Sutton on the Hill Pre-School believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our Pre-School. We will give prompt and serious attention to any concerns about the running of Sutton on the Hill Pre-School. We anticipate that most concerns will be resolved quickly.

Aim

We aim to bring all concerns about the running of Pre-School to a satisfactory conclusion for all of the parties involved.

Methods

To achieve this, we operate the following complaints procedure:

- Any parent/carer who is uneasy about an aspect of the Pre-School's provision shares, his/her worries and anxieties with the OFSTED named manager, currently **Jan Parker**.
- If this does not have a satisfactory outcome, or if the problem recurs, the parent must put their concerns or complaint in person, or writing, or telephone call to the Chair of the Committee. Our chairperson is **Johann Crisp**, her contact details can be found on our noticeboard.

Most complaints should be able to be resolved informally at this stage.

- The parent can request a meeting with the manager and the Chair of the Committee. An agreed record of the discussion must be signed by all parties and receive a copy of it.
- The Pre-School must fill in a complaints record indicating the source of the complaint, the nature of the complaint (which standard the complaint relates to), details of the complaint, how the complaint was dealt with, actions and outcomes. A copy of this record should be shared with the parents, and parents notified of the outcome 28 days from the date of the complaint.

The Pre-School would hope to resolve the complaint at this stage of the proceedings.

If the parent and Pre-School cannot reach agreement then Ofsted can be contacted to settle the complaint.

**The address and telephone number of our Ofsted regional centre are:
Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD. 0300 123 1231**

Or via email at enquiries@ofsted.gov.uk

If Sutton on The Hill Pre-School becomes aware of an impending inspection parents/carers will be notified and a copy of the report will be made available.

This policy was reviewed in July 2015 and March 2017.

Staffing and Recruiting Policy

Statement of Intent

Sutton on the Hill Pre-School provides a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked for criminal records through the DBS in accordance with Ofsted's requirements.

Aims

To ensure that children and their parents are offered high quality Pre-School care and education.

Methods

- To meet this aim we use the following ratios of adult to child:
 - Children aged two years of age: 1 adult per 4 children
 - Children aged three - five years of age: 1 adult per 8 children.
- A minimum of two staff/adults are on duty at any one time.
- We use a key person system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin and sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.
- The Pre-School supports all staff in their continuous professional development through improving their qualification levels, as and when necessary.
- We provide regular in-service training to all staff.
- We ask staff to attend food hygiene training to encourage the safe handling of food.
- All staff receive training in behaviour management by following our behaviour policy; this ensures that all staff treat any concerns in exactly the same way.
- Staff that are trained as first aiders may administer medicines to children and make sure it has been recorded and signed by a parent
- We provide staff induction training in the first week of employment. This induction includes information on pay and conditions, Health and Safety, Behaviour, policies and procedures, hygiene standards, smoking policy, first aid facilities and child protection procedures.
- We provide staff with a contract of employment which set out their job title, rates of pay, hours of work, holiday entitlement, notice period, disciplinary and grievance procedure, dress code and a confidentiality clause.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children.
- Any member of staff taking medication which they believe may affect their ability to care for children should seek medical advice and act upon the advice given and notify the manager ASAP.

- New staff are asked to attend an interview, fill in an application form with two references before they receive a job offer. They are then asked to provide information regarding their health; and to sign our equal opportunities policy. All new staff work a three-month probation period in which time they will hopefully have been DBS checked until the DBS check is received no staff are unsupervised when working with children (Vulnerable groups act 2006).

Current Staff Qualifications

Jan Parker (Acting Manager)

Level 3 NVQ children's care, learning and development

Level 3 Advanced skills for the forest school practitioners

Amanda Atton (Deputy Manager)

Level 3 diploma for the children and young people's workforce (early learning and childcare)

Terri Basset

Cache Level 3 diploma in childcare and education

Rachel Tranter

Cache Level 2 certificate in children's care and development

Ongoing suitability

- We support the work of our staff by observing their practise and supervisory meetings.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- A training and development plan are implemented for staff to keep themselves up to date with legislation.
- We use Ofsted guidance on obtaining references and Disclosure and barring service checks through the DBS for staff, committee and volunteers who will have substantial access to children.
- Staff MUST inform the committee and or manager if, before or during their employment at Sutton on the Hill Pre-School of any convictions, cautions, court orders, reprimands or warnings, which may affect their suitability to work with children.
- Sutton on the Hill Pre-School will NOT allow people whose suitability has not been checked including through the DBS to have unsupervised contact with children.
- Please see attached Vulnerable Groups Act summary.
- Online DBS updates are regularly checked with permission from all staff.

