

POLICIES AND PROCEDURES

November 2020 update

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**POLICIES
FOR
SAFEGUARDING & CHILDREN WELFARE**

01 SAFEGUARDING CHILDREN POLICY

Statement of intent

At Happi feet Nursery, we have a moral and legal obligation to ensure the welfare and safety of all children in our care is paramount.

Our setting will work with children, parents and the community to ensure the safety of children and to give them the best start in life.

Our commitments to the protection of children are:

- To ensure children are protected from abuse and harm.
- To respond promptly and appropriately to all incidents and concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried that a child is being abused' (DOH 2006)
- To ensure that all staff know the procedures for writing and recording their concerns in the setting.
- To work with and discuss with parents any concerns that we may have. However, there are occasions when this would not be appropriate and we would go ahead and take necessary action.
- To ensure that all staff have had the appropriate training to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect so that they are aware of the local authority guidelines for making referrals.

The Name of the designated member of staff for child protection liaison is Mercy Falope/Kayleigh O'sullivan. Their roles and responsibilities are to:

- Ensure the above commitments to child protection are met.
- To be available for discussion with staff on suspected abuse.
- To make a decision on referral.
- To maintain a system for record keeping and the collation of information.

- To liaise with other agencies including the Safeguarding team, the police, local health authorities.
- To notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well being of children

Recruitment and vetting of staff

Our commitment to safeguarding children begins at the recruitment of staff, with robust vetting procedures.

- We provide adequate and appropriate staffing resources to meet the needs of children and to ensure their safety.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with Disclosure and Barring Service (DBS) before posts can be confirmed.
- We ensure all candidates provide references and DBS checks to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- Staff will be the only adults, other than the child's own parent/carer to accompany them to the toilet/or change a child.
- We have procedures for recording the details of visitors to the setting.
- We ensure that we have control over who comes into the setting and that no unauthorised person has unsupervised access to the children.

Responsibilities of all staff

All staff share a responsibility for recognising the signs and symptoms of child abuse. It is essential that any concerns are shared with the designated member of staff as soon as possible about:

- Any significant changes in a child's behaviour
- Any unexplained bruises or marks

- Any comments children make which give cause for concern
- Any deterioration in a child's general well being

Such concerns should be recorded by the reporting member of staff and kept in a confidential file in the office. They must be dated and signed and include details of times and places. Staffs need to be sensitive to the needs of children when concerns are raised.

Recognising child Abuse

Child abuse manifests itself in a variety of different ways; we acknowledge that this can take different forms. Abuse and neglect are different forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Physical Abuse

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

Emotional Abuse

Emotional abuse is the persistent emotional mal-treatment of a child such as to cause severe and persistent adverse effects on the child's development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploitation and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative act. They may include non-contact activities, such as involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food or clothing, shelter including exclusion from home and abandonment, failing to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Working Together to Safeguard Children, A guide to inter-agency working to safeguard and promote the welfare of children. HM Government 2013)

Making a referral

Any concerns relating to the safety and well being of children should be referred to the safe guarding officer as soon as possible. The protection of children relies on good communication and it is important that any concerns, however apparently trivial are discussed. Whenever possible, concerns will first be discussed with parents or carers (if it is suitable to do so).

If **the safe guarding officer** does not consider the explanation to be plausible, based on her knowledge and experience, she has a duty to immediately refer the incident to Safeguarding Team HQ on **02083037777**. Where a child is believed to be in immediate danger contact the police on 999 and then contact the safeguarding team. If a child's name is already on the child protection register or is allocated to a social worker the referral should be made directly to that social worker or their manager. In their absence it should be made to the local duty officer.

The information required for making a referral

- The nature of the suspected abuse
- The referrer's professional relationship to the family

- The child's personal details (name, age, ethnicity, if any communication difficulties etc)
- The date, time and place of any incident and observations made
- What was observed e.g. marks, injuries, unusual behaviours
- What was said by the child
- What was said by another person, e.g. parent, sibling, other child, colleague
- Whether any other person was involved
- Action taken at that time
- Nature of discussion with designated child protection office
- Subsequent action taken

A multi-agency referral form must be completed within 48 hours of the referral being made.

Informing Parents

When a referral is made, an agreement should be reached about when how and by whom the parents are informed, it is up to the safe guarding team **not** the setting to conduct an investigation and how they will proceed.

Remember that an allegation of child abuse or neglect may lead to a criminal investigation, so don't do anything that may jeopardize a police investigation, such as asking a child / parent leading questions or attempting to investigate the allegations of abuse.

When informing parents, staff must be:

- Open and informative
- Fair and non-judgemental
- Be helpful; give appropriate advice making sure procedures are clear and well understood.

Allegations against staff

- We will ensure that all parents know how to complain about staff or volunteers within the setting, which may include an allegation of abuse.
- We will follow the guidance of the Bexley Local Authority Designated Officer and Child Protection Procedures when responding to any complaint that a member of staff or volunteer has abused a child.
- We will respond to any disclosure by children or staff that abuse by a member of staff may have taken or is taking place, by first recording the details of any such alleged incident.
- We will refer any such complaint immediately **to the Local Authority Designated Officer (02030453436)** to investigate.
- We will co-operate entirely with any investigation carried out Local Authority Designated Officer in conjunction with the police.
- We may (based on the advice given by the Local Authority Designated Officer) suspend the member of staff during the investigation or remove the staff member from the room whilst given them admin duties in order to protect the staff, children and families throughout the process.
- Ofsted will be informed **WITHIN 14 DAYS** of the allegation in line with statutory requirements.

Communicating Child protection with Children

We introduce key elements of child protection in our curriculum programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop understanding of why and how to keep safe.

Useful Telephone numbers

Multi Agency Safeguarding Hub (MASH)	02083037777
Local Authority Designated Officer (LADO)	02030453436
OFSTED	03001231231

Additional information:

The legal framework for this work includes:

Information sharing: Guidance for practitioners and managers (HM Gov. 2008)

The Children Act 2004
The Protection of Children Act 1999
The Children Act 2004 (Every Child Matters)
Rehabilitation of Offenders Act 1974

Guidance taken from:

1. What to do if you are worried a Child is Being Abused (2006)
2. Working Together to Safeguard Children (HM Gov.2013)

02 EMERGENCY & CONTINGENCY

In the case of any emergency requiring the evacuation of the Nursery the following fire procedure will take place: -

Fire Procedure

If you discover a fire:

- Raise the alarm
- Evacuate building by the nearest exit (taking with you the signing in books and sign-in ipads including
- and checking home corner, bathroom and kitchen as you go)
- Close all doors behind you.
- Proceed to the front of the building.

Calling the Fire Service

- The Manager or Deputy in charge should call the Fire Service dialling 999 without delay.

Other Staff

- Evacuate children, using the nearest safest exit to front of the building
- Each room leader is responsible for ensuring that every child in their room is led out safely using the nearest safest exits and subsequently reports to the Fire marshal.

Kitchen staff

- Should make their way directly to the baby room to help take the babies to the assembly point.
- Staff on breaks in staff room should return to their own group room to help evacuate the children if safe to do so.

Fire Steward

- The Fire Marshall (Kayleigh O'Sullivan) and any senior on duty will act as stewards and check that all areas are clear of children and staff before leaving and proceeding to the assembly point.
- Both fire stewards should have a nominee in case of absence (Any Senior on duty).

Assembly Point Procedure

After calling the Fire Service the Manager should proceed to the assembly point.

Each officer-in-charge of a room should check to ensure that all children have been evacuated against the signing-in book and report to the Fire Marshal, at the assembly point.

The Manager will check against the signing-in book that all staff, students and visitors are at the assembly point which is in-front of the nursery.

ONLY IF IT IS SAFE TO DO SO - ATTEMPT TO PUT OUT THE FIRE USING THE FIRE EXTINGUISHERS PROVIDED.

The Manager or Deputy in charge will act as Fire Co-ordinator, duties being to check off all areas, supervisors and marshals as they report that their area is clear. Any problems should be reported to the Fire Brigade IMMEDIATELY upon their arrival.

As smoking is hazardous to health as well as a fire risk smoking is not permitted anywhere inside the Nursery building or garden.

03 Lock down Policy

Lockdown procedures should be seen as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the setting.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
- An intruder onsite (with the potential to pose a risk to children and adults in the setting)
- A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the setting
- The close proximity of a dangerous animal

Partial lockdown

PARENTS SHOULD NOT:

- **CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK TELEPHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES**
- **SHOULD NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER**
- **WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD**

A partial lockdown is a precaution aimed to keep children and staff safe while remaining indoors. This may be as a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to children and staff in the setting. It may also be as a result of a warning being received regarding the risk of air pollution, etc. In a partial lockdown staff and children should remain in the building and all doors leading outside should be locked. No-one should be allowed to enter or leave the building; however, the setting can continue as usual.

What usually happens during partial lockdown?

All outside activity to cease immediately, children and staff return to building. (There needs to be a means of communicating the alert to staff). All staff and children should remain in

the building and external doors and windows should be locked.

Free movement may be permitted within the building dependent upon circumstances.

In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.

Seal up all the cracks around doors and any vents into the room – aim to minimise possible access points of pollutants.

Full lockdown

This signifies an immediate threat to the setting and may be an escalation of a partial lockdown

Immediate action:

- All children and staff should return to/stay in the building
- External doors should be locked
- Internal doors might be locked (where a member of staff with a key is present)
- Lock windows, draw blinds and curtains, cover internal door windows (so an intruder cannot see inside the nursery)
- Staff and children to sit quietly out of sight and where possible in a location that would protect them from harm such as gunfire (bullets go through glass, brick, wood and metal). Consider locations behind substantial brickwork or heavy reinforced walls.
- Turn off lights, computer monitors
- Turn off mobile phones (or at the least turn onto silent so they cannot give away your position).
- A register should be taken and headcount completed of all staff and children at the setting.
- Children should not be released to parents during a lockdown and staff should not leave the premises unless instructed to do so.

HFN Procedure for initiating full lockdown

PARENTS SHOULD NOT:

CONTACT THE SETTING DURING LOCKDOWN AS THIS COULD BLOCK TELEPHONE LINES THAT ARE NEEDED FOR CONTACTING EMERGENCY SERVICES

SHOULD NOT COME TO THE SETTING DURING LOCKDOWN AS THIS MAY PLACE THEMSELVES AND OTHERS IN DANGER

WAIT FOR THE SETTING TO CONTACT THEM ABOUT WHEN IT IS SAFE FOR THEM TO COME AND COLLECT THEIR CHILD

All staff have been told to be vigilant and if they see something which is likely to cause harm to immediately shout “**LOCK DOWN, LOCK DOWN, LOCK DOWN**” so that everyone can hear, alerting staff outside by opening the door and shouting the alarm call. Count the children as they come inside, checking the total with the register. Immediately check in the garden if any children are found to be missing.

- On hearing this alarm call all staff to bring registers, telephones and Ipads and guide children and any visitors/students etc down to the basement. Checking each area is empty as they go, locking external doors and windows; turn off lights and closing internal fire doors.
- Admin Staff and Kitchen would take as much Blankets, Sleeping Mats, Drinking Water and Cups down the Basement.
- One member of staff immediately counts the children/ staff and check against totals in register. If a child or staff member is missing the Manager (or most senior staff member in her absence) to search in the building and bring them back to the basement kitchen as quickly and quietly as possible.
- One member of staff should lock the kitchen door to garden and fix blackout card over window (card and tape behind bins in kitchen)
- One member of staff to fix blackout card over front window (card and tape behind bins in kitchen)
- Remaining staff sit with the children to help keep as calm and quiet as possible.
- TURN LIGHTS OFF AND KEEP THE GROUP AS QUIET AS POSSIBLE
- Admin staff to bring down telephones (turn volume down) and contact information of parents from the Admin Room
- A senior member of staff to ring 999 to report the incident and follow their instructions

If a group are on an outing when the incident occurs, a staff member to telephone them to tell them NOT to return to the nursery until the all-clear has been given. If it is safe to do, the group should stay where they are e.g. in the library/museum. If they are on their way back to the nursery, to stop and go back to the venue and stay there until advised

otherwise. (This group will have an HFN mobile and parent contact list with them). The staff on the outing to ring the police for advice. On being told to do so by police, the staff would contact the parents and notify them of the incident. If safe to do so, we would suggest to parents to collect their children from the venue. If not, we would remain there until it was safe to leave and return to HFN.

{The Basement doors could be barricaded using the tables if necessary}

- We would remain in the Basement until told otherwise by the authorities, supporting the children and each other, for as long as necessary (mattresses and blankets are located in the basement area)
- If the incident is being dealt with by the authorities and we are not directly affected and have been told to do so by the police, we will leave the basement area and return to the classrooms in the hope to reduce the stress on the children as much as possible.
- We would remain within the school building (not venturing into either the front or back garden) until the all clear has been given by the authorities.
- On being told to do so by the police, we would email parents to notify them of the incident. The HFN telephone would be manned to receive incoming calls.
- To reduce the risk of someone entering the building to cause harm, procedures include:
- Admin Staff are singularly designated to allow people into the building on recognising and checking ID's of unrecognised personnel.

