

Policies and Procedures

This policy applies all pupils attending Fluppet's Montessori Nursery School, including the EYFS.

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Allergies and Allergic Reactions Policy

As a nursery we are aware that some children may have allergies which may cause allergic reactions. We will therefore ensure all staff follow this policy to ensure allergic reactions are minimised or where possible prevented and staff are confident and fully aware of how to support a child who may be having an allergic reaction.

- Staff will be made aware of the signs and symptoms of a possible allergic reactions, in the case of an unknown or first reaction in a child. These may include red rash, hives, nausea, stomach pains, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth and tongue, wheezing and anaphylaxis.
- Information will be passed on by the parents to the child key person from completing an allergy information sheet on the child first settling in session at nursery. The allergy information sheet will contain information about the child's allergy, the signs and symptoms and medical procedure to follow. The parent will then go on to complete a care plan to record further emergency procedures and what medication to give if they have an allergic reaction. All information retained from the parent on these forms will be shared with all staff who care for the child and the kitchen who will need to prepare the correct meal.
- Each child will be issued if required with a critical medicine box containing information about the child's allergy and the correct up to date medicine to give in an emergency with the correct dose stated.
- The child will then be placed onto our red allergy list and Critical Medicine sheet which are kept in the child's confidential folder.
- All food prepared for a child with a specific allergy will be prepared separately and in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type.
- The manager, nursery catering staff and parents will work together to ensure a child with specific food allergies receives no food at nursery that may cause them harm. This may involve creating a separate menu for children with multiple food allergies.
- Every day a child with an allergy is in, the room staff must complete an allergy meal sheet for the kitchen stating what the child's allergy is and what they have been given for breakfast. Each meal time within the nursery the kitchen will write what meal the child has and what it contains which needs to be signed by both the kitchen and checked by the room staff before being served to the child.
- The staff will then be responsible for ensuring the child is served the correct food. The cook and member of staff responsible for supervising a child with allergies will sign each child's allergy meal sheet and a member of staff will witness the food given to ensure it complies with the information provided.
- If a child has an allergic reaction to food, bee sting, plant etc, that requires an Epi – pen, then at least two members of staff including the manager will receive specific medical training to be able to administer the treatment to each individual child. At a minimum at least one member of staff in each room will also have a Paediatric First Aid qualification.
- A sick child above all needs their family, so every effort will be made to contact a family member as soon as possible and the child's emergency procedure on their individual care plan needs to be followed and the critical medicine given.

- If the allergic reaction is severe a member of staff will contact the emergency services immediately. Nursery staff will not attempt to transport a sick/ injured child in any nursery vehicles.
- Whilst waiting for an ambulance, we will contact and arrange to meet parents at the hospital.
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets and medication and child's belongings. All other children will be distracted and moved away from the incident.
- Staff must remain calm at all times, children who witness an allergic reaction may well be affected by the incident will be given lots of reassurance.
- All incidents will be recorded, shared and signed by the parent at the earliest opportunity.

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Attendance Policy

If your child is unable to attend school for any reason or will be late, please let us know by 9am on that day or ideally the day before. Fees remain payable during all absence.

If your child has a part time place and you wish for your child to attend one or more extra days in any one week, the extra fee will be payable on the day by cash or cheque and is not subject to discount.

We are unable to swap days of attendance on a temporary basis. Extra sessions can be booked in person or over the phone with Alex.

The fees for the first two weeks of a holiday are fully payable, any subsequent weeks are charged at one session per full week away.

Although we are closed for public holidays and over the Christmas period this has already been deducted from the annual fees.

Late Collection Fees

If a parent is late collecting their child they will be charged a fee of £1 for every 5 minutes are delayed past the pre-agreed pickup time. This will be proved in the signing in and out book.