This policy was reviewed in July 2016 and March 2017 and February 2017.

Parental Involvement Policy

Statement of Intent

Sutton on the Hill Pre-School believes that children benefit most, from education and care when parents and Pre-School work together in partnership.

Aim

- To support parents as their children's first and most important educators
- To involve parents in the life of the Pre-School and their children's education
- To support parents in their own continuing education and personal development

Methods

In order to fulfil these aims:

- We are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- Parents can access information regarding Sutton on the Hill Pre-School routines and policies. We check to ensure parents/carers understand the information given to them.
- We encourage and support parents to play an active part in the governance and management of the Pre-School.
- We inform all parents on a regular basis about their children's progress.
- We involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's records; this is done via the Tapestry online journal and parents have continuing access to this information.
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the group.
- We consult with parents about the times of meetings to avoid excluding anyone.
- We provide information about opportunities for being involved in the Pre-School in ways which are accessible to parents with basic skills needs, or those for whom English is an additional language.
- We hold meetings in venues which are accessible and appropriate for all.
- We welcome the contributions of parents, in whatever form these may take.
- We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure.
- We provide opportunities for parents to learn about the Pre-School curriculum and about young children's learning, in Pre-School and at home.

This policy was reviewed in November 2016 and March 2017.

Equipment and Resources Policy

Statement of Intent

Sutton on the Hill Pre-School believe that high quality care and education is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment.

Aim

We aim to provide children with resources and equipment which help to consolidate and extend their knowledge, skills, interests and aptitudes.

Methods

In order to achieve this aim:

- We provide play equipment and resources which are safe and - where applicable - conform to the BSEN safety standards or Toys (safety) Regulation (1995).
- We provide a sufficient quantity of equipment and resources for the number of children.
- We provide resources which promote all areas of children's learning and development, which may be child or adult-led.
- We select books, equipment and resources which promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping.
- We provide play equipment and resources which promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children.
- We provide made, natural and recycled materials which are clean, in good condition and safe for the children to use.
- We provide furniture which is suitable for children and furniture which is suitable for adults.
- We store and display resources and equipment where children can independently choose and select them.
- We check all resources and equipment regularly as they are set out at the beginning of each session and put away at the end of session. We repair and clean, or replace any unsafe, worn out, dirty or damaged equipment.
- We keep an inventory of resources and equipment.
- We use the inventory to review the balance of resources and equipment so that they can support a range of activities across all areas of play, learning and development.
- We provide adequate insurance cover for the Pre-School's resources and equipment.
- We offer our own library to encourage independence and making choices for children, to select and share with parents/carers and any siblings at home.
- We plan and provide a varied and exciting programme of activities and resources, to enable children to feel at ease and to feel challenged.

This policy was reviewed in July 2015 and March 2017.

Food and Drink Policy

Statement of Intent

Sutton on the Hill Pre-School regards snack time as an important part of the Pre-School's session. Eating represents a social time for children and adults and helps children to learn about healthy eating.

Aim

At snack time, we aim to provide nutritious food, which meets the children's individual dietary needs. We aim to meet full requirements of Ofsted's Care Standards on Food and Drink.