A member of staff is located in the hallway during busy drop-off and collection times

The front door is locked after these busy time and parents ring the bell for entry

The two doors to the garden are always locked when the children are not in the garden.

- Parents sign the safety policy before their child joins the setting
- We have a password and ask for a description of anyone collecting a child who we have not seen before.
- Parents told to inform us if anyone other than themselves are collecting/dropping off.
- Outside lights so we can see when it gets dark.

After lockdown has taken place:

- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of context of lockdown.
- Following the need for lockdown, the setting management will create a full record of the event.
- Policies and procedures will be reviewed as soon as possible to identify any areas for potential development.

A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

PLEASE NOTE: Staff will practice this during their termly inset days. We will not be practising with the children as we feel this could cause them undue stress.

04 SECURITY

In our setting it is essential that every child remains secure, in order to achieve this we:

- Ensure constant supervision
- Insist that all parents state who will be allowed to collect their child when they complete registration forms.
- Require signed consent forms when collection would be by someone other than the named person/s.
- In cases of emergency, we require that parents must contact the setting to inform us of any change, and give a full description of the authorised person and/or a password they will use to identify themselves.
- Failure to inform us of any change in collection will result in the child staying at the setting with a designated person until collection is confirmed by the parent/guardian.
- Where necessary/appropriate, ensure staff awareness of any individual requests by a parent to refuse collection.
- Ensure staff vigilance.
- Inform all parents of the need to ensure that doors and gates are fully closed on their departure.
- Report to the police when anyone suspicious is loitering around or unwelcome.

05 Mobile Phone Policy

Mobile phones (except Nursery's mobile phone) and all kinds of cameras must be switched off and submitted and signed for on resumption of duties.

Mobile phones may be used on lunch breaks and returned back.

Mobile Phones and all kinds of cameras are not allowed in any of the rooms where children are present.

Only the nursery's camera/mobile phones can be used during observations.

06 CONFIDENTIALITY

It is a legal requirement of the nursery to hold information about the children using the nursery and the staff. Basic information is used for registers, invoices and for emergency contacts, however all records will be stored in a locked cabinet.

The staff through their close relationship with both the children and their parents may learn more about the families using the nursery. All staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought.

If, however, a child is considered at risk our child protection policy will override confidentiality.

07 COMPLAINTS PROCEDURE

We hope that your time with us will be a happy one for both you and your child. However, if you do ever have cause for concern, we would ask that you take the following steps:

Talk to your child's key person. This may help to provide you with re-assurance or an explanation, which could alleviate your concern.

If this does not help, then please come and speak to the manager or the deputy manager. We may not be able to address your concern there and then but will let you know of the steps we will take in order to investigate your concern, and the timescale in which we will proceed.

We will arrange a date and time to meet to discuss the findings of our investigation and how we plan to address your concern.

If you feel the management team have not taken adequate steps, you can then put your concerns in writing to the management. Please ask the manager for details.

Our setting is registered and inspected by Ofsted. Ofsted also have a complaints help line. The number is 03001231231

We will record, as follows, details of all complaints made for our own monitoring and record keeping purposes:

Name.....

Address.....

.....Post Code.....

Telephone: Home..... Work.....

Details:

Please include as many details as possible i.e. date, time, who was involved (Names if known) and what action is being suggested.

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(Continue on a separate sheet if necessary.)

Which staff was told about the complaint? Please state names if you know. What was their response?

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Which aspects of the service are you dissatisfied with?

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SignedDate.....

08 Whistle Blowing Policy

Introduction

Happi Feet Nursery expects the highest standards of conduct from all employees, and will treat seriously any concern that an employee may have about illegal or improper conduct.

Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the safeguarding manager any serious impropriety or breach of procedure.

Purpose

The procedure is designed to enable employees to notify the manager of any reasonable suspicion of illegal or improper conduct. The procedure requires all employees to act responsibly to uphold the reputation of the Nursery and to help maintain public confidence.

It is a procedure in which the manager will expect to act swiftly and constructively in the investigation of any concerns in accordance with the nursery's disciplinary procedure.

Concern about a colleague's professional capability should be dealt with using this procedure.

When should it be used?

The procedure is not designed to replace or be used as an alternative to the grievance procedure, which should be used where an employee is only aggrieved about her own situation.

Employees who are worried about wrong doing at work do not necessarily have a personal grievance.

Employees must act in good faith and must have reasonable grounds for believing the information to be accurate.

Employees who use this procedure in good faith will not be penalised for doing so. The nursery will not tolerate harassment/ or victimisation of any employee raising concerns.

Blowing the Whistle on Malpractice. Malpractice covers a wide range of concerns. The types of activity that should be disclosed include but are not limited to the following:-

- Fraud or corruption
- Unauthorised use of Nursery goods
- The physical, emotional or sexual abuse of employees or children

- Failure to comply with legal obligations
- Endangering of an individual's health and safety
- Damage to the environment
- A criminal offence
- Showing undue favour to a employee or trainee

Mechanism for raising concerns

Where the issue concerns your manager or, having made your report, you believe she has failed to take appropriate action, then you should bring it to the attention of the other manager, or contact Ofsted helpline on 0300 123 1231

Depending on the nature of the concern, the complainant will be asked to do this in writing. It will be helpful to note down any facts and dates as they happen.

Employees who want to use this procedure but feel uneasy about it may wish to consult a trade union initially and bring a friend or trade union representative along to any discussions, so long as the third party is independent of the issue.

Where anonymity is requested efforts will be made to meet the request where appropriate but that might not always be possible. The earlier and more open the expression of concern the easier it will be to take appropriate action.

Each case will be investigated thoroughly with the aim of informing the complainant of the outcome of any investigation as quickly as possible.

09 EQUAL OPPORTUNITIES

Statement of intent

The nursery takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or child. Discrimination on the grounds of sex, race, religion, colour, creed, marital status, ethnic or national origin, or political belief, has no place within this nursery.

Should any person believe that this policy is not being totally complied with, it is their duty to bring the matter to the attention of the manager at the earliest opportunity.

The nursery and staff are committed to:

1. Encourage positive role models, displayed through toys, imaginary play and activities that promote non-stereotyped images. Books will be selected to promote such images of men and women, boys and girls.
2. Encouraging children to join in activities, i.e. dressing up, shop, home corner, dolls, climbing on large apparatus, bikes, etc.
3. Regularly review childcare practice to ensure the policy is effective.

The nursery aims to ensure that individuals are recruited, selected, trained and promoted on the basis of occupational skill requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, gender, marital status, race, religion, colour, cultural or national origin or sexuality, which cannot be justified as being necessary for the safe and effective performance of their work or training.

Service Provision

No child will be discriminated against on the grounds of sex, race, religion, colour or creed. Wherever possible those designated disabled or disadvantaged will be considered for a place, taking into account their individual circumstances and the ability of the nursery to provide the necessary standard of care.

The nursery will strive to ensure that all services and projects are accessible and relevant to all groups and individuals in the community within targeted age groups.

We will strive to promote equal access to services and projects by taking practical steps such as ensuring access to disabled people and producing material in relevant languages and media.

Recruitment

In recruiting the nursery will strive to ensure that the staff levels reflect the community it serves. All vacancies will be advertised as widely as budget allow. Adverts will include the following statement:

Happi Feet - striving towards equal opportunity"

Every effort will be made to ensure a representative balance on the selection group and all members of the group will be committed to equal opportunities practice as set out in this policy.

Application forms will not include questions which potentially discriminate against the grounds specified in the Statement of Intent.

At interview no questions will be posed which potentially discriminate against the grounds specified in the Statement of Intent. At interview all candidates will be asked the same questions, and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process.

Candidates will be given the opportunity to discuss the reasons why they were not successful.

Staff

All staffs are expected to co-operate with the implementation, monitoring and improvement of this and other policies.

All staffs are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the ground as specified in the Statement of Intent.

All staffs are expected to participate in equal opportunities training.

Training

The nursery recognises the importance of training as a key factor in the implementation of an effective equal opportunity policy.

The nursery will strive towards the provision of equal opportunity training for all staff.

10 SPECIAL EDUCATIONAL NEEDS

Statement

The nursery is committed to the integration of children with special needs.

All children have the right to be educated and develop their full potential alongside each other. It is a positive experience to be able to share the same opportunities and overcome any difficulties together.

Aims

1. To recognise any special needs a child may have and ensure all staffs' are aware of the DFES Code of Practice on identification and assessment of special needs.
2. To employ a special needs co-ordinator (SENCO) who is experienced in the care and assessment of children with special needs.
3. To assess each child's specific needs and adapt our facilities as appropriate.
4. To liaise with other agencies, including the health and education authorities and seek advice, support and training.
5. To develop and maintain a core team of staff who are experienced in the care of children with special needs.
6. To ensure that all children are treated as equals and are encouraged to take part in every aspect of the nursery day.
7. To promote positive images of those with special needs wherever possible.

Responsible Person (SENCO):

Kayleigh O'Sullivan

The nursery believes that all children have a right to experience and develop alongside their peers no matter what their individual needs.

Each child's needs are unique therefore any attempt to categorise children is inappropriate.

Children learn from interacting with other children and by giving them these experiences children with special needs can be educated and develop as far as practicable with peers without special needs.

The nursery is committed to working alongside parents, in the provision for their child's

individual needs to enable us to help them to develop to their full potential.

The nursery is committed to work with any child who has a disability to enable the child to make full use of nursery's facilities.

All children with special needs have a right to a broad and well-balanced education. Depending on the individual child's disability and where funding is available, the nursery will endeavour to provide a ratio of 1:1

We feel it is paramount to find out as much as possible about a particular child's condition and the way that affects his/her educational needs by: -

- Liaison with the child's parents.
- Liaison with any professional agencies.
- Reading any reports that have been prepared.
- Attending any review meetings with the local authority.
- Regular monitoring of observations done on the child's development.

All children will be given a full settling in period when joining the nursery according to their needs.

The nursery has a Special Needs Co-ordinator Kayleigh O'Sullivan. She works closely with all staff to make sure there are systems in place to plan, implement, monitor, review and evaluate the special needs policy of the nursery, always making sure plans and records are shared with parents.

11 EAL Policy

Introduction

In our nursery the teaching and learning achievement, attitudes and well-being of all our children are important. We encourage all our children to achieve the highest possible standards. We do this through taking account of each child's life experiences and needs.

A number of our children have particular learning and assessment requirements, which are linked to their progress in learning English as an additional language.

Children who are learning English as an additional language have skills and knowledge about language similar to monolingual English-speaking children. Their ability to participate in the full curriculum may be in advance of their communicative skills in English.

Aims and Objectives

The National Curriculum secures entitlement for all children to a number of areas of learning and gives them the opportunity to develop the knowledge, understanding, skills and attitudes that are necessary for their self-fulfilment and development as responsible citizens. We promote the principles of fairness and justice for all through the education that we provide in our school.

We aim:

- To improve the speaking and listening, reading and writing of English of children who are learning English as an additional language
- To provide newly arrived children with a safe welcoming environment
- To gather accurate information about child's backgrounds and educational experiences
- To use Nursery, County and Government resources effectively to raise the attainment of children for whom English is an additional language
- To identify and make maximum use of opportunities for modelling fluent use of English and to provide opportunities for children to practise and extend their use of English
- To encourage and enable parental support in improving children's attainment
- To ensure that children can see their languages, culture and identity reflected in their classrooms and the wider nursery.

The aim of this policy is to help ensure that we meet the full range of needs for those children who are learning English as an additional language. This is in line with the requirements of the Race Relations Act 1976.

Teaching and learning style

In our nursery, nursery nurses take action to help children who are learning English as an additional language by various means:

Developing their spoken and written English by:

- Ensuring that vocabulary work covers the technical as well as the everyday meaning of key words
- Explaining how speaking and writing in English are structured for different purposes across the range Early years Framework
- Providing a range of reading materials that highlight the different ways in which English is used.
- Ensuring that there are effective opportunities for talking, that talking in used in

support of writing

- Encouraging children to transfer their knowledge, skills and understanding of one language to another
- Building on children's experiences of language at home and in the wider community, so that their developing uses of English and other languages support one another.

Ensuring access to the curriculum and to assessment by:

- Using accessible texts and materials that suit children's ages and levels of learning
- Providing support through ICT, video or audio materials, dictionaries and translators, readers and amanuenses
- Using the home or first language where appropriate

Curriculum Access

All children in our nursery follow the curricular requirements of the early years Foundation Stage. Children with English as an additional language do not produce separate work.

