



Nursery Policy & Procedures

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Our Vision

Outstanding in All

At Woodlands, we relentlessly strive to be '**Outstanding in All**' in order to provide the best opportunities for the children in the community we serve.

Our Values

At Woodlands we believe in a truly **inclusive** school where there are no barriers to participation and learning. We are **ambitious** in our drive to ensure all children achieve the highest outcomes. At Woodlands we believe in working **collaboratively** with our partners and stakeholders to enable all children to **succeed**.

Policies and Procedures

This policy has been developed in conjunction with the relevant DfE guidance and legislation to ensure that each child has a happy and positive start to their school life in which they can build a foundation for a love of learning. We ensure that children learn and develop well and are kept healthy and safe. We promote teaching and learning to ensure children's 'school readiness' and give children a broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

We seek to provide:

Quality and consistency, so that every child makes good progress and no child gets left behind. A secure foundation through learning and development opportunities which are planned around the needs and interests of each child and are assessed and reviewed regularly. Partnership working between practitioners and parents. Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

Legal Framework

This policy has due regard to statutory legislation, including, but not limited to, the following: •

Childcare Act 2006

- The Safeguarding Vulnerable Groups Act 2006
- The GDPR
- Data Protection Act 2018
- DfE (2017) 'Statutory framework for the early years foundation stage'
- [Updated] DfE (2019) 'Keeping children safe in education'
- DfE (2018) 'Working together to safeguard children'
- DfE (2015) 'The prevent duty'

These policies and Procedures are intended to be used in conjunction with the

following Trust & School Policies:

Safeguarding Policy and Addendum

Nursery Admission Policy - Including: Funding entitlement, Sessions, payment of fees for absences, non payment of fees and top up provision

Health and Safety policy including First Aid

Student Welfare Policy

Data Protection Policy

Complaints Policy

Trusts Complaints Procedures Policy

Trusts Communication Policy

Behaviour and Rewards Policy

Special Educational Needs Policy

Data Protection Policy

Data Retention Procedure

Subject Access Request Procedure

Equalities Policy

Anti-Radicalisation Policy

Modern Slavery Policy

Attendance Policy

In addition to the school policies:

Health and Safety Policy and First Aid Policy

At Woodland's Nursery we believe that health and safety is of great importance, we aim to make our Nursery a safe and healthy place for children, staff and parents.

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

We ensure that staff are fully trained and are aware of the health and safety policy. At least one person who has a current Paediatric First Aid certificate will be on the premises and available at all times when the children are present and must accompany children on outings.

Current PFA qualified staff	Expiry Date
Kimberley Reed	09.10.2022
Amy McCarthy	08.01.2023
Emma Dingle	25.06.2022
Alison Thompson	20.03.2022
Emma Tyler	15.06.2024
Amber Reader	24.06.2024

All staff who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, will have either a full PFA or an emergency PFA certificate within three months of starting work.

Activities and Resources

Daily environment checks are completed for both inside and outside areas.

- All equipment both inside and outside are regularly checked for cleanliness and safety. Any dangerous items, furniture or trip hazards will be logged on the internal system to be fixed or discarded as soon as possible.
- Sand is clean and suitable for children's play. It is changed on a regular basis.
- Children are supervised during the use of tools and utensils such as safety scissors, play dough cutters/tools etc.
- All creative materials are non-toxic.
- The layout of the room allows children and staff to move around safely and freely.

Outside area

- Our outdoor area is safely contained and secure within padlocked premises.
- The area is checked for safety and cleared of rubbish before and during each use.
- The outdoor sand pit is covered when not in use and cleaned regularly.
- All outdoor activities are supervised at all times particularly the climbing equipment.

All employees will be responsible for ensuring the following:-

- Making sure that all exterior doors and gates to the Nursery campus are kept secure and locked after the start and end of sessions.
- Keeping all fire exits clear at all times.
- Supervising the use of electrical equipment such as computers and listening devices.
- Keeping all medicines out of the reach of the children.
- Keeping all cleaning materials and equipment locked away in their designated places after use.
- Keeping all equipment safe and in good condition. If not it must be reported to the Nursery Teacher immediately.