Methods

- Before a child starts to attend Pre-School, we find out from parents their children's dietary needs, including any allergies.
- We record information about each child's dietary needs in her/his registration record and parents sign the record to signify that it is correct.
- We regularly consult with parents to ensure that our records of their children's dietary needs including any allergies - are up-to-date. Parents sign the up-dated record to signify that it is correct.
- We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink which is consistent with their dietary needs and their parents' wishes.
- We plan menus of snacks for the information of parents.
- We provide nutritious food at snack time, avoiding large quantities of fat, sugar and salt and artificial additives, preservatives and colourings.
- We include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- Through discussion with parents and research by staff, we obtain information about dietary rules of the religious groups, to which children and their parents belong, and of vegetarians and vegans, and about food allergies. We take account of this information in the provision of food and drinks.
- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
- We organise snack time so that it is a social occasion in which children and staff participate.
- We use snack time to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils which are appropriate for their ages and stages of development and which take account of the eating practices in their cultures.
- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the session.
- We give parents who provide food for their children information about suitable containers for food.
- We have rules about children sharing and swapping their food with one another in order to protect children with food allergies.
- For children who drink milk, we provide semi skimmed.

- Any preparation of food will only be carried out by a person holding a current Food Safety Certificate.
- In the event of a case of food poisoning affecting two or more children in our care, Ofsted must be notified as soon as possible.

Lunch club

All pre-packed foods are date checked; out of date items are discarded. Sandwiches & items requiring refrigeration are placed in a clean plastic food bag marked with the child's name and placed in the fridge.

All parents are advised that no nuts or nut products are to be in the children's lunches. If other allergies are noted amongst other children attending lunch club parents will be advised as necessary.

This policy was reviewed in July 2015 and March 2017.

Behaviour Policy

Statement of Intent

Sutton on the Hill Pre-School believes that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else.

Aim

We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment.

Methods

- The manager has overall responsibility for issues concerning behaviour.
- We require the manager to:
 - Keep herself up-to-date with legislation and thinking on handling children's behaviour.
 - Access relevant sources of expertise on handling children's behaviour.
 - Check that all staff have relevant in-service training on handling children's behaviour.
 - The named person in charge of behaviour is **Jan Parker**.
- We require all staff, volunteers and students to provide a positive model of behaviour by treating parents, children and one another with friendliness, care and courtesy.
- We embrace Fundamental British Values which is taught through PSEd.
- We require all staff, volunteers and students to use positive strategies for handling any conflict by helping children find solutions which are appropriate for the children's ages and stages of development - for example distraction, praise and reward.
- We familiarise new staff and volunteers with Pre-School's behaviour policy and its rules for behaviour.
- We expect children, parents, staff, volunteers and students to keep to the rules, requiring these to be applied consistently.
- When children behave in unacceptable ways, we help them to see what was wrong and how to cope more appropriately.
- We never send children out of the room by themselves.
- We never threaten use of any physical punishment.
- We do not single out and humiliate individual children.
- We only use physical restraint, such as holding, to prevent physical injury to children or adults. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of our Pre-School Supervisor and are recorded in our incident book. A parent is informed on the same day and signs the incident book to indicate he/she has been informed.
- In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations.
- We do not shout or raise our voices in a threatening way to respond to children's behaviour but we do explain that there are consequences for their actions.
- We work in partnership with children's parents and carers in supporting children's development in all areas, taking into account children's age and stage of development. We recognise that there may be different expectations for children's

behaviour at home than at Sutton on the Hill Pre-School. Therefore we endeavour to work with parents/carers to promote the same message and strategies, which are clear and consistent.

- Parents are regularly informed about their children's behaviour by the key worker. We work with parents to address recurring behaviour, using objective observation records to help us to understand the cause and to decide jointly how to respond appropriately.

Handling Disruptive or Unacceptable Behaviour

Staff handle behaviour in various ways:

- By steering children away from the situation and engaging in another activity.
- Explain to children why they must not use that particular behaviour.
- Remind children of the rules of the Pre-School.
- Reward good behaviour with lots of praise.

Rules of the Pre-School

We thought if parents know the boundaries as well as staff, they would be able to share them with the children:

- We are kind to each other.
- We listen to each other.
- We share and take turns.
- We walk in Pre-School.
- We sit down quietly when asked.
- We say please and thank you.
- We respect each other.
- We tolerate each other's differences.

Rules for Adults

- We never label a child as "naughty".
- We never belittle or embarrass a child.
- We listen to children and respect their views.
- The staff and adults in the Pre-School are good role models for the children.
- The staff and adults accepts families of all faiths and beliefs.