Notice period:

A full six weeks' notice in writing of your intentions to reduce your child's attendance or remove your child from the school is required. **If appropriate notice is not received six weeks fees will be charged in lieu of the notice period.**

All requests for absence must be in writing and reach the Head teacher one week in advance (except of course in emergencies). Requests for exceptional absence (i.e. absence other than for religious holy days, medical/dental appointments, or for illness) should be received as early as possible, and in any event at least a fortnight before the relevant dates. Leave of absence for Holy Days is only granted if the Holy Day is to be observed by the family. Permission for absence is not usually given for holiday purposes, and parents are asked to honour the term dates published by the school. When a child is ill, parents are asked to email or telephone the school before 8:00 am on the first day of absence, so that we know we should not expect them in school.

Unexpected first-day absence will be checked by telephone. The child should bring a letter, signed by a parent, on their return to school, giving the reason for the absence. If a child is away for more than ten school days for reasons of illness, the school will normally ask for a letter from their doctor, indicating the nature of illness and outlining what forms of academic support it would be appropriate for the school to give.

Forced Closure

If we are forced to close by an a government body, such as food hygiene or Ofsted, fees remain payable and will not b refunded.

Extreme Adverse Weather

In the event of extreme adverse weather where it may not be possible for staff, children or parents to safely attend the nursery; a post will be placed upon the nursery website as soon as it is possible to determine the weather, a text message and email sent to all parties.

If the nursery is closed due to adverse weather, the day's fee can either be reimbursed or deducted from the following months invoice.

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Behaviour Management Policy

Fluppet's Montessori Nursery will endeavour to create an atmosphere that encourages good and positive behaviour, we believe that children flourish best when they know how they are expected to behave, and gain respect through interaction with caring adults who show them respect and value their individual personalities.

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

This policy will identify to staff a whole nursery approach to the management of children's behaviour, including development strategies to be used in response to negative behaviour, and to involving parents and carers where needed. We expect all members of our setting – children, parents, staff, volunteers and students – to keep to the guidelines, requiring these to be applied consistently. New staff and volunteers are familiarised with our behaviour management policy and its guidelines. We also work in partnership with children's parents and carers who are regularly informed about their child's behaviour, whether it be negative or positive on a daily basis at hand over times.

The Behaviour Management Policy will provide staff with the guidance required to ensure a consistent and positive approach to children's behaviour. Within the nursery, staff will aim to provide positive role models for the children through their interactions with each other and the other children, and will maintain a happy, caring, structured ethos, conducive to appropriate behaviour. Staff's expectations for children's behaviour should be high and, at all times, they should be lead by example.

Staff should aim for children to learn to:

- Leave their parents/carers happily and with confidence.
- Participate in group activities and develop the skills of sharing and taking turns in their play.
- Ask for and be willing to receive help or advice from others.
- Follow simple instructions appropriate to their individual stage of development.
- Enjoy and respond to praise.
- Develop skills of concentration when involved in both self-initiated and adult-directed activities.
- Demonstrate good manners at all times.
- Show consideration and respect for the nursery equipment and resources, and for others belongings.
- Establish consistency in behavioural responses between home and nursery and when spending time with different adults. This will be achieved by regular correspondence and communication with parents.

Staff should:

- Recognise the individuality of all our children, including those who are vulnerable learners.
- Support each child in developing self-esteem, confidence and feelings of competence.
- Provide a key person system enabling staff to build a strong and positive relationship with children and their families.

- Work in partnership with parents and carers by communicating openly and holding meetings to discuss concerns about a child's behaviour.
- Praise children and acknowledge their positive actions and attitudes therefore ensuring that children see that we value and respect them.

By having a Behaviour Management Policy, staff working at Fluppet's Montessori Nursery recognise that most children, at certain stages in their development, demonstrate behaviour that is generally considered negative. On occasion, children may demonstrate negative behaviour through physical responses such as biting or kicking, or may vocalise their displeasure, for example by swearing. Regardless of their behaviour, all staff must not use the word 'no' or 'naughty' when managing a child's behaviour. Staff must use language to gain a calm response from the children in a positive manner.