- Building on children's experiences of language at home and in the wider community, so that their developing uses of English and of other languages support one another
- Providing a range of opportunities for children to engage in speaking and listening activities in English with peers and adults
- Providing a variety of visual resources (ie calendar, numbers) in the children's home language as well as in English

Roles and Responsibilities:

All staff have the responsibility for supporting and encouraging children to become fluent English speakers by:

- Modelling good use of English, in extending sentences and encouraging children to do the same.
- Communicating to children that they are expected to speak clearly and audibly using more than single words as appropriate
- Communicating to children that they are expected to listen and respond when someone speaks to them

All nursery nurses have responsibility for:

- Planning work in the context of children's stage of fluency and anticipating opportunities for developing use of English
- Setting targets (where appropriate) for improving speaking and listening, reading and writing (using example target sheet linked to the QCA 'scales of assessment')
- Assessing and tracking progress in speaking and listening, reading and writing using our Happi Feet EAL Individual child Progress Tracker

The EAL co-ordinator has responsibility for:

- Identifying and providing resources, which support children learning, English as an additional language.
- Updating speaking and listening, reading and writing assessments each term in partnership with class teachers.
- Supporting staff to communicate effectively with parents using translators where appropriate.
- Organising translations of important information to be shared with parents.

12 PARENTS AS PARTNERS

- The nursery team will work with parents as partners in providing quality care for their children.
- All parents are welcome to visit the nursery at any time (See Covid-19 Policy).
- Parents have access to their child's records and are consulted in respect of the care given.
- Information about nursery activities and events is regularly distributed.
- Parents are able to inspect all the policies of the nursery at any time.
- Parent groups are accorded hospitality and all facilities on the nursery premises.
- A suggestion system is in operation.
- Parents' Evenings are held at least twice a year.

13 BEHAVIOUR MANAGEMENT POLICY

Aim of policy

We agree to have a consistent approach to behaviour management within the setting. We hope that by producing this policy that parents, staff and students will be clear about the ways that we can all have a consistent approach which helps to promote acceptable behaviour for the children, as well as developing self-esteem and respect for others.

We acknowledge that from time to time some children will need support with their behaviour; this policy will clearly set out how staff will respond to such behaviour.

Training and support to staff

Staffs receive regular supervision from the management team.

The designated person for behaviour management is **Mercy Falope/Lauren Whymark**

Support will be offered in these sessions to help staff to meeting the needs of the children, dealing with stressful situations as well as working within the guidelines of this policy.

The Early Years Development and Childcare Partnership provide free training about a range of subjects including behaviour management.

How parents are informed and consulted

Most children at some point will require support with behaviour, whether it is not complying with the general routine of the day, or by falling out with a friend, this is a totally natural part of a child's social and emotional development. It is how they begin to learn to negotiate, share and understand the feelings of others, as well as understanding expectations for their behaviour.

To support this learning process staff will offer the child an opportunity to put right any wrong doings for example, comfort an upset friend. Minor incidences need not be shared with parents, and only if there is continued cause for concern about a child's behaviour will parents be informed.

We will not exclude any child who presents needing continuous support with challenging behaviour. Instead we will work with the parents, and seek advice from other professionals so that an action plan can be drawn up which will help to support the child.

We will not use parents as a threat when responding to children's behaviour.

How we encourage good behaviour

Health and safety, circumstances and the child's understanding should be taken into consideration. We praise and encourage good behaviour; and try to instil a sense of right and wrong, at a level the child can understand.

Through the daily routine we discuss and explore our expectations for behaviour and the affects that certain behaviour may have on another. We offer activities that help children to practice sharing and negotiation as well as understanding the need for 'rules'. As much as possible we encourage the children to be independent in selecting activities and resources as well as being responsible for caring for them and putting them away. We also aim to offer activities that build individual children's self-esteem and celebrate individuality.

Whilst we encourage the children to apologise we recognise that often children do not always see the true meaning of any apology, but instead will say it so they can continue with their activities; therefore, it is important that staff explore other opportunities for the children to make amends.

It must also be remembered that quite often there is a reason for children presenting a variety of behaviour, for example if parents separate or there is a new baby in the family. In these circumstances we will show sensitivity, and extra attention and reassurance will be given.

We also recognise that sometimes outbursts can be born out of frustration especially for children who have difficulties in expressing themselves. What the child needs is compassion not chastisement. Once the situation has calmed down we will talk to the child about the situation, and how they could find a solution to the problem in the future.

Whilst we recognise that the use of star charts can have positive effects on an individual child's behaviour we are also aware that there can be draw backs when using them for a group. Therefore, we will offer rewards in the form of praise, additional responsibilities, being allowed to choose specific activities or stories and songs etc.

The adult Role

We aim to be positive role models to the children in the way that we communicate both verbally and non-verbally. We will use a tone of voice and body language that is calm and respectful to each other and to the children. We recognise that when staffs raise their voices, not only can it frighten children but the volume in the room also rises, which does not contribute to a calm environment. Through our knowledge of child development, we understand that children are learning to deal with a range of emotions and we strive to support the children to gain independence and confidence.

We offer a variety of activities to keep the children purposefully occupied. This is best done by feeding into the children's interests and by giving them responsibilities for aspects of the daily routine (e.g. laying the table, giving out the drinks). We will support the children and extend their activities by interacting and engaging with them as they play. Where possible we

will try to and distract a child / children and involve them in an alternative activity, in order to diffuse an incident before it occurs. If an incident has already occurred then it be necessary to withdraw the child from the situation, not as a punishment but to allow them time to work through their emotions and calm down. Once calm we will talk to the child about the situation and give them an opportunity to put right any wrong doings.

We will deal with incidents as and when they occur. Once dealt with the matter will be forgotten the child should not be repeatedly reminded of what he / she has done. Sometimes it is necessary to remove a child, or other children from an activity or the environment to avoid them causing injury to themselves or others. If a child is removed from a situation he/she must never be left alone, and never for be withdrawn longer than a few minutes.

We will avoid using language that could damage a child's self esteem and create a label for the child. For example, words such as naughty or stupid should not be used. Children should never be told to 'shut up' or told they are not liked because of their behaviour. We will not discuss any aspect of the child's behaviour in front of the child, its peers or other parents.

We acknowledge that there may be times when a child's behaviour is so challenging that staff may need additional team support or need to take a few moments out from the situation. As a team will we will support each other in handling difficult situations.

Named person who has responsibility for behaviour management

The name of the designated person for supporting children emotional and social behaviour is Mercy Falope/Lauren Whymark. Their responsibilities are implementing and monitoring the policy, as well as sharing information with staff and parents.

Physical Punishments and interventions:

- Staff will not discipline children by smacking, shouting, withholding food, bribing, threatening, humiliating or intimidating them, using a 'naughty' chair nor will we accept parents disciplining their children in this way.

Staff giving comfort by holding a child when they are distressed or upset is not a physical restraint.

Recording behavioural incidents

We have a form for recording details of incidents, which cause concern, and once completed should be placed in the child's file.

- Record of incidents

(Please refer to behaviour management policy)

- Child's Name:
- Date and Time of incident:
- What triggered the incident?
- The nature of the incident:
- Who else was involved?
- Names of witnesses:
- How was the situation dealt with?
- Was any form of restraint used?

Any further information:

- How and when were the parents informed?
- Form completed by:
- Date:
- Signed by Manager: Date:
- Parent signature (if informed): Date:

14 ADMISSIONS

Happi Feet Nursery is registered to accept;

Children between the ages of 0 and 2 years, Children between the ages of 2 and 3 years and Children between the ages of 3 and 5 years.

The above statement is taken from the registration document and is the overriding policy in respect of admissions.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

1. Availability of spaces taking into accounts the staff/child ratios, the age of the child and the registration requirements.
2. When the application is received (extra weight is given to those who have been on the waiting list longest).
3. The nursery's ability to provide the facilities for the welfare of the child.
4. A child requiring a full-time place will usually have preference over one requiring a part-time place.
5. Extenuating circumstances affecting the child's welfare or his/her family.
6. Children who are siblings of those already with us.

We never have discriminated, and have no intention in the future of discriminating, against any child on the grounds of sex, race, religion, colour or creed.

15 ARRIVALS AND DEPARTURES

It is the policy of Happi Feet Nursery to give a warm welcome to each child on arrival.

Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure his/her safety, and that their attendance is recorded in the register.

The staff member receiving the child immediately gives the attendance to the parent who records his/her arrival in the daily attendance register. Any specific information provided by the parents should be recorded.

If the parent requests the child to be given medicine during the day, the staff member must ensure that the medicine consent procedure is followed.

If the child is not to be collected by the parent/carer at the end of the session, an agreed procedure must be followed to identify the nominated adult.

The key worker in the group should anticipate the planned departure of the child. All medicines should be recovered from the medicine box/fridge only when the parent/carer has arrived and handed to him/her personally.

No child should be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival.

On departure, the child register must be immediately signed by the parent to show that the child has left the premises.

16 PARENTS AND VISITORS

Co-operation of parents and visitors is important in implementing this policy.

Parents and visitors are expected to have an awareness of the other people's children as well as their own. This is especially important when leaving or collecting their child.

Parents should not let other children enter or leave the Nursery with them without their parents or parent's permission.

All parents and visitors must always keep the front door closed at all times. They should be aware of the dangers to the children if they are left open.

Parents should also remember the importance of not sending their children to Nursery with toys or other items, which could prove a danger to other children.

17 SETTLING-IN

- 1 The nursery staff will work in partnership with parents/carers to settle the child into the nursery environment.
- 2 When a child is accepted by the nursery, arrangements will be made for a visit so that the child can familiarise him/herself with the nursery.
- 3 On the first day, parents/carers will stay with the child for about an hour time so that the child feels settled and the parent/carer feels comfortable about leaving her or him.
- 4 The next two days, parents/carers may leave the child for 1 to 2 hours. For the next few days they may collect the child early if they so wish.
- 5 No child will be taken on an outing from the nursery until he or she is completely settled.

18 MOVING ROOM

Children will move room across the nursery. This very much depends on their individual needs and stage of development. If for instance they are very mobile they may move up more quickly.

We only move children when they are ready. If change is managed as part of a natural progression it will be less unsettling.

You will also be invited to meet the staff and see the room where your child will be spending their time. This meeting also gives you the opportunity to discuss and view your child's progress report with both the old and new key worker.

Before moving up your child will have visits to their new room for an hour or two and gradually extending their time in their new environment in order for them to familiarise him or her with the new surroundings. This period of settling is usually over a period of one week.

There is no need for you to come into nursery to settle your child into their new room, but for your reassurance you may want to telephone the nursery to check on your child's progress.

19 LOST CHILD PROCEDURE

- 1.** In the unlikely event of a child going missing within/from the nursery the following procedure will be implemented immediately.
- 2.** All staff present will be informed and an immediate thorough search of the nursery will be made followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.
- 3.** A staff member will notify the officer in charge, whilst other staffs continue searching.
- 4.** The officer in charge will carry out a second search of the area.
- 5.** If the child has still not been accounted for the officer in charge will contact the police by dialling 999.
- 6.** The officer in charge will also contact the parents/carers of the missing child.
- 7.** During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery.
- 8.** The officer in charge will meet the police and parents/carers.
- 9.** The officer in charge will then await instructions from the police.
- 10.** Any incidents must be recorded in writing.
- 11.** OFSTED must be contacted and informed of any incidents.

20 LOST CHILD PROCEDURE (OUTINGS)

- 1.** Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately.
- 2.** All staff present will be informed and an immediate thorough search of the area will be made, ensuring that all other children remain supervised throughout.
- 3.** If appropriate, on-site security will also be informed and a description of the child/children given.
- 4.** In the event of a child not being found, the designated person in charge will immediately inform the police.
- 5.** The designated person in charge will then inform the nursery who will contact the child's parents/carers giving details of what has happened.
- 6.** Staff from the nursery will be sent to assist the safe return of the other children.
- 7.** At least one member of staff will remain at the scene whilst others return to the nursery with the children. This member of staff will continue searching for the child/children.
- 8.** The remaining member of staff will meet the police and parents/carers when they arrive at a designated point.

21 LATE COLLECTION

- 1.** Inform the officer in charge if a child has not been collected.
- 2.** The officer in charge and one other member of staff must stay behind with the child.
- 3.** If at a designated time the parents/carers still have not collected the child, the officer in charge will telephone the contact numbers available.
- 4.** If no contact can be made the officer in charge and an extra member of staff will stay on the premises until a designated time.
- 5.** In the event of no contact being made by the designated time the person in charge will ring Social Services Emergency Duty Team (0208 854 8888) and advise them of the situation.
- 6.** The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.

22 MEDICINE POLICY

In the interests of all children and staff, poorly children should not attend nursery.