Bullying

Bullying can be:

- Physical: pushing, kicking, hitting, biting...
- Verbal: name-calling, teasing...
- Emotional: excluding, ridicule, humiliation, tormenting...
- Racist: taunts, graffiti and gestures.

A child being bullied may develop low self-esteem, depression, shyness and isolation. These can result in poor academic achievement and in extreme cases lead to suicide thoughts or attempts.

If a bully is allowed to continue his/her behaviour, they will learn to deal with situations using aggression, intimidation and violence, finding it difficult, as they become adults, to develop good relationships and have a higher chance to acquire a criminal record.

If your child is being bullied:

- We will reassure them the bullying is not their fault.

- Tell them that we care about them and are here to support them.
- We will give them lots of praise, encouragement and responsibilities to help them feel valued.
- We will work with you to help your child develop techniques to deal with the situation: assertiveness, walking away etc.

If your child is the bully:

- We will reassure them it is their behaviour we do not like and not them and will work with them to help change this.
- We will work with your child to find ways to make amends for their actions.
- We will develop a reward structure for good behaviour.
- We will discuss the matter with you, not in front of your child, to see if there are any problems that may have triggered the bullying.

We take bullying very seriously as it involves the persistent physical or verbal abuse of another child or children.

If a child bullies another child or children:

- We intervene to stop the child harming the other child or children.
- We explain to the child bullying why his/her behaviour is inappropriate.
- We give reassurance to the child or children who have been bullied.
- We make sure that the children who bully receive praise when they display acceptable behaviour.
- We do not label children who bully.
- When children bully, we discuss what has happened with their parents and work out with them a plan for handling the child's behaviour.
- When children have been bullied, we share what has happened with their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

This policy was reviewed in July 2015 and March 2017.

Medicines Policy

Statement of Intent

Sutton on the Hill Pre-School will ensure in the event of a child being administered with medicine that the following procedures are followed.

Children taking prescribed medication must be well enough to attend the setting.

Prescribed Medicine

- Parents must provide the Pre-School with full information about administering medicine
- The setting will only accept medicines prescribed by a doctor, dentist or pharmacist.
- Medicines must be in original containers with the instructions, and must be kept out of the reach of any child. The medication must be stored in the first aid cupboard and/or the fridge where appropriate.
- The setting will never accept changes to dosage on parental instruction.
- The medicine will be returned to the parent at the end of the session where necessary, whereby they are given a record of any medication given to the child.
- Where appropriate a care plan will be devised for children with on-going health issues.

Non-Prescription Medicine

- Staff should never give a non-prescribed medicine to a child unless we have written permission from the parents.
- If a non-prescribed medicine is administered to a child it should be recorded on the appropriate form.
- A child under 16 should never be given aspirin.

Parents need to inform the Pre-School of any particular needs before a child is admitted, or when a child first develops a medical need.

1. Details of a child's condition.
2. Special requirements e.g. dietary needs, pre-activity precautions.
3. Any side effects of the medicine.
4. What constitutes an emergency.
5. What action to take in an emergency.
6. What not to do in the event of an emergency.
7. Who to contact in an emergency.
8. The role the staff can play.

Administering Medicines

Staff must never give medicines to children under 16 without their parent's written consent. A member of staff with first aid training giving medicine to a child should check:

- The child's name.
- Prescribed dose.
- Expiry date.
- Written instructions provided by the prescriber on the label or container.

Sutton on the Hill Pre-School keeps written records each time medicines are given.

Refusing Medicine

- If a child refuses to take the medicine, staff should not force them to do so, but should note this on the records. Wherever possible the parents will be contacted to advise them of the situation and to give them the opportunity to administer the medicine themselves.
- Parents should be informed of the refusal on the same day.

Record Keeping

- Parents should tell the setting about the medicines their child needs to take and provide details of any changes to the prescription.
- Medicines must always be provided in the original container and include instructions.
- Always check the details.