When children behave in unacceptable ways:

- They should not be singled out or humiliated in any way. The staff within the nursery will redirect the children towards alternate activities and a discussion will take place respecting that child's level of understanding. Time out is not to be used under any circumstances by a member of staff.
- Staff will not raise their voices in a threatening way.
- Physical corporal punishment such as smacking or shaking is not to be used or threatened. Any early year's educator who fails to meet these requirements is committing an offence.
- Children should not be physically restrained, unless to prevent physical injury to children or adults and/or serious damage to property.
- Parents will be informed if their child is unkind to others or if their child has been upset. Parents may be asked to meet with staff to discuss their child's behaviour.
- Confidential records of negative behaviour should be kept, parents will be asked to read and sign any entries concerning their child.

Providers must keep a record of any occasion where physical intervention is used, and parents/ carers must be informed the same day.

The staff within the nursery recognise that on occasion, young children may be the victim or perpetrator of bullying. Although it is hoped that such situations will occur infrequently children do need their own time and space, and it is not always appropriate to expect a child to share and it is also important to acknowledge children's feelings and to help them understand how others might be feeling. However, children must be encouraged to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour.

Bullying takes many forms, it may be physical, verbal or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened. Staff should ensure sensitivity in their management of any child who bullies another. They should ensure that the inappropriateness of the behaviour and that of the consequences are made clear, taking account of the child's maturity and level of understanding.

Staff will receive support in developing positive strategies for responding to and managing children's behaviour from the Behaviour Management Designated Person. Opportunities to develop staff knowledge of effective behaviour management through staff meetings and

attending relevant training will be identified and used. The designated member of staff for behaviour management will update their training and knowledge regularly.

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Complaints Procedure

Whilst aiming to achieve the highest standards of care and education for children attending Fluppet's Montessori Nursery, and to foster a positive partnership with families, management recognises that on occasion circumstances may lead to a parent or carer wishing to make either a formal or informal complaint.

Complaints should be dealt with professionally and promptly to ensure that any issues arising from these complaints are handled effectively and to ensure the welfare of all children.

These guidelines identify to parents and carers the appropriate methods through which they are able to register a complaint about any aspect of the service offered by the nursery. It is always hoped that any concern can be addressed and resolved through discussion with relevant staff in the nursery. Parents and carers have the right to know that any complaint will be dealt with appropriately and professionally.

Formal and informal complaints need to be made within 6 weeks of the incident occurring, after 6 weeks a complaint can still be made although staff of Fluppet's Montessori are no longer obligated to follow this procedure.

- In the event of a minor complaint, parents and carers should initially address any concerns to the child's Key Person.
- In the event of a more significant concern, or if the room staff are unable to resolve a minor complaint satisfactorily, parents and carers should address their concerns to the Nursery Manager, or in their absence the Deputy Manager. These concerns must be presented in writing; the manager will then investigate the complaint and report back to the parent within two weeks. This will be fully documented in the complaints file and will detail the nature of the complaint and any actions arising from it.
- If the matter is still not resolved, a formal meeting should be held between the Manager, parent and the member of staff in question to ensure that it is dealt with sufficiently. A record of the meeting should be made along with documented minutes and actions. All parties present at the meeting will sign the record and receive a copy, which will signify the conclusion of the procedure.
- If the matter cannot be resolved to their satisfaction, then parents have the right to raise the matter with OFSTED on 0300 123 1231

A record of complaints will be kept in the nursery. Parents will be able to access this record if they wish to, however all personal details relating to any complaint will be stored confidentially and will be only accessible by the parties involved.

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Confidentiality Policy

Parents, children and staff have a right to expect that Fluppet's Montessori Nursery will hold information about them in confidence. This information is used for registers, invoices and for emergency contacts. However all records will be stored in a locked cabinet in line with data protection registration. Confidentiality is central to trust between parents and staff. Handling of confidential personal information must:

- Promote, Support and protect the privacy, dignity and rights of nursery service users.
- Command the support of service-users, the public, staff, students, volunteers and partner services.
- Comply with best practice.
- Conform to the law.
- Promote the care and welfare of children and families and the effective operation of the nursery.