Young children pass on infections readily because they are not able to cover their mouths when coughing, blow their own noses when they have a cold etc. They are therefore a source of infection to each other and to staff.

Furthermore, if children are poorly or are in the process of recovery they themselves are susceptible to contracting other infections that may be present in the nursery population.

Excluding poorly children from the nursery maintains a healthy environment for everyone and reduces the amount of medication on the premises. It will be the nursery's decision whether to accept a child to nursery or to send a child home if we believe that the child is too ill to attend nursery. This is in the best interests of the child and other children and staff potentially exposed to illness.

Medicines on the premises introduce health and safety risks to all children. This is especially true if parents fail to follow our procedures and simply leave medicines in a child's bag.

Medicine's will be kept in a lockable cupboard throughout the day and returned to parents upon collection of their child. **Lauren Whymark** is responsible for maintaining medicines in this cupboard and ensuring all medicines are returned to parents.

STATEMENT OF VALUES

1. We believe that children deserve the right to be cared for in a healthy environment.
2. The nursery is committed to ensuring, as far as possible, that children are not exposed to infectious agents.
3. We wish to minimize disruption to parents working life, at the same time enable full recovery of the child and promote future good health.
4. We are determined to ensure that no children in our nursery are at risk from the introduction of medicines on the premises.

STATEMENT OF INTENT

1. We intend to provide a healthy environment for children and staff.

2. We would not admit poorly children into the nursery until they are well enough to attend.
3. We intend to enable children suffering from illness such as asthma and eczema to attend nursery. We will administer medication as necessary throughout the day as prescribed by a medical practitioner.
4. We will notify parents if their child falls ill during the nursery day and request that their child is collected.
5. We will provide (as much as possible) care to a sick child who falls ill during the nursery day, until parents arrive.
6. We will administer one single dose of antibiotic medicine during the day to a child who needs to complete their course of antibiotics if:
 - a. The child has been kept away from nursery for 24 hours from the onset of treatment. This is to allow the medication to take effect and to allow the child suitable recovery period.
 - b. The parent/carer signs a declaration form stating (a) the medicine is prescribed by a doctor, (b) the child was kept away from nursery for 48 hours following the onset of medication, (c) giving directions for administration.
 - c. Herbal remedies and over the counter drugs or preparations will not be given.

Parents will be telephoned and asked to collect a child receiving Prescribed medication if the nursery does not feel the child is well enough to attend.

In an emergency situation we keep doses of Calpol supplied by the parent in the medicine basket. This will be administered as a first aid procedure only. Verbal and written consent (where possible) from parents must be sought first. Only a qualified first aider who is a senior member of staff will administer this medication witnessed by another member of staff. The decision whether or not to administer Calpol or Piriton as a first aid procedure will be taken by the manager.

Examples would be a dangerously high temperature, which has not been reduced by stripping and tepid water bathing (i.e. over 39 degrees Celsius) or suspicious rash or swelling causing substantial discomfort.

If a child is required to carry an EpiPen for the treatment of severe allergic reactions, staff will be given appropriate training on how to administer this correctly. Parents will be expected to collect their child as soon as possible so further treatment or rest can be given.

An antibiotic will not be given to a child if it is found in their bag or amongst belongings. This is to encourage parents/carers to remember to hand in medicines over to a member of staff

and thus minimize the risk of medicine being misused by children.

Many young children whilst at nursery may experience common childhood ailments such as nappy rash, teething, allergies etc.. During this time we are able to apply creams, antihistamines and gels to alleviate any discomfort, Calpol will not be given for teething discomfort.

Consent to administer each medication must be signed for on a medication consent form before the treatment can begin at nursery.

Therefore it is important for parents to give this consideration and not bring any such medication to nursery unless they have completed such a form.

Gloves will be worn when applying cream to children with allergies to prevent cross contamination.

Parents supply sun cream for their children with individual parental consent.

Each child's parent must provide sun cream, which is clearly labelled with the child's name, and the parent must sign a continuous consent form. Children who are unable to have nursery sun cream and have not provided their own cream will not be taken outside if there is a danger posed by exposure to excessive sunlight.

MEDICATION

All medication must be entered into the medication log, which is kept in the office.

- When accepting medicine, make sure that it is clearly labelled with the child's name, current date, and dosage instructions
- The date time and dosage must be entered in the log and initialled after it has been administered to the children by staff.
- All medication, unless they specify differently must be kept in the medicine cupboard.
- Only Senior Staff can administer medicines.
- Only medicines prescribed by a GP for the named child would be administered to the respective children.
- If in doubt always check with a member of the management team.
- Under no circumstances should medicines be kept in the group rooms or in children's bags etc.
- Please ensure that the parents are made aware of this on commencing at the nursery

- Where children have been prescribed anti-biotic they must stay at home for the first 24 hours of the course. They can then be admitted to the nursery and the course continued.

Medication cannot be administered without prior written parental consent

23 SMOKING, ALCOHOL & DRUGS POLICY

The nursery does not tolerate smoking on the premises by anybody. Any member of staff coming in to work in an unfit state, i.e. under the influence of alcohol or drugs, will be sent home and subject to disciplinary action upon their return.

Smoking is also not allowed when on outings or visits.

If on arrival to collect a child from the nursery, the parent is found to be in an unfit state, then the senior member of staff must be informed. If the senior member of staff takes the decision not to allow the child to leave then the parent must be informed of the reason why and the emergency contact informed and asked to attend.

If the emergency contact is not available, then the Social Services should be informed. Great sensitivity must be given to all involved, especially the child.

24 COVID – 19 POLICY

Due to the Covid-19 pandemic, we have reviewed and are continuously reviewing relevant policies and procedures and putting measures in place to ensure we do all we can to protect the children, parents and staff of the setting. We will be following government advice concerning covid-19 and making adjustments where necessary as the situation develops

Information about Covid-19

Who is at risk

Preventing the spread of infection

Guidance on dealing with suspected or confirmed cases of COVID-19

Guidance on cleaning after a case of COVID-19 (confirmed or suspected)

Information about the virus

Covid-19 is an infectious disease caused by a newly discovered coronavirus. The virus was first identified in Wuhan City, China in January 2020.

Most people infected will experience mild to moderate respiratory illness and recover without requiring special treatment.

The symptoms are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

This policy and associated risk assessment are to limit the spread of infection within the setting.

Who is at risk?

All patrons of the setting are at risk including: staff, children, parents/carers of the children attending, any other individuals involved in the day to day operation of the setting.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer and chronic lung disease.

How COVID-19 is spread

From what we have learnt about the virus, COVID-19 is most likely to happen when there is close contact (within 2 meters) with an infected person.

Droplets produced when an infected person coughs or sneezes (respiratory secretions) containing the virus are most likely to be the main mean of transmission.

There are 2 routes by which people could become infected:

- Secretions can be directly transferred into mouths or noses of people who are in close contact with an infected person, and could be inhaled into the lungs
- It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose or eyes.

Preventing the spread of infection

The general principles to help prevent the spread of COVID-19 are:

- Thorough hand washing procedures, soap and water for at least 20 seconds
- All staff and children will be required to wash their hands immediately upon arrival at the nursery and before leaving (hand washing basins are available at the entrance to all TS settings)
- Paper towels will be available to dry hands and be disposed of easily
 1. After visiting the toilet
 2. After coughing or sneezing
 3. Before food preparation
 4. Before leaving the nursery
- Covering your cough or sneeze with a tissue, disposing of the tissue and washing hands “catch it, bin it, kill it”

Anyone showing symptoms must self-isolate for at least 10 days if:

- you have symptoms of coronavirus and you tested positive, had an unclear result or did not have a test
- you tested positive but have not had symptoms

If you have symptoms, the 10 days starts from when they started.

If you have not had symptoms, the 10 days starts from when you had the test. But if you get symptoms after your test, self-isolate for a further 10 days from when your symptoms start.

Stop self-isolating after 10 days if you feel OK

You can stop self-isolating after 10 days if either:

- you do not have any symptoms
- you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone

Keep self-isolating if you feel unwell

Keep self-isolating if you have any of these symptoms after 10 days:

- a high temperature or feeling hot and shivery
- a runny nose or sneezing
- feeling or being sick
- diarrhoea

Only stop self-isolating when these symptoms have gone.

If you have diarrhoea or you are being sick, stay at home until 48 hours after they've stopped.

Self-isolate for 14 days

You must self-isolate for 14 days if you live with (or are in a support bubble with) someone who:

- has symptoms of coronavirus and tested positive, had an unclear result or did not have a test
- tested positive but has not had symptoms

This is because it can take 14 days for symptoms to appear.

The 14 days starts from:

- when the first person in your home or support bubble started having symptoms
- the day they were tested, if they have not had symptoms – but if they get symptoms after they were tested, self-isolate for a further 14 days from when their symptoms start

Guidance on dealing with a suspected or confirmed case of COVID-19 within the setting

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they will be collected as soon as possible and isolated at home in line with the NHS guidance.
- Whilst waiting for the child to be collected they will be moved, if possible to a room where they can be isolated behind a closed door (with appropriate adult supervision) if this is not possible, the child will need to be moved to an area which is at least 2 meters away from the rest of the setting. A window will be opened for ventilation.
- If the child needs to use the toilet in the time they are waiting to be collected they will use a separate bathroom, if possible. The bathroom will be cleaned and disinfected before used by anyone else.
- The staff member responsible for the child during this time will be a staff member from their 'bubble'. The staff member will wear appropriate PPE including a face mask while waiting with the child.

- In an emergency, the manager/supervisor is to call 999 if the child becomes seriously ill or injured.
- The person responsible for cleaning the area will wear appropriate PPE.
- The member of staff who has been in contact with the child displaying symptoms does not need to go home unless they develop symptoms themselves. The member of staff will adhere to strict hand washing routines as usual (20 seconds)

In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they will return home immediately and isolate at home in line with the NHS guidance. Staff members will be able to be tested for Covid-19 if displaying symptoms.

Guidance on cleaning the setting after a case of COVID-19

Coronavirus symptoms are similar to flu-like illness such as cough, fever, shortness of breath etc. once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to the current recommend workplace legislation and practise.

These include

- All surfaces and objects which are visibly contaminated with bodily fluids
- All potentially contaminated high-contact areas such as toilets, door handles and telephones

All waste that has been in contact with the individual, including used tissues, masks, aprons etc should be put in a separate plastic bag and tied and disposed of.

Hygiene

All staff and children on entry to the setting will clean/sanitise their hands. We will continue to collect children and allow them to be collected from the entrances to reduce “traffic” in the nursery. More regular cleaning of toys as well as commonly touched areas will occur throughout the day using soap, water and disinfectants. Children and staff will be encouraged to wash their hands regularly throughout the day, for at least 20 seconds, and all staff should use the provided sanitisers as well.

Social distancing

While social distancing may not be entirely possible given the age of the children in our care, we have measures in place to reduce children and staffs contact to a limited group. Staff

should socially distance from each other as much as possible. Staff will have smaller group of children at a time to reduce how many different people they are in contact with. Play times will be staggered so that children are not mixing with others outside of their group. This will not be at the detriment to the needs of the children within the setting and all care routines will still be followed as the needs of the children continue to come first.

POLICIES FOR PERSONEL SUITABILITY

25 STAFF DEVELOPMENT & TRAINING

Happi Feet Nursery highly values its staff. It is in the interests of the nursery, the children and the individual that each staff member is given the opportunity to develop their personal skills to their maximum and to broaden their knowledge and skills in caring for children.

To facilitate this, we:

- Hold regular staff meetings and team meetings.
- Encourage where practical staff to attend external training courses.
- Encourage staff to pass on their knowledge to those less experienced.
- Have staff appraisals twice every year.
- Develop a training plan addressing both qualifications and continuous professional development needs of the setting and of individual staff.
- Promote a positive learning culture within the setting.

26 INDUCTION

Happi Feet Nursery staff members are aware of a successful induction programme when joining our team. The new team member will be placed alongside a delegated staff member who will support him/her during the first full working week.

The management of Happi Feet Nursery will give daily feedback time and the whole team will be made aware of the support required.

Within the employee's first full week, they will be issued with Happi Feet Nursery policies and again time will be put aside to discuss any matters arising.

Minutes of previous staff meetings will also be made available. Dates of future staff meetings will be informed; as will future staff appraisals/staff support.

We will provide special training days for all staff to cover specialist subjects. Information with regards to courses will be made readily available. When staffs attend courses to further their career full support and encouragement will be offered by Happi Feet Nursery.

We strive to encourage a safe and pleasant work atmosphere. This can only happen when everyone cooperates and agrees to suitable standards of conduct.