Special Circumstances

- In the event of on-going medical conditions such as asthma/anaphylaxis; a personal care plan will be agreed between the parent and the setting and will be kept with the registration documents, parents/carers are informed at the end of each session if medication has been given.

This policy was reviewed in July 2015 and March 2017.

No Smoking on the Premises Policy

Statement of Intent

To prevent smoking on the premises of Sutton on the Hill Pre-School.

Aim

To ensure the safety of children at all times.

Procedures

- All visitors to the Pre-School whether parents/carers or from an outside agency are made aware that Sutton on the Hill Pre-School is a no smoking area this policy also includes the use of e-cigs or other alternative smoking devices.
- If visitors are not willing to comply with this policy they are asked to leave the premises. The premises include the outdoor area.

This policy was reviewed on June 2015 and March 2017.

The Non-Collection of Children Policy

Statement of Intent

In the event that a child is not collected by an authorised adult at the end of a Pre-School session, Sutton on the Hill Pre-School puts into practice agreed procedures. These ensure the child is cared for safely by two experienced and qualified practitioners who are known to the child.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

Parents of children starting at the Pre-School are asked to provide specific information which is recorded on our Registration Form, including:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given.
- Place of work, address and telephone number.
- Mobile telephone number.
- Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from Pre-School.
- Information about any person who does not have legal access to the child.

On occasions when parents are aware that they will not be home or in their usual place of work, the setting must be advised and then record the information in the collection diary.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, staff will record the name of the person who will be collecting their child in our Collection Book.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that - in the event that their children are not collected from Pre-School by an authorised adult and the staff can no longer supervise the child on the premises - we apply the following procedures.

If a child is not collected at the end of the session, we follow the following procedures:

- The collection book is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful the adults who are authorised by the parents to collect their child from Pre-School - and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents/carers.
- The child stays at Pre-School in the care of two fully vetted workers until the child is safely collected.
- The child does not leave the premises with anyone other than those named on the

Registration Form or in the collection book.

- If no one collects the child and the premises are closing, or staff are no longer available to care for the child. **We contact Children's Social Care on 08456 058 058 and inform Ofsted on 0300 123 1231 and our local Pre-School EYIO.**
- A full written report of the incident is recorded.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

This policy was reviewed in August 2015 and March 2017.

Missing Children Policy

Statement of Intent

Sutton on the Hill Pre-School believe that in the event that a child goes missing whilst in the care of a Pre-School session, the Pre-School puts into practice agreed procedures.

Aim

In the event that a child goes missing, we will inform parents/carers of our procedures so that they are reassured that we have done everything possible.

Procedures

- If a child cannot be found and is thought to be missing the Supervisor will call the police immediately.
- To help with the police investigations, a record will be made of the circumstances surrounding the disappearance of the child.
- The police will advise the Supervisor about informing the parents of the child and the next steps.
- The setting must inform Ofsted of these events without delay.

This policy was reviewed in July 2015 and March 2017.

Adverse Weather Policy

Statement of Intent

In the event of closure due to adverse weather conditions, Sutton on the Hill Pre-School puts into practice agreed procedures.

Aim

During adverse weather our aim is to ensure the safety of all children, parents and staff.

Procedures

- The Pre-School telephone will be available from 8am for Parent/Carers to contact.
- The closure will be published on the Pre-School website from 8am and also on Pre-School's Facebook page.
- If whilst at Pre-School the weather deteriorates, Pre-School will telephone parents/carers of each child so that they can be collected as soon as possible.

This policy was reviewed August 2015 and March 2017.

Tapestry Policy

Statement of intent

At Sutton we use an online system called Tapestry to record and store all observations and assessments relating to the progress of each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share this journal with their child, family and friends at home and post comments of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

Safety & security

Staff use tablets to take photographs, write observations which are then uploaded to the journals. Each staff member has a secure pin to log into their own key children. The tablets are kept securely. There is also a laptop available to staff when needed which is kept securely at all times. Staff are not permitted to download any photographs or take any photographs of children with their own devices. If any staff member suspects their login details have been compromised they must inform the supervisor so that a new pin can be issued. Staff will complete these assessments both within the preschool setting (when time and ratios permit) but also off-site, whereupon appropriate safety and security measures will be taken.