It is our intention to respect the privacy of children and their families and the effective operation of the nursery.

- Storing confidential records in a locked cabinet.
- When discussing children, families and other staff, staff must ensure that they cannot be overheard by anyone not bound by the same requirements of confidentiality i.e. other parents, temporary staff, students and visitors etc.
- Ensuring that all staff are aware that this information is confidential and only for use within the room the child attends and within the Nursery if required. Incidents may be discussed with other staff only when support is needed or best practice shared or to safeguard the child, but names should not be used as part of general discussion.
- Ensure that parents with written notice have access to files and records of their own children but not to those of any other child.
- Staff must not leave material containing, personal data, either on paper or on computer screens, where it can be seen by unauthorised staff or other visitors to the Nursery. Staff should switch off computers with access to personal information, or put them into a password-protected mode, when not working on them.
- Gaining parental permission for any information to be used other than for the above reasons.
- The staff, through their close relationship with both the children and their parents, learning more about the families using the Nursery. All staff are aware that this information is confidential and only for use within the Nursery setting.

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Equality, Diversity and Inclusion Policy

All staff have a responsibility to ensure equality of access and opportunity and valuing diversity for all children and adults with whom they have contact on a day-to-day basis. This includes the staff in the nursery, the children and families attending, volunteers and students. We ensure that our service is fully inclusive in meeting the needs of all children, particularly those defined in The Equality Act 2010 such as: from their ethnic heritage, social and economic background, gender, ability or disability.

Equality of opportunity requires that everyone has an equal chance to develop themselves to their full potential and be safe and free from harm. The Early Years Foundation Stage states that "Children should be treated fairly regardless of race, religion or abilities", it includes,

- Equality of access for all
- Social Inclusion for all
- Life choices are widened, not restricted
- Talents are fostered , not suppressed
- No one experiences disadvantage or discrimination
- Stereotypes are challenged by staff
- All forms of bullying and harassment are condemned and challenged
- Individual and community needs are responded to in a sympathetic and imaginative manner.
- Individuals and groups are allocated appropriate levels of support to ensure that their potential is fulfilled.
- The principle of equity applies.

We aim to provide consistent implementation of the policy which will therefore ensure that the nursery provides, for the children, families and staff, a non-discriminatory environment where individual differences are acknowledged and valued. The policy will identify for parents and the wider community the nursery's approach to equal opportunities, making clear that discrimination against individuals on the grounds of difference will not be tolerated and will be challenged in a constructive manner.

Staff must:

- Provide a secure and accessible environment in which all children can flourish and in which all contributions are considered and valued.
- Include and value the contribution of all families to our understanding of equality and diversity.
- Provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and disabled people.
- Improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity.
- Make inclusion a thread that runs through all of the activities of the setting.
- Celebrate a wide range of festivals.
- Making appropriate provision within the curriculum to ensure each child receives the widest possible opportunity to develop their skills and abilities; e.g. recognising the different learning styles of children.

To implement these:

- We are open to all members of the community.
- We base our admissions policy on a fair system.
- We ensure all of our parents are aware of our equal opportunities policy and all other relevant policies. We do not discriminate against a child or their family, or prevent entry to our setting on the basis of colour, ethnicity, religion or social background.
- We do not discriminate against a disabled child or refuse a child entry to the nursery for reasons relating to disability.
- We take action against any discriminatory behaviour by staff or parents. Displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner.

What is discrimination?

To discriminate against an individual is to favour or disadvantage them on the basis of difference. Nursery staff recognise that discriminatory attitudes towards others can manifest as a result of many different factors. Difference such as religious belief, ability, ethnicity, cultural and linguistic background, gender and social group are some of the factors which may give rise to discriminatory behaviour. Under the Equality Act 2010 we make reasonable adjustments to include children with SEND and do not discriminate against or harass children with SEND.

All staff in the nursery are required to work with due regard to the need to ensure equality of access and opportunity at all times. They are required to recognise that the children attending are individuals, with varying needs, backgrounds and previous life experiences. Staff are required to work closely with parents and carers to recognise these different needs as well as having contact with other agencies and with the wider community and care should be taken to care and value their contributions.