Outings Policy

Children benefit from being taken out of the Nursery to go on trips, which include the local community and other venues to enhance their learning experiences.

Nursery staff will ensure that they follow the procedure below.

- Parents/carers indicate on the application form whether they agree or disagree to their child being taken out as part of daily activities prior to the child starting at the Nursery.
- Risk assessments are carried out for each venue and reviewed regularly.
- Staff will take a mobile phone as well as an outing pack containing tissues, wipes, spare clothes, water and a mini first aid kit.
- Staff will take a list of the children and contact details of parents/carers.
- We ensure that adult to child ratio is higher on outings.
- Children will wear high visibility jackets during the entire outing.
- Children will have a designated adult during the outing.
- Staff will make regular head checks during the outing.

Fire Drill & Emergency Evacuation Procedure

In addition to the procedures outlined in the school Health and Safety Policy, Section 5 the following additional procedures will be followed in Nursery

- Upon discovering a fire, staff should raise the alarm
- Designated person to keep children calm and safe in one area away from the fire
- Remaining staff will check toilet area and return to the children
- Children to line up calmly and led to a designated space in the playground
- Office staff to provide registers
- A designated person will ensure a final sweep of the area, including side rooms and toilets
- Close all doors behind you as you proceed out
- Check the register to ensure all children are accounted for
- Account for all staff and any other adults.

Promoting British Values at Woodlands Nursery Policy

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

The government set out its definition of British values in the 2011 Prevent Strategy. At Woodlands Nursery these values are reinforced regularly and in the following ways:

Democracy:

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

The Rule of Law:

We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules) that they are there to protect us, that everyone has a responsibility and that there are consequences when rules are broken.

Individual Liberty:

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

Mutual Respect:

Part of our school ethos surrounds Core Values such as ‘Respect’, and children are modelled this by caring, sharing and listening to others. The staff help children to understand how to respect by talking about how actions/words can affect others.

Tolerance of those of Different Faiths and Beliefs:

We aim to enhance children’s understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try different foods from other cultures and we encourage parents/carers to participate and support our multi-cultural events.

Training

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

Curriculum

The curriculum encourages children to develop positive attitudes about themselves as well as to people who are different from themselves. It also encourages children to empathise with others, build their social skills and begin to develop the skills of critical thinking.

We do this by:-

- Making children feel valued and good about themselves.
- Ensuring that children have equality of access to learning.
- Recognising the different learning styles and making appropriate provision within the curriculum to ensure each child receives the widest possible opportunity to develop their skills and abilities.
- Positively reflect the widest possible range of communities in the choice of resources.
- Avoiding stereotypes and derogatory images in the selection of books or other visual materials.
- Celebrating a wide range of festivals.
- Creating an environment of mutual respect and tolerance.
- Helping children to understand that negative behaviour and remarks are hurtful and unacceptable.
- Ensuring that the curriculum offered is inclusive of children with special needs and children with disabilities.
- Ensuring that children learning English as an additional language have full access to the curriculum and are supported in their learning.
- Ensuring that children speaking languages other than English are supported in the maintenance and development of their home languages.

Valuing diversity in families

- We welcome the diversity of family lifestyles and work with all families.
- We encourage children to contribute stories of their everyday life to Nursery.
- We encourage parents/carers to take part in the life of the setting and to contribute fully.
- For families who speak languages in addition to English we will develop means to ensure their full inclusion.

Food

- We work in partnership with parents/carers to ensure that the medical, cultural and dietary needs of children are met.
- We help children to learn about a range of food and of cultural approaches to mealtimes and eating, and to respect the differences among them. Staff will share these experiences in order to model appropriate behaviour.

Parental Involvement

Woodland's Nursery believes that children get the most from Nursery life when parents/carers and Nursery work together in partnership.