The Tapestry online journal system is hosted on secure servers based in the UK. All data held on our Tapestry account is owned by Sutton on the Hill preschool and we are bound by the data protection act. Photographs taken using the tablets are deleted on a regular basis by the relevant staff member.

Parents

Parents logging in to the system can only access their own child's learning journey. Parents may input new information/observations and add comments to existing observations. They do not have the necessary permission to edit existing content. Parents are asked to sign a consent form giving permission for the child to appear in other children's learning journeys and to protect other children's images that are shown in their child's learning journey. If parents withhold their consent their child will not be included in any other child's learning journey.

Parents without internet

For these parents we will print all the information from Tapestry and collate it into a paper journal. This will be in the setting for the parent/carer to view at request and will be available to take home when the child leaves the setting. When children move to another setting we will transfer the account to the new setting if they use the Tapestry system. If they do not use the system a PDF copy of their child's learning journey will be sent to the new setting.

When children leave the setting their learning journals will be emailed to parents in PDF format so that they have a lasting record of their child's time at preschool. Once parents have been emailed their copy; the online child's learning journey will be permanently deleted from our Tapestry account so no data on that child will be with us once they have left.

This policy was updated Dec 2017. Next review Sep 2018.

Image Policy

Sutton-on-the-Hill Preschool Data Controller:

Sutton-on-the-Hill Preschool Designated Safeguarding Lead (DSL):

Background to the policy

As a Preschool we take some lovely pictures of the children at work within the setting. We sometimes use a selection of these photographs on our website, in promotional material, and in the online learning journey.

Parents are presented with an annual consent form valid for the period of time their child attends Sutton-on-the-Hill Preschool, and consent will be sought annually. If Preschool will like any of these images to be displayed after a child has left the setting we will ask for further consent. Photographs of children's faces will NOT be published on our Facebook page.

On the website and any publication we follow Government guidelines:

- Children in photographs will not be identifiable by name, i.e. there will not be any captions containing the children's names alongside photographs.
- If a child's name is mentioned elsewhere (for example, because of some work that is displayed on the site) only the Christian name will be used, and it will not be linked to any photograph of the child or any other personal details.

Scope and aims of the policy

- This policy seeks to ensure that images and videos taken within and by Sutton-on-the-Hill Preschool are taken and held legally and the required thought is given to safeguarding all members of the community.
- This policy applies to all staff including the committee members, Preschool practitioners, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of Preschool (collectively referred to as 'staff' in this policy) as well as children and parents/carers.
- This policy must be read in conjunction with other relevant Preschool policies including (but not limited to) safeguarding and child protection, anti-bullying, behaviour, etc.
- This policy applies to all images (including still and video content) taken by the setting.
- All images taken by the setting will be used in a manner respectful Data Protection Principles (Data Protection Act 1998). This means that images will be:
 - fairly and lawfully processed
 - processed for limited, specifically stated purposes only
 - used in a way that is adequate, relevant and not excessive
 - accurate and up to date
 - kept on file for no longer than is necessary
 - processed in line with an individual's legal rights
 - kept securely
- The Management team is responsible for ensuring the acceptable, safe use and

storage of all camera technology and images within Preschool. This includes the management, implementation, monitoring and review of Sutton-on-the-Hill Preschool Image Use Policy.

Parental Consent

- Written permission from parents or carers will always be obtained before images/videos of children are taken, used or published by Preschool.
- Written parental consent will always be sought to take and use photographs off site for professional, marketing and training purposes. This may be in addition to parental permission sought for onsite images.
- Written consent from parents will be kept by the setting where children's images are used for publicity purposes (such as brochures or publications), until the image is no longer in use.
- Parental permission will be sought annually.
- A record of all consent details will be kept securely on file. Should permission be withdrawn by parents/carers at any time, then all relevant images will be removed and disposed of and the record will be updated accordingly.