INDUCTION FLOW CHART

Initial Check List

Terms & Conditions of Employment			
Content	Points To Be Covered	Instructions/Aids Required	Check
Hours of Work	Starting & Finishing times Meal & tea breaks Overtime arrangements	Applicable award	
Time Keeping	Location of time sheet/cards etc.	Time Sheet/card (Appendix 2A & 2B) Show location during nursery inspection	
Pay Procedures	Amount, time & method of payment.		
Superannuation	Qualifying period Contributions – Company & Employee	Application Form	
Annual Leave	Entitlements Process for applying for Leave. Any mandatory close down periods.	Applicable award. Leave application form. (Appendix 3)	
Public Holidays	Entitlements – work on public holidays	Applicable awards	
Sicknesses & Absences	Leave entitlements: <ul style="list-style-type: none"> • Sick Leave • Maternity leave • Paternity leave • Family leave • Long service leave • Bereavement/emergency leave Regulations for sick leave (i.e. Doctor's certificate required after 2 days) Authority required for absences	Applicable award Sick leave form	
Contract of Employment	This should cover written particulars of the main terms & conditions of employment. Forms required, i.e. Employment Declaration Form (Taxation Department)	Applicable award Letter of appointment - if applicable (Appendix 4) Employment Declaration Form	
Staff Profile Sheet	The new employee should supply personal contact details in case of emergencies. This should include nearest relative and a list of any allergies	An Employee information Sheet (Appendix 5)	
Workplace Health & Safety - Continued			
Content	Points To Be Covered	Instructions/Aids Required	Check
General Housekeeping (storage of flammable Goods & Environmental Hazardous Substances)	Location of emergency procedure information Discuss reason for flammable & hazardous goods area	Good usage instruction and/or material handling sheets. Mark location on map	

General Housekeeping (Power Leads, Air Hoses etc.)	Location of power leads Company policy re power & hoses over walkaways etc. Power leads safety tags Area for damages leads & hoses	Company policy manual. Safety check list	
General Housekeeping (Waste management)	Location of designated waste disposal bins Location of waste fluid drums Discuss waste management policy – reasons etc. and safe disposal	Company policy manual. Mark location on map of premises.	
Machinery & Equipment	Demonstrate the safe usage of equipment used in your business	Manuals for all equipment Safety work sheet	
General Behaviour	Discuss acceptable and non- acceptable behaviour, including sexual harassment. Discuss the possible safety consequences of practical jokes.	General /behaviour Guidelines (Appendix 7)	
Kitchen	Hygiene in the kitchen/serving food in rooms. (PPE)		

Introduction to the Job			
Content	Points To Be Covered	Instructions/Aids Required	Check
Workplace Tour	General layout of premises Show new employee the areas mentioned previously: Time Sheet/cards Toilet facilities/locker room Canteen/lunch facilities Fire extinguishers Emergency exits First Aid facilities	Map of the premises	
Presentation	Explain appearance expectations i.e. uniform	Provide with uniform t-shirt	
Security & Confidentiality	Explain any Security obligation that must be observed and the business's policy about confidentiality	Hand out material covering requirements	
Introduction to colleagues	Introduce new employees to immediate supervisor and any colleagues	Informal introductions but avoid use of nicknames	
Provide Staff List	A chart or list of employees with roles and responsibilities indicated	Employee list	
Introduction to the company Training Culture	Describe and discuss: Company training history Training plan Apprenticeships (if applicable) Traineeships (if applicable) In-house training Off the job training	Company training manuals Log books (apprenticeship or traineeship).	
Business Overview	Describe and discuss: Company History Your competitors Market trends Business Aims	Any brochures or information sheets available	
Products & Customers	Describe and discuss: Your product or service Your customers Level of customer service expected	Any brochures or information sheets available Customer expectations	

INDUCTION CHECKLIST

NAME OF EMPLOYEE

ADDRESS

.....

HOME PHONE MOBILE PHONE

JOB POSITION

INDUCTION CARRIED OUT BY DATE

SECTION A – INFORMATION FROM THE EMPLOYEE

- (i) P45 or equivalent
- (ii) National Insurance Number / / / /
- (iii) S.S.P. Details
-
- (iv) Proof of Identity Documents Copied
-
- (v) Driving Licence Viewed YES / NO
- (vi) Driving Licence Number Expiry Date
- (vii) Private Pension Details – Contracted Out YES / NO
- (viii) Emergency Contact (Name, Address, Telephone Number)
-
-
- (ix) Bank Details
- Bank
- Address
-
- Account No: Sort Code

Emergency Contact

Name:

Name:

Address:	Address:
Phone (Business Hours)	Phone(Business Hours)
Phone (Outside Business Hours)	Phone (Outside Business Hours)

Optional:

If you would like your work colleagues to know about any conditions you have that may assist in emergency care (e.g. Hemophilia, diabetes, asthma) please provide details below:

.....

.....

.....

.....

Emergency Medical Contact (Name):

.....

Phone Number:

*Note: It is important to ensure you have current information in case of an emergency. Please place on employee file and review regularly.

27 PERSONNEL

Nursery policies in respect of personnel are governed by the following:

- The best interests of the children, their welfare, care and development.
- The requirements of National Standards and OFSTED Early Years
- Directorate Compatibility between all members of staff and the building of a good team spirit.
- Considerations of the advancement of each member of staff both by internal and external training to help them achieve their maximum potential.
- Equal pay for work of equal value.
- Compliance with the current legislation.
- The provision of a job description for each member of staff.
- The provision of a statement of terms and conditions for each member of staff.

When recruiting members of staff, the applicant should be made aware of the policies and procedures, especially those relating to discrimination.

Prior to commencement of employment the successful applicant would be provided with an offer letter (conditional to a successful and clear Disclosure and Barring Service check) with the job description and induction procedure.

Harassment of any member of staff that can be classed as sexual or racial will not be acceptable. This includes unwanted verbal or physical advances - the key factor in assessing harassment is whether it is unwanted.

28 SUPERVISION OF STAFF

The person in charge is responsible for ensuring all staffs are registered to work on the premises.

Recruitment forms and checks are carried out in line with safer recruitment policies. However, staff can work in the nursery before these checks are completed as long as they are supervised by registered staff at all times.

All nursery staff will be informed of staff awaiting registration clearance.

Unregistered staff must never:

- Be left unsupervised whilst caring for children.
- Take children for toilet visits unless supervised by registered staff.
- Change nappies whilst unsupervised.
- Be left unsupervised during outdoor play.
- Be left alone in a room for children.
- Administer medication.
- Administer first aid.

Whilst ensuring all the above are adhered to, it is vital that staff members awaiting the completion of recruitment checks be made to feel part of the team and participate fully in every other aspect of the nursery day.

29 STUDENTS & VOLUNTEERS

Happi Feet Nursery welcomes the chance to encourage training. We accept student placements and recognise this as an opportunity to examine and revise our own practice. We will accept one student per room at a time and normally only one per room each term. More than this places undue pressure on the staff.

We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

All students on placement must adhere to the same codes of conduct as permanent staff and this also applies to time keeping and dress codes. Students are attached to a senior member of staff who supervises their work and explains the safety and fire requirements.

All students are encouraged to contribute fully to the nursery routine and to spend some time in each area. Students must not be left alone with children and they should only be allowed to change nappies when supervised.

All students/volunteers would not be left unsupervised in the nursery. Anyone working within our setting will need to abide by our policies and subject to a disclosure and barring service checking process.

All helpers will receive training and support and the opportunity to work alongside qualified staff and children.

**POLICIES
FOR
HEALTH & SAFETY
SAFE ENVIRONMENTS
AND
SAFE EQUIPMENTS**

30 HEALTH & SAFETY

General Statement

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this policy and sufficient resources will be made available to honour our commitment.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Signed

Date.....

HEALTH & SAFETY

Roles & Responsibilities

Proprietor: Mercy Falope

Providing safe resources and maintaining equipment. Checking that everything is up to date.

Checking risk assessments are correct, ensuring that staffs are following procedure.

Ensure that procedures are being carried out correctly and to check equipment regularly.

All Senior Staff

Ensure that all staffs are aware of Health & Safety procedures and that the correct procedures are being adhered to for the safety of the customers, staff and children.

To make sure that equipment is good working order and is checked on a regular basis.

All Staff

Ensure that they are aware of Health & Safety procedures by reading the Health & Safety book.

Checking equipment regularly and adhering to the correct procedures.

HEALTH AND SAFETY

Aims and Objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this, we will actively work towards the following objectives:

1. To establish and maintain a safe and healthy environment throughout the nursery.
2. To establish and maintain safe working procedures amongst staff and children.
3. To make arrangements for ensuring safety and the absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
4. To ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
5. To maintain a safe and healthy place of work and safe access and progress from it.
6. To formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises.
7. To follow the regulations of the Health & Safety at Work Act 1974 and other relevant legislation.

We believe the risks in the nursery environment to be low but to maintain the maximum protection for children, staff and parents/carers we consider it necessary to:

1. Ensure the highest standards of cleanliness are maintained.
2. Ensure safe and clear accesses and exits from the building, including fire exits.
3. Regularly check the premises room by room for structural worn defects fixtures and fittings or electrical equipment and take the necessary remedial action.
4. Ensure that all staffs are aware of the fire procedures and regular fire drills are

carried out.

5. Ensure that all members of staff are aware of the procedures in case of accidents.
6. Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate.
7. Prohibit smoking on the premises.
8. Prohibit any contractor working on the premises without prior discussion with the officer in charge to negate any risks to the staff or children.
9. No inappropriate jewellery to be worn. One pair of stud earrings and wedding/engagement rings is acceptable.
10. Dress code: smart and practical with sensible shoes. No nail varnish and all long hair must be tied back at all times.
11. No running inside premises
12. All electrical sockets should be protected by safety plugs, no trailing wires.
13. All cleaning materials/toilet cleaner to be placed out of the reach of children.
14. Protective clothing should be worn when serving food.
15. Nuts e.g. peanuts are not allowed in the Nursery.
16. Telephone calls must be received before 7am if a member of staff is not well enough to attend work.
17. All staff should familiarise themselves with the First Aid boxes and know who the appointed First Aider is.
18. Children must be supervised at all times.
19. No student should be left unsupervised at any time.

The management consider this matter of such importance that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter. Staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues.

31 HEALTH/ILLNESS AND EMERGENCY

It is the nursery policy to encourage and promote good health and hygiene for all the children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, mumps, rubella, meningitis, hepatitis, diarrhoea, vomiting and fevers of 101°F/38°C or over.

With the welfare of the sick child in mind and in the interests of the remaining children in the nursery, if in the opinion of the staff a child is ill, then the parent/carer will be contacted and requested to collect him/her as soon as possible. The staff of the nursery must be convinced that the child has returned to good health before re-admitting him/her.

In the case of a serious accident or illness occurring then the parent/carer will be contacted immediately along with the child's GP and the appropriate action taken.

In the unlikely event of the parent not being available the senior staff member will assume charge and if necessary take the child to hospital along with all relevant details.

The following procedures will be followed in the event of:-

Major Accident

At all times the staff *must* wear protective clothing (disposable aprons and gloves). The manager will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/main carer to come.

If the child needs to go straight to hospital an ambulance will be called. Then the parent/main carer will be contacted and arrangements will be made to meet the parent/main carer at the hospital. A member of staff will accompany the child to the hospital, but will not sign for any treatment to be carried out.

If the child can wait for the parent/main carer to come, then the parent/main carer will be contacted and the child will be made as comfortable as possible. A member of staff will stay with the child until the parent/main carer arrives.

It will then be for the parent/main carer to decide whether to go to the hospital or not.

A report of the accident will then be recorded in the accident log.

Minor Accident

- At all times the staff *must* wear protective clothing (disposable aprons and gloves).
- The staff member assesses the injury and if necessary, the manager is called.
- The injury is then treated.
- The child is then resettled back into the room and observed.
- The accident is then recorded on the accident form and handed to the parents who will sign on receiving it. The parents get a copy of the accident form.

The accident folder is checked by a senior member of staff on a regular basis to check for patterns.

32 EXCLUSION PROCEDURE FOR ILLNESS/ COMMUNICABLE DISEASE

Minimum Periods of Exclusion from Nursery

<i>Disease/Illness</i>	<i>Minimal Exclusion Period</i>
Antibiotics prescribed	First day at home
Temperature	If sent home ill, child must be off for 24 hours
Vomiting	48 Hours from last episode
Conjunctivitis	Keep at home for a minimum of 1 day; longer if eyes still weeping
Diarrhoea	48 hours after 2 clear nappies
Chickenpox	7 days from appearance of the rash or/and when all the rash has scabbed over
Gastro-enteritis, food poisoning, salmonellas and dysentery	48 hours and after 12 clear nappies or for notifiable diseases, until advised by the relevant public health official
Infective hepatitis	7 days from onset of jaundice
Measles	7 days from appearance of the rash
Meningococcal infection	Until recovered from the illness
Mumps	Until the swelling has subsided and in no case less than 7 days from onset of illness
Pertussis (whooping cough)	21 days from the onset of paroxysmal cough
Poliomyelitis	Until declared free from infection by the appropriate public health official.