Or aim is:-

- To support parents/carers as their children's first and most important educators.
- To involve parents/carers in the life of the Nursery and their children's education.
- To support parents/carers in their own continuing education, personal development and well-being.

In order to fulfil these aims:-

- We are committed to ongoing conversations to improve our knowledge of the needs of their children and to support their families.
- Through access to written information and through regular informal communication we inform all parents/carers about how the group is run and its policies. We check to ensure parents/carers understand the information which is given to them.
- We inform all parents/carers on a regular basis about their children's progress.
- We involve parents/carers in the shared record keeping about their children, either formally or informally and ensure parents/carers have access to the children's written records.
- We provide opportunities for parents/carers to contribute their own skills and interests to the activities of the group.
- We welcome constructive contributions from parents/carers.
- We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents/carers have access to our written complaints procedure.
- We provide opportunities for parents/carers to learn about the Nursery curriculum and about young children's learning in the Nursery and at home.

Special Educational Needs and Disabilities

At Woodland's Nursery, we recognise that all children have individual needs which must be met by use of a range of strategies, approaches and support. It is the aim of the Nursery to enable each child to develop their potential in all areas of development, physical, emotional, intellectual and social.

A child is recognised as having special individual needs if he or she has a learning difficulty which requires special provision to be made for him or her.

Most learning difficulties can be met within the Nursery but we recognise the importance of obtaining specialist expertise when required. The current code of practice forms the basis of our work.

Safeguarding children

Woodland's Nursery is committed to creating and maintaining a safe and secure environment in which children are cared for and educated.

We recognise that it is our responsibility to safeguard the welfare of all children by committing to a practice that protects them.

Our aims are:-

- To promote protection for all the children in our care
- To provide all staff with training on the correct procedures they should follow, if they suspect a child may be experiencing or be at risk of harm, including how and who to make a referral to.
- To provide all staff with guidance on what will happen if an allegation is made against them.
- To provide parents/carers with guidance on who to contact if they suspect a member of staff has been inappropriate towards a child within the Nursery.

We recognise that:-

- All children have the right to protection from all types of harm or abuse regardless of colour, ethnicity, spoken languages at home, religious beliefs, cultural traditions and home background.
- Working in partnership with children, parents, carers and other agencies is essential in promoting children's welfare.
- All staff need to be carefully selected and fully trained and accept responsibility for safeguarding children within their care.

We will ensure that we safeguard children by:-

- Providing parents/carers with all safeguarding policies and procedures.
- Working in partnership with parents, carers, families and children provide them with the opportunity to voice any concerns.
- Ensuring we respond quickly and appropriately to all suspicions and allegations of abuse relating to child welfare.
- Sharing information about concerns with agencies that need to know, and involve the parents/carers and children appropriately.
- Ensuring all confidential information is stored and managed in accordance with national guidance.
- Providing all staff with up to date training on safeguarding ensuring that they are able to recognise the signs and signals of any possible abuse and that they are aware of the local authority guidelines for making referrals.
- Recruiting staff safely and ensuring that all checks including a DBS are made.

Designated Persons

- The current named persons for Safeguarding Children are:-
 - Mrs Rachel Dean – Safeguarding Lead (Head Teacher Woodlands Primary School and Nursery)
 - Mrs Hayley Coggins – Deputy Safeguarding Lead (Pastoral Lead Woodlands Primary School and Nursery)
 - Mrs Hayley Tunnacliffe - Deputy Safeguarding Lead (Deputy Head Woodlands Primary School and Nursery)

Whistleblowing

Allegations against Staff

- If a parent/carer or members of staff are concerned about the behaviour or actions of staff within the Nursery, they are encouraged to speak directly to the named person, Mrs Rachel Dean or in her absence Hayley Tunnacliffe
- We respond to any disclosure regarding concerns about the behaviour of staff in the Nursery by first recording the details of any such alleged incident, then referring any such allegation immediately to the Local Authority Designated Officer to investigate. We also report any such alleged incident to Ofsted outlining what measures we have taken to protect children.
- Where parents/carers and staff members feel talking to the named person or Assistant Principal inappropriate contact should be made to the Local Authority Designated Officer or Ofsted directly.
- Local Authority Designated Officer - 01454 868924

- Ofsted – 0300 123 1231

The Nursery will cooperate fully with any investigation carried out and the management will take appropriate action to protect the children in our Nursery during this time.