Safety of Images and Videos

- All images taken and processed by or on behalf of Preschool will take place using Preschool's equipment and devices.
- Staff will receive information regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities.
- All members of staff (including volunteers) will ensure that all images are available for scrutiny and will be able to justify any images in their possession. Images will not be kept for longer than is to be considered necessary.
- The management team will ensure that all photographs are permanently wiped from memory cards, computer hard and portable drives or other relevant devices once the images will no longer be of use.
- All images will remain on site at all times, unless prior explicit consent has been given the management team and the parent or carer of any child or young person captured in any photograph.
 - Should permission be given to take any images off site then all relevant details will be recorded, for example who, what, when and why and data will be kept securely (e.g. with appropriate encryption).
- Any memory stick, CD or storage device containing images of children to be taken offsite for further work will be suitably encrypted and will be logged in and out by the management team and this will be monitored to ensure that it is returned within the expected time scale.
- The management team reserve the right to view any images taken and/or to withdraw or modify a member of staffs' authorisation to take or make images at any time.
- Only official setting owned equipment (e.g. work provided digital or video cameras) will be used by staff to capture images of children for official purposes. Use of personal cameras by staff is prohibited at all times.
- Any apps, websites or third party companies used to share, host or access children's images will be risk assessed prior to use.
- The setting will ensure that images always are held in accordance with the Data Protection Act 1998 and suitable child protection requirements (if necessary) are in

place.

- Photographs will be disposed of should they no longer be required. They will be returned to the parent or carer, deleted and wiped or shredded as appropriate. Copies will not be taken of any images without relevant authority and consent from the management team and the parent/carers.

Publication and sharing of images and videos

- Images or videos that include children will be selected carefully for use e.g. only using images of children who are suitably dressed.
- Images or videos that include children will not provide material which could be reused.
- Children's full names will not be used on the website or other publication (e.g. newsletters or marketing material) in association with photographs or videos.
- The setting will not include any personal addresses, emails, telephone numbers, fax numbers on video, on the website, in a prospectus or in other printed publications.

Usage of Tapestry to share images with parents

- Sutton-on-the-Hill Preschool uses Tapestry to upload and share images of children with parents.
- The use of the system has been appropriately risk assessed and the management team and Committee has taken steps to ensure all data stored is held in accordance with the Data Protection Act 1998 (as above).
- Images uploaded to Tapestry will only be taken on Preschool's devices.
- All users of Tapestry are advised on safety measures to protect all members of the community e.g. using strong passwords, logging out of systems after use, etc.
- Parents/carers will be informed of the setting's expectations regarding safe and appropriate use (e.g. not sharing passwords or copying and sharing images) prior to being given access. Failure to comply with this may result in access being removed.

Safe Practice when taking images and videos

- The setting will discuss the use of images with children in an age appropriate way.
- A child's right not to be photographed is to be respected.
- Images will not be taken of any child against their wishes.
- Photography is not permitted in sensitive areas such as changing area, toilets, etc.

Use of Images/Videos of Children by Others

Use of Photos/Videos by Parents/Carers

- Parents/carers are permitted to take photographs or video footage of events for private use only.
- Parents/carers who are using photographic equipment must be mindful of others (including health and safety concerns) when making and taking images.
- The opportunity for parents/carers to take photographs and make videos can be reserved by the setting on health and safety grounds.
- Parents/carers are only permitted to take or make recording within designated areas of the setting. Photography is not permitted in sensitive areas such as changing area, toilets, etc.
- The right to withdraw consent will be maintained and any photography or filming on

site will be open to scrutiny at any time.

- Parents may contact the management team to discuss any concerns regarding the use of images.
- Photos and videos taken by the setting and shared with parents should not be shared elsewhere (e.g. posted on social media site), to do so may breach intellectual property rights, data protection legislation and importantly may place members of the community at risk of harm.

Use of Images of Children by the Media

- Where a press photographer is to be invited to celebrate an event, every effort will be made to ensure that the newspaper's (or other relevant media) requirements can be met.
- A written agreement will be sought between parents and carers and the press which will request that a pre-agreed and accepted amount of personal information (e.g. first names only) will be published along with images and videos.
- The identity of any press representative will be verified and access will only be permitted where the event is planned, and where press are to be specifically invited to attend. No authorisation will be given to unscheduled visits by the press under any circumstances.
- Every effort will be made to ensure the press abide by any specific guidelines should they be requested. No responsibility or liability however can be claimed for situations beyond reasonable control, and where the setting is to be considered to have acted in good faith.