The curriculum offered at Fluppet's Montessori Nursery encourages children to develop positive attitudes about themselves as well as to people who are different from themselves. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

Each religion is unique and each family's religious beliefs are important to them. Nursery staff are required to monitor the family beliefs of the children attending, and reflect these beliefs through the curriculum planned and through resources.

The ethnic origins of children, families and staff will always be reflected through appropriate use of resources, displays and books which offer positive images of an ethnically diverse society. Children will be allowed everyday access to such learning materials, which will offer them the opportunity to view themselves and others positively in varied and relevant situations.

All the staff at Fluppet's Montessori Nursery will ensure that the children are given relevant opportunities to appreciate and respect cultures other than their own. Children entering the nursery speaking English as an additional language will receive relevant support with resources appropriate to their needs, such as books and play equipment, acquired and used.

Staff in the nursery recognise that many different combinations of adults and children constitute a family and that parenting styles may vary between families. Staff will respect parents' different

approaches and will be non-judgemental in their attitudes. Resources chosen and used in the nursery will offer non-stereotypical images, reflective of various social backgrounds of the children attending. Children entering the nursery will have individual strengths and weaknesses which staff will identify and support. Where a place is requested at the nursery for a child with identified special needs, staff will review with the family the appropriateness of the service available to ensure that the nursery is able to provide fully for that child's needs. Children with specific needs, for example with a physical or sensory impairment, or with a learning difficulty, will receive relevant support to ensure they are able to access the full breadth of learning activities and experiences offered. Children who are exceptionally able in a particular area or areas will be supported in developing their skills, whilst being encouraged to benefit from a balanced and full curriculum which will all aspects of their development. Staff will support all children regardless of ability in developing a positive self-image and sense of self-worth and will help them to co-operate in their work and play with others, reflective of their age and stage of learning.

All children attending Fluppet's Montessori Nursery will be treated equally and fairly regardless of their gender. Activities and learning equipment will be made easily accessible to children and will be planned and chosen to ensure this. All staff in the nursery, as well as parents will be discouraged from favouring children on the grounds of gender and care will be taken to ensure that language used does not reinforce and therefore perpetuate gender stereotypes.

All staff and other adults have responsibility to provide an environment which is free from discrimination and prejudice for children. Through this, children will develop and grow confident of their own self-worth and positive towards the differences they see in others. To achieve this, the nursery staff are required to challenge in a constructive fashion any instances of discrimination and other adults are requested to draw to staff's attention any areas where they may have concerns.

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Exclusion Policy

At Fluppet's Montessori Nursery we are committed to preventing the spread of infection or disease within the nursery. Therefore, if a child has contracted any of the following illnesses, infections or diseases we must insist on the child being excluded from nursery for the recommended time as highlight below. The reason for this is primarily to prevent the spread of illness in nursery but also to insure that unwell children are not returning prematurely.

If either Aylin or Alex suspect a child of one of the below illness, we reserve the right to exclude that child for the below mentioned time period. This is for the safety of other children at Fluppet's as well as your own child.

Rashes and Skin Infections	Exclusion Period	Comments
Athletes foot	None	Athletes foot is not a serious problem, treatment recommended
Chickenpox	5 days from onset of rash	See <i>vulnerable Children and Female Staff (Health Protection Agency)</i>
Cold sores	None	Avoid kissing and contact with sores
German measles (Rubella)	6 days from onset of rash	Preventable by MMR (2 x doses)
Hand, foot and mouth	Until lesions are crusted and healed or 48 hours from antibiotics	Contact HPU if a large number of children are affected
Impetigo	None	Antibiotics speed healing and reduces infectious pain
Measles	4 days from onset of rash	Preventable by MMR (2 x doses)
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever	Child can return 24 hours after commencing antibiotic treatment	Antibiotic treatment required for the affected child
Pavio-virus	None	See <i>vulnerable Children and Female Staff (Health Protection Agency)</i>
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those that are not immune
Warts and verrucae	None	Verruca should be covered in swimming pools/changing rooms
Diarrhoea and vomiting illness	Recommended time to be kept away from Nursery	Comments
Diarrhoea and/or vomiting	48 hours since last episode of vomiting and/or diarrhoea	Drink lots of water and stay hydrated!
E Coli 0157	48 hours since last episode of vomiting and/or diarrhoea	Further exclusion may be required for young children under five and those who have difficulty in adhering to hygiene practices
Typhoid		
Shigella	Longer may be required until child is no longer excreting	This practice may also apply to some contacts who may require microbiological clearance