Woodlands Nursery abides by the whistle blowing procedures detailed in the Woodlands Primary School and Nursery Safeguarding Policy.

Behaviour

We at Woodland's Nursery believe that children thrive best when their personal, social and emotional needs are met, and where there are clear and developmentally appropriate expectations for their behaviour. We encourage the children to learn to consider the feelings of others and the impact that their behaviour has on others.

- We require all staff to provide a positive model of behaviour by treating children, parents and one another with care and courtesy.
- Parents are regularly informed about their child's behaviour by the child's key person.
- Behaviour limits will be set to ensure the children learn that it is not acceptable to hurt themselves, their peers or staff. Behaviour expectations are regularly shared with parents.
- Staff will use positive language and strategies for handling inconsiderate behaviour.
- We support each child in developing self-esteem and confidence.
- We never use physical punishment. Physical restraint will only be used to prevent a child from injuring themselves, other children or staff, if physical intervention is used the incident will be recorded and the parents informed.
- We acknowledge positive behaviour such as sharing and kindness with praise and encouragement using language such as 'happy choices'.

Failure to collect a child

In the event that a child is not collected by a parent/carer at the end of a session the following procedure will be followed:-

- The Nursery Teacher or senior member of staff will attempt to contact the parents/carers on the numbers provided either at home, work or mobile.
- If this is unsuccessful then the adults authorised by the parents to collect their child from Nursery will be contacted.
- Again if this is unsuccessful every effort will be made to contact a parent or authorised adult.
- If after one hour the child has not been collected and there is no one who can be contacted then the Children and Families Assessment Team will be contacted.

South Gloucestershire Access and Response Team

- 01454 866000 Monday to Thursday 9.00 – 5.00, 4.30 on Friday
- 01454 615165 out of hours and at weekends
- The child will stay at the Nursery with two members of staff until they have been safely collected by the parent/carer or a social care worker.
- A full written report of the incident will be recorded on the school's electronic safeguarding system: My Concern.

Missing Child Procedures

Children's safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through carrying out the settings procedures to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

Child going missing on the premises:

- As soon as it is noticed that a child is missing the key person/staff must alert the Nursery Teacher.
- The Nursery Teacher will carry out a thorough search of the building and garden.
- A designated member of staff must check all doors and gates to see if there has been a breach of security whereby a child could wander out.
- If the child is not found within 10 minutes the Nursery Teacher must contact the senior person in charge and the parents/carers and report the missing child to the police.
- The Nursery Teacher will then talk to the key person/staff to establish where the child was seen last and at what time. All of this information will be recorded.

After the incident a full written report must be produced detailing:

- a) Who was responsible for the child?
- b) When the child was last seen
- c) Future actions as a result of this incident
- d) Any other conclusions

Child going missing on an outing:

- As soon as it is noticed that a child is missing, staff on the outing must gather all of the children together with their designated key person/staff and they must conduct a roll call and head count.
- A designated person usually the Nursery Teacher will immediately begin to search the vicinity for no longer than 10 minutes.
- If the child is not found, the Nursery Teacher will then contact the police and school to report the incident.
- The Nursery Teacher will then contact the child's parents/carers and ask them to make their way to the venue.
- The Nursery Teacher will then talk to the key person/staff to establish where the child was last seen and at what time. All of this information will be recorded.
- The Nursery Teacher must remain at the venue and wait for the police and the rest of the staff must take the remaining children back to the setting.

After the incident a full written report must be produced detailing:

- e) Who was responsible for the child?
- f) When the child was last seen
- g) Future actions as a result of this incident
- h) Any other conclusions.