Scarlet fever and streptococcal infection of the throat	Until appropriate medical treatment has been given and in no case for less than 3 days from the start of treatment
Tuberculosis	Until declared free from infection by the appropriate public health official
Typhoid fever	Until declared free from infection by the appropriate public health official
Impetigo	Until the skin is healed
Pediculosis (lice)	Until appropriate treatment has been given
Plantar warts	No exclusion. Should be treated and covered
Ringworm of scalp	Until treatment is administered
Ringworm of body	Until treatment is administered
Scabies	Need not be excluded once appropriate treatment has been given
Head Lice	Need not be excluded once appropriate treatment has been given
Covid-19	Refer to Covid 19-Policy

33 RISK ASSESSMENT POLICY

Risk Assessment Procedures

We believe that the health and safety of children is of paramount importance. We strive to make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Health and safety risk assessments inform procedures. All Happi Feet Staff and parents should be involved in reviewing risk assessments and procedures – they are the ones with first-hand knowledge as to whether the control measures are effective – and they can give an informed view to help update procedures accordingly.

This policy is based on the five steps below:

1. Identification of a risk: Where is it and what is it?
2. Who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
3. Assessment as to whether the level of a risk is high, medium, low. This considers both the likelihood of it happening, as well as the possible impact if it did.
4. Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
5. Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Procedures

Our managers undertake training and ensure our staff and volunteers have adequate training in health and safety matters. Our risk assessment process covers adults and children and includes:

- determining where it is helpful to make some written risk assessments in relation to specific issues
- to inform staff practice
- to demonstrate how we are managing risks if asked by parents and/or carers and inspectors;

checking for and noting hazards and risks indoors and outside, in relation to our premises and activities:

assessing the level of risk and who might be affected.

deciding which areas need attention

developing an action plan that specifies the action required, the timescales for action, the person

responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.

Our manager ensures that checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept. Our manager ensures that staff members carry out risk assessments that include relevant aspects of fire, safety, food safety for all areas of the premises.

Our manager ensures that staff members carry out risk assessments for work practice including:

- When Children are changed.
- preparation and serving of food/drink for children.
- children with allergies.
- cooking activities with children.
- supervising outdoor play and indoor/outdoor climbing equipment.
- putting babies or young children to sleep.
- The assessment use and storage of equipment for SEN children.
- Use and storage of substances which may be hazardous to health, such as cleaning chemicals.
- visitors to the setting who are bringing in equipment or animals as part of children's learning experiences.
- following any incidents involving threats against staff or volunteers.

Our manager ensures that staff members carry out risk assessments for off-site activities if required including:

- children's outings
- forest schools
- home visits and
- other off-site duties such as attending meetings, banking etc.

RISK ASSESSMENT

Hazard	Fire
Who could be harmed	Staff, Children, Visitors
Existing Controls	<ul style="list-style-type: none"> • Daily register taken of attendance • In / Out Board for staff • Visitors Book • Evacuation procedure practised four times a year, records kept • All exits kept free of obstruction • No smoking allowed on premises • Evacuation procedure displayed in each area • Weekly test of fire alarm. • Fire extinguishers put in place.
How serious is the risk of injury?	Medium
What further action is needed to control the risk?	
Who will be responsible for what action and when/how often will it be taken?	
How checked and by whom?	

RISK ASSESSMENT

Hazard	<i>Electricity - Mains electricity and use of portable electrical appliances.</i>
Who could be harmed	Staff, Children, Visitors
Existing Controls	<ul style="list-style-type: none"> • Mains installation tested every year. • All plug sockets fitted with safety covers when not in use • Appliances turned off when not in use
How serious is the risk of injury?	High risk of injury / death due to the nature of the hazard
What further action is needed to control the risk?	<ul style="list-style-type: none"> • Fixed electrical installation to be checked by a competent person every five years in line with the recommendations contained in the 16th edition of the Institute of Electrical Engineers Regulations. • Inspection of all portable electrical equipment by competent person in accordance with H.S.E. guidance (it is advisable to enclose the relevant guidance with this policy). • Training of staff to recognise and report faults
Who will be responsible for what action and when/how often will it be taken?	<ul style="list-style-type: none"> • Manager to organise electrician to inspect installation in accordance with guidance every five years • Manager to ensure portable appliances inspected as per guidance every 12 months • Manager to train staff to recognise faults on induction
How checked and by whom?	

RISK ASSESSMENT

Hazard	<i>Outdoor Play Area – General Nursery Activities</i>
Who could be harmed	Children
Existing Controls	<ul style="list-style-type: none"> • Outdoor equipment is checked daily • Staff made aware of common hazards • Garden gate to be closed at all times
How serious is the risk of injury?	Low
What further action is needed to control the risk?	<ul style="list-style-type: none"> • Continual vigilance by all staff
Who will be responsible for what action and when/how often will it be taken?	All staff – on going
How checked and by whom?	

RISK ASSESSMENT

<i>Hazard</i>	<i>Hot Water, Hot Surfaces</i>
Who could be harmed	Children
Existing Controls	<ul style="list-style-type: none"> • Thermostatic valves fitted to hot water supply in children's bathrooms • Hot drinks are ONLY allowed in the staff room • Staff to report any variation in water temperature to a senior member of staff • No children allowed in the kitchen
How serious is the risk of injury?	Low
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	All staff – on going
How checked and by whom?	

RISK ASSESSMENT

<i>Hazard</i>	<i>Manual Handling</i>
Who could be Harmed	Staff
Existing Controls	<ul style="list-style-type: none"> • Manual Handling Techniques • Correct Lifting Procedures • Manual Handling Policy • Slip Resistant Flooring • Adequate Lighting
How serious is the risk of injury?	Low
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	All staff – on going
How checked and by whom?	

RISK ASSESSMENT

<i>Hazard</i>	<i>Hot Surfaces (radiators)</i>
Who could be harmed	Children
Existing Controls	<ul style="list-style-type: none"> • Thermostatic valves fitted • Radiator covers in place • Staff to report any variation in temperature to a senior member of staff
How serious is the risk of injury?	Low
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	All staff – on going
How checked and by whom?	

34 SLEEPING CHILDREN

Rationale

Children's health and wellbeing is catered for by allowing individual regular sleep time and individual considerations such as cuddles and toys.

The child's current requirements are decided through consultation with parent/guardians including where they sleep in nursery i.e. cot, mat etc.

Children have individual cots/mats with sheets washed weekly (or immediately if soiled).

Cots and mats are spaced to ensure safety and to allow easy access between cot/mats. The rooms are kept ventilated and warm.

Monitoring procedures

Individual babies/toddlers are monitored thus:

- A staff stays in the room while the child sleeps and cannot leave the room but monitors the sleeping child every ten minutes.
- Groups of children are put to bed and supervised by a member of staff.
- Children are monitored every five minutes and the length of time asleep is entered in the daily report sheet.
- As children awake, staff comfort, change, dress and feed them.

35 SUN PROTECTION

We have developed this to ensure that we can all enjoy the sun safely over the summer months.

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

Your child's health and well-being are very important to us, so we have decided to spend more time discussing sun-protection at nursery.

We are also going to be actively encouraging all children to wear a hat when they play outside.

Please send your child to nursery wearing a labelled, comfortable, wide-brimmed hat or legionnaire style cap.

Staff at Happi Feet Nursery will be supervising children applying sunscreen and helping those that are not able to apply sunscreen by themselves.

If you would like your child to be included, please let a member of staff know and bring in a bottle of factor 45+ sunscreen clearly labelled with your child's name.

Your support is very important if our policies to work. You can help by:

- talking to your child about the importance of sun protection at home
- remembering to send your child to nursery with a wide brimmed hat

36 SPECIAL CONSIDERATION FOR EMPLOYEES

Introduction

We recognise that certain employees such as young persons, new and expectant mothers and persons having a disability require special consideration under The Management of Health and Safety at Work Regulations 1992.

The Health and Safety Policy should have regard to such persons both at the commencement of employment and during the course of it. The following procedure is therefore set down to achieve this aim.

Procedure

The manager on induction to the nursery will assess any employee requiring special consideration or when their condition or disablement comes to light.

The risk assessments relating to the occupation of such workers will be considered at these times and special measures such as training and supervision, arrangements, modifications, and medical surveillance if necessary will be agreed upon with the worker.

Further assessments and reviews will be carried out at appropriate intervals.

37 GOOD HANDLING TECHNIQUES

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risks of injury. The techniques outlined below should be followed at home as well as at work.

Preventing Injuries

As with other health and safety issues, the most effective method of prevention is to eliminate the hazard – in this case, to remove the need to carry out hazardous manual handling. For example: it may be possible to re-design the workplace so that items do not need to be moved from one area to another.

Where manual-handling tasks cannot be avoided, they must be assessed. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

Correct Lifting Procedure

1. Planning and Procedure

- Think about the task to be performed and plan the lift.
- Consider what you will be lifting, where you will put it and how you are going to get there.
- Never attempt manual handling unless you have read the correct techniques and understood how to use them.
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.
- Assess the weight and centre of gravity of the load.
- Assess the size of the load to make sure that you can grip it safely and see where you are going.
- Assess whether you can lift the load safely without help. If not, get help.
- Bear in mind that it may be too dangerous to attempt to lift some loads.

- If more than one person is involved, plan the lift first and agree who will lead and give instructions.
- Plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring.
- Lighting should be adequate.
- Avoid lifting unsafe loads, such as damaged glass or badly packed chemicals.
- Check whether you need any personal protective equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
- Ensure that you will be able to maintain a firm grip.
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- Remove any unnecessary packaging, if this will make the task safer.
- Reduce the size and weight of loads to make handling easier. This could involve suppliers in packing items into smaller consignments before delivery.
- Control harmful loads – for instance, by covering sharp edges or by insulating hot containers.
- Consider a resting stage before moving a heavy load or carrying something any distance.

2. Position

- Stand with your feet apart and your leading leg forward. Your weight should be even over both feet.
- Position yourself (or turn the load around) so that the heaviest part is next to you.
- If the load is too far away, move toward it or bring it nearer before starting the lift.

3. Lifting

- Always lift using the correct posture:
- Bend the knees slowly, keeping the back straight.

- Tuck the chin in on the way down
- Lean slightly forward if necessary and get a good grip.
- Keep the shoulders level, without twisting or turning from the hips.
- Try to grip with the hands around the base of the load.
- Bring the load to waist height, keeping the lift as smooth as possible.

4. Move the load

- Move the feet, keeping the load close to the body.
- Proceed carefully; making sure that you can see where you are going.
- Lower the load, reversing the procedure for lifting.
- Avoid crushing fingers or toes as you put the load down.
- Position and secure the load after putting it down.
- Report any problems immediately – for example, strains and sprains.
- Where there are changes, for example to the activity or the load, the task must be reassessed.

Lifting Children

- Lift children safely at their body (sides)
- Do not pull children up using their hands (no matter how gently)
- If children can get themselves up, let them
- When walking with children do not hold them by the wrist
- If helping children up, hold their sides not their arms/hands or wrists
- Nursemaids elbows

38 OFFICE SAFETY POLICY

Staff can help to prevent health problems by:

1. Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen.
2. Maintaining a good posture.
3. Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach.
4. Changing position regularly.
5. Using a good keyboard and mouse technique with wrists straight and not using excessive force.
6. Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light.
7. Adjusting the screen controls to prevent eyestrain.
8. Keeping the screen clean.
9. Reporting to their manager any problems associated with use of the equipment.
10. Planning work for breaks away from the workstation.
11. Seating and posture for typical office tasks
 - *Good lumbar support*
 - *Seat height adjustability*
 - *Do not put excess pressure on underside of thighs and backs of knees*
 - *Foot support if needed*
 - *Space for postural change, no obstacles under desk*
 - *Forearms approximately horizontal*
 - *Minimal extensions, flexion or deviation of wrists*
 - *Screen height and angle should allow comfortable head position*
 - *Space in front of keyboard to support hand/wrists during pauses in typing*
 - *Seat back adjustability*

39 OUTDOOR PLAY

Outdoor play is an important part of the nursery day. Unless the weather is really unfit we will aim to take the children out morning and afternoon.

In the summer we ask that parents bring their child with a hat and provide sun-cream for extra protection.

In the winter we ask that children have warm clothing suitable for outside play.

The staff ratio in the playgrounds is the same as within the rooms.

The staff ratio for trips off the nursery premises e.g. to the park and walks, also remains as within the groups but extra adults may be needed to make the adult to children ratio 1 - 2.

40 VISITS & OUTINGS

As part of our curriculum the children are taken for local walks, visits etc. off the premises and permission will be sought for your child to be included in such outings.