		Please contact your local HPU for further advice
Cryptosporidiosis	48 hours since last episode of vomiting and/or diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea

Respiratory infections	Recommended time to be kept away from Nursery	Comments
Influenza	Until recovered	See <i>vulnerable Children (Health Protection Agency)</i>
Tuberculosis	Always consult local HPU	Requires prolonged close contact to spread
Whooping cough	5 days from commencing antibiotic treatment or 21 days from onset of the illness	Preventable by vaccination
Other Infections	Recommended time to be kept away from Nursery	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPU
Diphtheria	Exclusion is essential, contact HPU	Family contacts must be excluded until cleared to return by the local HPU
Glandular Fever	None	
Headlice	None	Treatment is only recommended in cases where adult lice have been seen
Hepatitis A	Exclude for 7 days after onset of jaundice	If an outbreak occurs, the local HPU will advise
Hepatitis B* C* HIV/AIDS	None	Hep B, Hep C, HIV and AIDS are all bloodborne viruses and can be controlled by good hygiene practices
Meningococcal meningitis	Until recovered	Preventable by vaccination
Meningitis due to other bacteria	Until recovered	Preventable by vaccination
Meningitis viral	None	Milder illness, no reason to exclude other close contacts of case
MRSA	None	Good hygiene, particular in handwashing
Mumps	Exclude child for 5 days after the onset of swelling	Preventable by vaccination
Threadworms	None	Treatment recommended for the child and household contacts
Tonsillitis	None	There are many causes, most are due to viruses and do not require antibiotics

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Fire Safety Policy and Evacuation Procedure

Policy statement

We ensure our premises present no risk of fire by providing the highest possible standard of fire protection. The management and staff are familiar with current legal requirements. When necessary will we seek the advice of a competent person, such as our fire officer, or fire safety consultant.

Fire Drills

The Manager/Supervisor is responsible for arranging the Fire Drills, which they will delegate to a different staff member to perform. These will happen once every six weeks or if we have a new member of staff, student or volunteer we will do one as part of their induction, Alarms will be checked once a week as part of the risk checks by staff. All information will be recorded signed and dated.

The fire Drill procedure will be clearly displayed in the Main Room, and lobby, for all parents, visitors and helpers to read. Visitors will be informed of exits. If the fire alarm fails to go off to warn of a fire, a backup plan of a verbal warning or whistle will be given to warn the setting of the fire. Records are kept of fire drills and the servicing of fire safety equipment

Emergency evacuation procedure

Our emergency evacuation shows the following instructions

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

Fire alarm

The sound of the alarm is verbal with a bell and distributed throughout the nursery which all staff and children are familiar with through discussion and regular fire drills.

Fire Exit

Fire exits are clearly marked and are kept clear at all times.

Evacuation and Assembly Point

All Children, students and visitors will be led from the nursery via fire exit doors which are located in the main room, lobby and kitchen to the assembly point at the far east end of the cricket green, still with a barrier between children and the carpark. The fire safety officer will call the registers to make sure all children, staff and visitors are accounted for. In the event of a real fire evacuation happening on a wet or cold day children will be escorted by staff to Aythorpe Roding Village Hall for collection by parents. The fire safety officer will stand in the road in a fluorescent jacket to warn motorists.