Social Networking

This social networking policy applies to all staff members employed by the Nursery – both paid and voluntary.

We recognise that social media, professional networking sites, rapid-fire communications, blog sites, and personal web sites are all useful technologies. Every employee has an opportunity to express and

communicate on-line in many ways, and we do not wish to discourage an on-line presence. Above all else, everyone needs to use good judgement on what material makes its way on-line.

We do feel that restrictions need to be placed on staff when they access social networking sites in reference to their job. The Nursery has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the Nursery view the staff.

This policy provides guidelines that employees should follow for all on-line communications in reference to Woodland's Nursery.

Responsibility

Any material presented on line in reference to the Nursery by any employee is the responsibility of the poster. At no time should any posts be made in reference to children, parents/carers or other professionals that employees may come into contact with through work. At no time must any photographs or materials be published that identify the setting or children and pictures of staff may only be used with the express permission of the staff members concerned. Any member of staff found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the Nursery, Federation or other employees or posting/publishing photographs of the setting, children or staff unless staff permission has been gained may face disciplinary action in line with the company disciplinary procedures.

The Nursery employees are encouraged to use the following guidelines in social networking practices:

Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it over a social networking site.

Even though you may think you are anonymous or use an alias you may be recognised.
Maintain professionalism, honesty, and respect.

If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times.

Apply a "good judgement" test for every activity related to the setting - could you be guilty of leaking information, discussing confidential information? Is it negative commentary regarding the setting or its employees? Activity showing good judgement would include statements of fact about the setting, and its products and services, facts about already-public information, or information on the web site.

Further, if any employee becomes aware of social networking activity that would be deemed distasteful or fail the good judgement test, please contact the Nursery Teacher.

Mobile phones, Cameras and Electronic Device Policy

We believe our staff should be completely attentive during their hours of working, to ensure all children in the Nursery receive good quality care and education. This is why mobile phones are not to be used during working hours unless on a designated break in a designated area.

Personal electronic devices e.g.: mobile phones, camera/phones, i-pods etc. are not allowed to be used whilst in the room. Should you need to make or receive a call – please first check with the person in charge and use the phone outside of the area where the children are learning.

Mobile phones should be turned off and stored safely in the designated area during the hours of your working day. The designated box for storage of these devices is placed in the lockable storage cupboard and staff are

responsible for placing their devices in the box on arrival and the collection of them at the end of their working day.

Nursery iPads will not be taken off the premises.

Please note the “Whistleblowing” section of the policies – If you see another member of staff using their phone during working hours in front of the children please advise a senior member of staff straight away.

If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

Intimate Care Policy Statement

- We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.
- We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Procedures

- Children should normally wear pull ups, or other types of trainer pants, as soon as they are comfortable with this and their parents agree.
- All staff undertake changing children
- Changing areas are safe and comfortable
- Parents/carers provide a bag, nappies or pull up, changing wipes and nappy sacks for their child.
- Gloves and aprons are put on by staff before changing starts and the areas are prepared.
- Changing mats are cleaned after each use.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, staff ensure that nappy changing is relaxed and a time to promote independence in young children.
- Children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- Parents may choose to provide a potty that is familiar to the child and used at home. Parents must send this in a bag which will be kept for sole use of their child and will be cleaned after each use.
- Children are encouraged to wash their hands, and have soap and paper towels to hand. They should be allowed time for some play as they explore the water and the soap.
- All staff are gentle when changing; they avoid pulling faces and making negative comments about ‘nappy contents’.
- Staff do not make inappropriate comments about children’s genitals when changing their nappies.
- Staff supporting toileting use this time as learning opportunities by modelling language and giving verbal prompts and commentary to support their understanding of toileting and hygiene routines
- All children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and pull ups are disposed of hygienically. The nappy or pull up is bagged and put in the nappy bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent to take home.
- We have a ‘duty of care’ towards children’s personal needs. If children are left in wet or soiled nappies/pull ups in the setting, this may constitute neglect and will be a disciplinary matter.