Use of Professional Photographers

- Professional photographers who are engaged to record any events will be prepared to work according to the terms of the settings e-Safety policy.
- Photographers will sign an agreement which ensures compliance with the Data Protection Act and that images will only be used for a specific purpose, subject to parental consent.
- Photographers will not have unsupervised access to children.

Children's Images: Frequently Asked Questions for Parents/Carers

Why do we need a policy? Schools, playgroups, nurseries and youth groups have always used photographs as a way of celebrating achievement or seeking publicity for fundraising etc. Families and children often derive great pleasure from seeing their loved ones in print or on a website. We want to ensure that everyone can continue to enjoy these activities safely. However parents/carers need to be aware that placing any identifying information in the public domain has risks and will need to understand these issues in order to give properly considered consent. It is important that parents/carers and schools/settings have the opportunity to fully consider the issues before any problems can arise.

So what are the risks? The most highly publicised and worrying risk is that a child who appears in the paper or on a web site may become of interest to a predatory sex offender. Locating people through the internet has become extremely easy, using widely

available software, so if there is a picture and the name of a school/setting together with the name of the child then it could be quite easy to find out the child's address and even work out their likely route to school/setting. There are also other specific groups of children and families whose safety could be put at risk if identified e.g. families fleeing domestic abuse. To limit these potential risks, we will take appropriate steps, as outlined in the attached consent form, to safeguard children and the wider community.

Isn't this just scaremongering? Sadly not. There are cases of families receiving unwelcome phone calls following appearances in the press. However this is rare so it is important to have a sense of proportion in these matters. Remember we want to celebrate success and achievement but parents must be aware of risks in order to make an informed decision.

What about school/setting websites? The same concerns apply to school/setting controlled online sites and there is an added concern that images of children may be copied directly from a site which can then be manipulated or changed by another person. Settings/schools can copy protect images and use lower quality images which means they cannot be usefully enlarged but this can be bypassed so must not be relied upon to keep images safe.

I want to do my own recording of the school/setting play/event is this ok? Taking pictures or recordings of your own children for your own personal use is ok. The difficulty arises when other children are also be filmed. It is important that we are all aware that some members of the community may be vulnerable and must not have their image shared online as they could be put at risk from harm. You may not always know who these people and we need everyone's support to protect the whole community. It's also important for us all to role model positive behaviour for children, so it might be a sensible idea to check first before posting any images online which contain other children than your own. Parents/carers should not copy images from the school/setting website without appropriate permission from the school/setting.

This policy was reviewed March 2017.

Staff & Committee Declaration

- Admissions Policy
- Settling in Pre-School Policy
- Child Protection and Safeguarding Policy and Procedures (Appendices 1, 2 & 3)
- Health and Safety Policy
- Fire Safety Policy
- Lock down policy
- Operational procedures for outings
- Equality and Diversity Policy
- Special Educational Needs / Disability Policy
- Confidentiality Policy
- Complaints Procedure
- Staffing and Recruiting Policy
- Parental Involvement Policy
- Equipment and Resources Policy
- Food and Drink Policy
- Behaviour Policy
- Medicines Policy
- No Smoking on the Premises Policy
- The Non-Collection of Children Policy
- Missing Children Policy
- Adverse Weather Policy
- Tapestry policy
- Image Policy
- Staff Declaration

I have read and understood all the policies.

If I do not understand any information or aspects of the policies I will seek clarification from my supervisor or other committee/staff member.

Signed on behalf of Sutton on the Hill Pre-School

Committee	Signed	Date	Staff	Signed	Date
Chairperson Johann Crisp			Co-ordinator Jan Parker		
Vice Chairperson VACANT			Deputy Amanda Atton		
Secretary Patricia M-Tompkins			Terri Bassett		
Treasurer Jackie Griffiths			Rachel Tranter		
Parent Sarah Wilson			Lesley Harrison		
Parent Sophie Shaw					