A staff member shall inform you in advance of any visits or outings involving the transportation of children away from the nursery.

1. The nursery will inform parents whether a school vehicle, private passenger vehicle or public transport will be used.
2. A full risk assessment will be carried out for each outing.
3. When taking a child on such a trip, outing or special event, the nursery will:
 - Secure individual written consent slips signed by a parent.
 - Advise parents of the time and place the visit will take place.
 - Advise parents on the equipment needed for the trip i.e. coats, rucksack, packed lunch etc.
 - The ratio for staff to children depends on the age group of the group and will be advised at the time.
 - There will be a designated person in charge and a designated First Aider.
4. The staff members will:
 - Divide the children into small groups.
 - Take a register with them.
 - Take a first aid kit.
 - Take a mobile phone and contact numbers.
 - And anything else that is deemed necessary for the comfort of the trip.
 - The staff members will contact the nursery at least once whilst out.
 - All children will wear a badge with the contact number of the nursery.
 - The register will be taken before setting off, on arrival, half way through the visit, before departure, and again on arrival back at the nursery.

Use of vehicles for outings

When planning a trip or outing using vehicles, records of vehicles and drivers include licenses; MOT certificates and business use insurance are checked.

41 FOOD & DRINK POLICY

Meal and snack times are an important part of the service we offer, and an enjoyable part of the children's day. The purpose of this policy is to inform parents about the food provided to children, how it is prepared, and the nutritional guidelines we follow. Our menus are reviewed regularly with an emphasis on fresh locally sourced produce and we offer a variety of menus to develop children's taste.

A weekly menu is posted on our noticeboard for you to see what your child will be eating during that particular day.

Cooking and baking simple meals and cakes is enjoyable and instructive for older children in the nursery, and we encourage this. Children themselves will sometimes prepare part of the teatime meal, for example fairy cakes, pizzas and fruit kebab's etc. Cookery activities can incorporate practice in mathematics and self-care, for example in measuring or counting ingredients and reinforcing the importance of hand washing, etc. Children also feel a sense of pride in making a meal for their peers, or taking cakes or biscuits home with them. Food is prepared on the premises by our permanent cook. In her absence, staff members take over this duty. Staff are provided with health and safety training with regard to food preparation and storage. Fridge and freezer temperatures are monitored each day. We encourage new foods for the children to try and always ask them for their feedback. Drinking water is available at all times.

Children are encouraged to drink milk or water at snack time along with a healthy choice of snacks e.g. rice cake and fruit or pitta bread fingers with crudités.

Aims and Objectives

- To ensure that we are giving consistent messages about food and health
- To give our children the information they need to make healthy choices
- To promote health awareness
- To encourage all children to take part in the '5 a day' campaign
- Staff who prepare and handle food receive appropriate training and understand, and comply with, food safety and hygiene regulations at all times
- All food and drink is stored appropriately and temperatures taken and recorded daily.
- No hot drinks are allowed in the play rooms or around children at any time.
- Baby's bottles are prepared in the kitchen.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks
- Fresh drinking water is available to the children at all times
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic. Eg named placemats with individual photos and allergy/dietary requirements clearly on them. It is the parent's responsibility to inform nursery on registration documents of any allergies your child may have.
- We ensure that waste is disposed of properly and out of the reach of children
- All cultural/religious requirements will be respected.

- Older children serve themselves their dinners as we feel this gives them a good sense of independence and to make their own choices.
- Second helpings are always available for those who want it.

We serve a varied diet with meat, fish, potatoes, rice, pasta, dairy products and lots of fresh fruit and vegetables

- The majority of our meals are home cooked, with frozen or processed foods kept to a minimum.
- We don't add sugar to cereals, etc.
- The nursery's shopping is done weekly to ensure a quick turnaround on the storage of food items and to ensure fruit and vegetable products are fresh.
- In the light of government guidelines regarding generally poor consumption of fruit and vegetables in the UK diet, our aim is that a child attending a full day at nursery will obtain at least the recommended minimum of five portions of fruit and vegetables per day, and often more.
- Where it is not obvious on a menu that a dish contains vegetables, for example chicken curry, spaghetti Bolognese, beef stew, etc. parents should be aware that such dishes are always supplemented with mixed vegetables in the sauce so that children receive vegetables at each meal.

Parents' comments about the food provided, and of course their own children's preferences, are always welcome.

All children deserve the healthy, positive experience of food that kids at Happi feet experience.

General Procedures:

1. We provide meals and snacks, which are healthy, balanced and nutritious.
2. Individual dietary requirements will be respected.
3. Fresh drinking water is available to the children at all times
4. If a child does not finish his first course he/she will still be given a small helping of dessert.
5. Staff will set a good example of good table manners.
6. Cultural differences in eating habits will be respected.
7. Children will be encouraged to say 'Please' and 'Thank you'.
8. Conversation will be encouraged, but not shouting.
9. Any child who shows signs of distress at being faced with a meal he/she does not like will have his food removed without any fuss.

10. Children not on special diets will be encouraged to eat a small piece of everything.
11. Children who refuse to eat at the mealtimes will be offered food later in the day.
12. Children who are slow eaters will be given time and not rushed.
13. Quantities will take account of the ages of the children.
14. Menus are rotated regularly.
15. We are aware of our responsibilities under the food hygiene legislation.
16. We are a Nuts Free Nursery

FOOD HYGIENE & HANDLING

In order to ensure high standards of food hygiene at Happi Feet Nursery, the following essentials of food hygiene will be strictly adhered to by all staff involved in the handling and preparing of food:

- Staff will keep themselves clean and will wear clean clothing
- Staff will always wash their hands thoroughly: before handling food, after using the toilet, after handling raw foods or waste, after every break and after blowing their noses.
- Staff will inform the Nursery Manager before commencing work, of any skin, nose, throat, stomach or bowel trouble or infected wound. It is against the law to withhold such information.
- Cuts and sores will be covered with a waterproof, high visibility dressing.
- Staff will avoid unnecessary handling of food.
- Staff will never sneeze or cough over food.
- Staff will not prepare food too far in advance of service.
- Perishable foods will be kept refrigerated at 8°C or below.
- The preparation of raw and cooked food will be kept strictly separate.
- Staff will ensure that all equipment and surfaces are kept clean.
- Staff will follow any food safety instructions on food packaging.

Staffs regularly involved in the preparation of food for the children are asked to attend a Basic Food Hygiene training course.

ORGANISATION & DOCUMENTATION POLICIES

42 ACCESS TO INFORMATION

We believe that an open access policy is the best way of encouraging participation.

Parents/carers are welcome to view the policies and procedures file, which governs the way in which the nursery works at any time when the nursery is open. There is a copy of the policies and procedures in the foyer and on our website.

All Parents are welcome to see the records kept on their child. As these are uncertain times due to the pandemic, we are happy to email photos of their child's work in line with the government's guidance on Covid-19.

We would also afford parents the opportunity to see and discuss their child's work as well as their progress during Parent's evenings.

43 CURRICULUM DEVELOPMENT STATEMENT

Happi Feet Nursery has development records to monitor and assess children's development. These will cover all aspects of development; physical, intellectual, language, social and emotional.

The purpose of our records will be for staff and parents together, to assess each child's progress and pick out areas, which may need developing. Children develop at different stages. We do not compare our children but rather support their strengths and abilities.

The child's key worker will be responsible for keeping their progress book up to date. The manager is to ensure that all books are maintained in the correct fashion.

44 BULLYING

Immediate action is taken in the event of any bullying behaviour.

Children are taught and encouraged to be assertive and to say in a loud voice “I don’t like it.” This alerts staff to support both children and to explain that the bullying child’s behaviour is unacceptable and why. The child is reminded that when someone says “I don’t like it” they MUST STOP.

Staffs are to use the opportunity to talk about associated feelings for both parties involved.

To manage the situation further, when necessary, staffs refer to our behaviour policy.

In the event of an ongoing problem, a meeting would be arranged with the child’s parents in order to establish whether there are any current problems at home; to discuss appropriate strategies to remedy the bullying and to offer appropriate support to the parents.

45 RACIAL HARASSMENT

Introduction

We have the duty to create and implement strategies in nursery to prevent and address racism. Such strategies include:

- That the nursery records all racist incidents
- That all recorded incidents are reported to the children's parents/guardians, and when appropriate to OFSTED.

Parents have a right to know when racism occurs and what actions the nursery will take to tackle it.

In the Race Relations Act 1976 Section 71 there is a statement of the duty to 'promote harmony and good relations' between different groups in society. We have a statutory responsibility to monitor, review and eliminate racial discrimination.

Definition of racial harassment

'Violence which may be verbal or physical and which includes attacks on property and people because of their race, nationality, ethnic origins – when the victim believes that the perpetrator was acting on racial grounds and/or there is evidence of racism' – (Commission for Racial Equality).

Incidents may involve a small or large number of persons, they may vary in their degree of offence and may not even recognise the incident has racial implications; or at the other extreme their behaviour may be quite deliberate and blatant.

Examples of racial harassment

- Physical assault against a person or group of people.
- Derogatory name calling, insults and racial jokes.
- Racist graffiti and other written insults.
- Provocative behaviour such as wearing racist badges and insignia and the distribution of racist literature.
- Threats against a person or group of people because of their colour or race.
- Discriminatory comment including ridicule made in the course of discussions in class or elsewhere.
- Patronising words or actions.

Procedure

All staff in the nursery should be constantly aware of any racial harassment-taking place. They must intervene firmly and quickly to prevent all forms of racial harassment. Any allegation should be taken seriously and reported to the manager.

Each incident should be investigated and recorded in detail as accurately as possible. This record should be available for inspection by staff, inspectors and parents where appropriate, on request.

The manager is responsible for ensuring that racist incidents are handled appropriately and sensitively and entered in the record book. Any pattern of behaviour should be indicated. Perpetrator/victim's initials may be used in the record book, as information on individuals is confidential to the nursery.

Where an allegation is substantiated following an investigation, the parents of child/children who are perpetrators and victims should be informed of the incident and of the outcome.

Continued racial harassment may lead to exclusion but such steps should only be taken when other strategies have failed to modify behaviour.

Adults found to be perpetrators must be reported immediately to the manager.

Racial harassment needs to be recorded to:

- Develop strategies to prevent future incidents
- Identify patterns of behaviour
- Identify persistent offenders
- Monitor the effectiveness of nursery policies
- Provide a secure information base to enable nursery to respond to comments about racial incidents

Nursery Staff

All staff should be alert and seek to overcome any ignorant or offensive behaviour based on fear or dislike of racial distinctions that pupils or adults may express in nursery.

An atmosphere must be created where the victims of any form of racial harassment have confidence to report such behaviour and that subsequently they feel positively supported by the staff of the nursery.

It is incumbent upon all members of staff to ensure that they do not express any views or comments that are racist. Nor must staff appear to endorse such views by failing to counter behaviour, which is prejudicial in a direct manner. A sensitive and informed approach must be used to counter any racial harassment perpetrated out of ignorance.

When a member of staff violates this nursery code of practice he/she will be counselled by the manager. It will be explained to them why the behaviour is unacceptable and what steps will be taken to remedy the situation. At this stage it will be made clear that the content of the discussion will not be used as evidence in further disciplinary action.

A repetition of such behaviour will lead to a formal verbal warning at which point the member of staff will be advised of their right to have a witness present.

From this point the normal disciplinary codes of practice for employees of the nursery will come into effect.

46 KEY WORKER

We operate a 'key worker' system, whereby each child is allocated to a certain member of staff. Your child's key worker will take a special interest in your child, and will liaise with you to help you understand your child's routines and to ensure that your child's needs are recognised and fulfilled.

As there are only two members of staff in a room you may find that your child's key worker is not always there at the beginning and the end of the day, so it may be necessary for other staff to cover for short periods of the day.

This document is a statement of the aims, principles, strategies and procedures for the use of Information and Communications Technology throughout the nursery.

Information and communication technology (ICT) prepares children to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology.

Children use ICT tools to find, explore, analyze, present information responsively and creatively. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of ICT promotes initiative and independent learning.

Acceptable Use Statement

The computer system is owned by the nursery, and may be used by children to further their education and by staff to enhance their professional activities including teaching, research, administration and management.

The nursery recognizes that technologies such as the Internet and e-mail will have a profound effect on children's education and staff professional development in the coming years and the nursery's Internet Access Policy has been drawn up accordingly.

The installation of software or hardware unauthorized by the nursery, whether legitimately licensed or not is expressly forbidden.

The nursery reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

Internet Access Policy Statement

- All Internet activity should be appropriate to staff professional activities or the children's education
- Children will be supervised at all times when using the internet
- Activity that threatens the integrity of the nursery's computer systems, or that attacks or corrupts other systems, is prohibited
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media;
- Use for personal financial gain, political purposes or advertising is excluded
- Copyright of materials must be respected
- Posting anonymous messages and forwarding chain letters is excluded
- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden.

Care of Equipment

The individual in whose care it is trusted should maintain all ICT equipment in a clean and serviceable state.

- All equipment should be switched off at the end of the working day.
- Computers may be wiped clean with a soft damp cloth *when switched off*.
- Any technical fault should be reported immediately to the manager.
- The use of solvent cleaners and polishes is not allowed.

48 CCTV

Happi Feet Day Nursery is securely monitored by a CCTV surveillance system with the aim to provide a safer and more secure environment for the benefit of children, parents, and staff.

Images and audio are monitored, recorded, and used in strict accordance with this policy. The Nursery Manager is responsible for the operation of the system and for ensuring compliance with this policy and is the named data Controlling Officer.

Data Protection Act 1998

CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act.

The CCTV System

The System comprises of 11 fixed position cameras with a monitor, digital hard drive recorder and public information signs. Cameras are located at strategic points on the premises:

No camera is hidden from view and there are no cameras situated or positioned into children's bathrooms and staff toilet. Signs are prominently placed at the entrance and exit points of the site to inform staff, children, parents and visitors that a CCTV installation is in use.

Purpose of the System

The CCTV has been installed to ensure the safety of the children in our care, and helping to ensure the safety of all staff, parents and visitors.

We will monitor the system to:

- Assist in the overall security/safeguarding of individuals, premises, and equipment and staff.
- Act as an effective deterrent against criminal activity such as vandalism
- Facilitate the identification of any incident which may necessitate actions being taken including evidence of concerns or allegations.
- Increase learning opportunities for staff

It is recognised that images are sensitive material and subject to the Data Protection Act 1998;

The Nursery Manager is responsible for ensuring day to day compliance with the Act. All tapes will be handled in strict accordance with this policy.

Recording Digital recordings are made in real time mode and secured on the systems server and can only be accessed by those authorised to do so. They are recorded on a rolling programme of 7 days and operate 24 hours a day.

Access to Images

Access to images will be restricted to those authorised by the Data Controlling Officer. The system is accessible on apps and the Data Controlling Officer will ensure the following protocols will be followed:

- Password protected computers
- All viewing details will be kept every time pre-recording is accessed for any type of investigation.
- Disclosure of recorded material to third parties is limited to the following authorities:
- Law enforcement agencies where images recorded would assist in a criminal enquiry and or/the prevention of terrorism and disorder.
- Prosecution agencies
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
- Emergency services in connection with the investigation of an accident

CCTV recordings where available will be made available to the police and other relevant authorities without consent of parents if requested as such for child protection reasons. Anyone who believes that they have been recorded by CCTV can ask to see a copy of the data, subject to guidelines covered by the Data Protection Act. They do not have a right of instant access; a written request must be submitted to the management team for access. The nursery manager if appropriate will then arrange for viewing of the images and subsequent discussion of content.

There will be no disclosures of recorded data to 3rd parties other than to authorised personnel, such as the police, relevant children's services, and service providers to the nursery where these would responsibly need access to the data.

The Data Protection Act gives the management team the right to refuse a written request where such access could prejudice a criminal investigation or impede the apprehension or prosecution of offenders. If they decide to refuse the request, all reasons will be fully documented, and the subject will be informed.

Arrangement Procedures

All users of the nursery will be notified of the use of CCTV by appropriate signage throughout the nursery.

CCTV will also be used by the nursery management for quality monitoring purposes, staff performances will be monitored as unplanned observation to ensure quality practice in children's learning and development and for safeguarding purposes.

Due to the existence of blind spots within the nursery, CCTV footages would not replace the investigative protocols in place regarding accidents and incidences. We do not have the

capacity to store images indefinitely as such all other procedures remain valid.

Happi Feet Nursery reserves the right to change the use of the CCTV and/or remove the use of the system as it deems appropriate.

49 GENERAL DATA

GENERAL DATA PROTECTION REGULATION POLICY

Statement of Intent

The General Data Protection Regulation (GDPR) is designed to protect the privacy of individuals. It requires that any personal information about an individual is processed securely and confidentially. This includes both staff and children. How the Nursery obtains, shares and uses information is critical, as personal data is sensitive and private. Everyone, adults and children alike, has the right to know how the information about them is used. The General Data Protection Regulation requires the pre-school to strike the right balance in processing personal information so that an individual's privacy is protected. Applying the principles to all information held by the Nursery will typically achieve this balance and help to comply with the legislation.

We will respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. 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. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the General Data Protection Regulation and the Human Rights Act.

General Data Protection Regulation principles

To comply with the act, the Nursery must observe the eight 'General Data Protection Regulation principles', ensuring that:

- Personal data shall be processed fairly and lawfully
- Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights of data subjects under this Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

In practice, it means that the Happi Feet Nursery must:

- have legitimate grounds for collecting and using the personal data;
- not use the data in ways that have unjustified adverse effects on the individuals concerned;
- be transparent about how they intend to use the data, and give individuals appropriate privacy notices when collecting their personal data;
- handle people's personal data only in ways they would reasonably expect; and
- make sure they do not do anything unlawful with the data

Personal data is information that relates to an identifiable living individual that is processed as data. Processing amounts to collecting, using, disclosing, retaining or disposing of information. The General Data Protection Regulation principles apply to all information held electronically or in structured paper files.

The principles also extend to educational records – the names of staff and children, dates of birth, addresses, national insurance numbers, school marks, medical information, SEN assessments and staff development reviews.

Sensitive personal data is information that relates to

- race and ethnicity,
- political opinions,
- religious beliefs,
- membership of trade unions,
- physical and mental health,
- sexuality
- criminal offences

Sensitive personal data is given greater legal protection as individuals would expect certain information to be treated as private or confidential – for example, a pre-school manager may have a pre-school e-mail account that is made publicly available on the school's website whereas their home e-mail account is private and confidential and should only be available to those to whom consent had been granted.

It is important to differentiate between personal information that individuals would expect to be treated as private or confidential (whether or not legally classified as sensitive personal data) and personal information you can make freely available. For example: the pre-school manager's identity is personal information but everyone would expect it to be publicly available. However, the pre-school manager's home phone number would usually be regarded as private information.

What must the Nursery do?

- We must notify the ICO (Information Commissioner's Office) that we are processing personal data.
- We have a nominated individual, the Nursery Director (Mercy Falope), as the 'Data Protection Controller'.
- The Nursery has clear, practical policies and procedures on information governance for staff to follow, and needs to monitor their operation

These should include:

- Staff Code of Conduct
- Privacy notices for staff and parents/pupils
- Record Management Policy (not mandatory, but good practice)

Data Breaches – In the event of a personal data breach, the Data Protection Controller

should be notified immediately and an investigation carried out.

Individual Rights

The General Data Protection Regulation includes the following rights for individuals:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

The General Data Protection Regulation entitles an individual the right to request the personal information the Nursery holds on their behalf – this is known as a Subject Access Request (SAR) and includes all and any information held by the Nursery, not just that information held on central files or electronically, so it could also include correspondence or notes held by others in the Nursery.

- SARs must be responded to within 1 month of receipt.
- The SAR should be made in writing by the individual making the request.
- The Nursery can refuse or charge for requests that are manifestly unfounded or excessive
- Parents can make SARs on behalf of their children if the children are deemed to be too young or they have consented to their parents doing so on their behalf.

Staff Responsibilities

Staff need to know and understand:

- How to manage, keep and dispose of data
- The Nursery's procedures in relation to children's records, email, social media, taking photos within the nursery, mobile technology and the Nursery's website
- When they are allowed to share information with others and how to make sure it is kept secure when shared.

Information and IT Equipment Acceptable Usage

Acceptable Usage covers the security and use of all Happi Feet Nursery's information and IT equipment. It also includes the use of email, internet, voice and mobile IT equipment. This applies to all Happi Feet Nursery employees, contractors and agents (hereafter referred to as 'individuals').

This applies to all information, in whatever form, relating to Happi Feet Nursery business activities, and to all information handled by Happi Feet Nursery relating to other organisations with whom it deals. It also covers all IT and information communications facilities operated by Happi Feet Nursery or on its behalf.

Computer Access Control – Individual's Responsibility

Access to the Happi Feet Nursery's IT systems is controlled by the use of User IDs and passwords. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the Happi Feet Nursery's IT

systems.

Individuals must not:

- Allow anyone else to use their user ID and password on any Happi Feet Nursery's IT system
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access Happi Feet Nursery's IT systems
- Leave their password unprotected (for example writing it down).
- Perform any unauthorised changes to Happi Feet Nursery's IT systems or information
- Attempt to access data that they are not authorised to use or access.
- Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- Connect any non-Happi Feet Nursery authorised device to the Happi Feet Nursery network or IT systems
- Store Happi Feet Nursery data on any non-authorised Happi Feet Nursery equipment
- Give or transfer Happi Feet Nursery data or software to any person or organisation outside Happi Feet Nursery without the authority of Happi Feet Nursery.

The Nursery managers must ensure that individuals are given clear direction on the extent and limits of their authority with regard to IT systems and data.

Internet and email Conditions of Use

Use of Happi Feet Nursery internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to Happi Feet Nursery in any way, not in breach of any term and condition of employment and does not place the individual or Happi Feet Nursery in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications
- Access, download, send or receive any data (including images), Happi Feet Nursery considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business
- Use the internet or email to gamble
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to Happi Feet Nursery, alter any information about it, or express any opinion about Happi Feet Nursery, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Make official commitments through the internet or email on behalf of Happi Feet Nursery unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Department
- Connect Happi Feet Nursery devices to the internet using non-standard connections

Clear Desk and Clear Screen Policy

In order to reduce the risk of unauthorised access or loss of information, Happi Feet Nursery enforces a clear desk and screen policy as follows:

- Personal or confidential business information must be protected using security features provided for example secure print on printers.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

Working Off-site

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- Working away from the office must be in line with Happi Feet Nursery remote working policy.
- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car.
- Laptops must be carried as hand luggage when travelling.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places). Laptop encryption must be used.
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN and, where available, encryption.

Mobile Storage Devices

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only Happi Feet Nursery authorised mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data.

Software

Employees must use only software that is authorised by Happi Feet Nursery on Happi Feet Nursery computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on Happi Feet Nursery computers must be approved and installed by Happi Feet Nursery IT support.

Individuals must not:

- Store personal files such as music, video, photographs or games on Happi Feet Nursery IT equipment

Viruses

The IT support has implemented centralised, automated virus detection and virus software updates within Happi Feet Nursery. All PCs have antivirus software installed to detect and remove any virus automatically.

Individuals must not:

- Remove or disable anti-virus software
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved Happi Feet Nursery anti-virus software and procedures.

Telephony (Voice) Equipment Conditions of Use

Use of Happi Feet Nursery voice equipment is intended for business use. Individuals must not use Happi Feet Nursery voice facilities for sending or receiving private communications. on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications

Individuals must not:

- Use Happi Feet Nursery voice facilities for conducting private business
- Make hoax or threatening calls to internal or external destinations
- Accept reverse charge calls from domestic or International operators, unless it is for business use

Actions upon Termination of Contract

All Happi Feet Nursery equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to Happi Feet Nursery at termination of contract.

All Happi Feet Nursery data or intellectual property developed or gained during the period of employment remains the property of Happi Feet Nursery and must not be retained beyond termination or reused for any other purpose.

Monitoring and Filtering

All data that is created and stored on Happi Feet Nursery computers is the property of Happi Feet Nursery and there is no official provision for individual data privacy, however wherever possible Happi Feet Nursery will avoid opening personal emails.

IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Happi Feet Nursery has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications)

It is your responsibility to report suspected breaches of security policy without delay to the Nursery management team.

All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with Happi Feet Nursery disciplinary procedures.

Access to staff personal data

- Employees are allowed to have access to all personal data about them held on manual or computer records under the Data Protection Act (1998). The Act requires the organisation to action requests for access to personal data within one month.
- Should an employee request access to their personal data, the request must be addressed in writing to the relevant line manager. The request will be judged in the light of the nature of the personal data and the frequency with which they are updated. The employee will be informed whether or not the request is to be granted. If it is, the information will be provided within one month of the date of the request.
- In the event of a disagreement between an employee and the line manager regarding personal data, the matter should be taken up under the Nursery's grievance procedure.
- The right of employees to see information held about them is extended to information held in paper record-keeping systems as well as computerised systems.
- There are some exemptions; for example employees will not be able to see employment references about them supplied in confidence, nor will people involved in negotiations with the data controller be able to see information about the data controller's intentions in relation to those negotiations.
- Employee data cannot be used for direct marketing (including fundraising) if the data subject objects. Approval to use employee data for marketing purposes must be sought from the Director of Communications.