In the event of a real fire the manager will call the fire brigade

Children's Details

Folders containing original copies of the children's records (contact information) is taken out by the manager, who will contact parents/carers in the event of a real emergency. The visitor's book will also be collected.

Emergency Fire Drill Kit

An emergency bag will be taken out on fire drills, this will also include mobile and telephone numbers of children, staff and visitor's and first aid kit.

Fire Extinguishers/Blankets

Fire extinguishers are situated inside the main room and lobby. There is also a fire blanket in the kitchen. These are checked annually by the fire officer and certificates are recorded, staff are also given training on how to use the appropriate extinguisher.

The fire drill log must be completed after every fire evacuation. The fire drill log book must contain:

- Date and time of the drill.
- How long it took.
- How many children, staff, students and visitors
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

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Health and Safety Policy

Statement

Fluppet's Montessori Nursery believes that the health and safety of children and nursery practitioners is a matter of paramount importance. Fluppet's Montessori has developed procedures and safe practices to ensure children's and practitioners health and safety is maintained, promoted and to prevent the spread of infection. The directors are committed to providing a safe, healthy environment where children can learn and develop. Practitioners work closely with parents and health care professionals to ensure all children, staff and visitors access nursery facilities safely. We do not wish any of our employees or any other person to suffer as the result of activities or work processes. To this end, we intend to comply rigorously with all Health and Safety legislation, Codes of practice and best guidance and working methods available.

Procedure

In order to ensure the nursery maintains a high standard of health and safety the nursery has developed the following procedures that all nursery practitioners follow which can be found in the policies and procedures file at the nursery.

- Fire evacuation procedure
- Sickness policy and procedure
- Medication policy and procedures
- Procedures for the arrival and collection of children
- Lost child procedure
- Supervision of children

Older children may take themselves to the toilet once they are able to do so independently thereby preparing them for the transition to school. However a practitioner must be aware of the child's whereabouts and remain in the main playroom at all times in readiness to assist the child if necessary. The manager or person in charge must ensure staff to child ratios and required space per child is maintained at all times when grouping children and deploying practitioner.3.s. It is essential that there are always two nursery practitioners present when children are on the premises. Adults can only be left unsupervised with children once all relevant checks have been cleared. This includes Data Barring Service (DBS) checks, health checks, identification checks and once the Director has received two references. In order for nursery to be able to ensure all visitors are accounted for the nursery maintains a visitor's book that all visitors must sign themselves in and out of and provide details of the purpose of their visit and who they have come to see.

Outings

In the event of children leaving the nursery for an outing, an adult to child ratio of 2 children to 1 adult must be maintained and a risk assessment must be carried out prior to the outing. Practitioners must take emergency contact numbers for parents on outings, along with a first aid kit and a mobile phone. Small groups of children may be taken on outings providing there are a sufficient number of practitioners remaining on the premises to maintain appropriate staff to child ratios. Practitioners must seek written permission from parents to take children out of the nursery.

Risk assessments

Nursery practitioners identify and manage risks to children and adults through carrying out risks assessments. A risk is a likelihood of a hazard occurring and the hazard is anything that could cause harm to others. All activities need to be considered, significant risks are identified, measures are put in place to control or eliminate risks and all hazards and measures are recorded. Other risks that are identified must be controlled appropriately. All risks are dealt with promptly by the manager or person in charge. Each area will be checked at the beginning of the day for hazards, in accordance with each area's risk assessment. These assessments will be viewed once a year or as a result of change to the room. In the event that a risk is identified throughout the day or when opening the nursery, a risk assessment is carried out to determine the severity of the risk and an appropriate course of action to control or eliminate the hazard. A risk assessment must be carried out prior to practitioners taking children on outings.

Accident Procedure

The nursery maintains an accident book that must be completed in the event that a child sustains an injury at nursery. In the event that a member of staff or parent sustains an injury at nursery, an accident/dangerous occurrences form must be completed and returned to the office. The nursery will ensure that the first aid equipment is kept clean, in date and replenished. Sterile items will be kept sealed in their packages until needed. It is essential that staff clean up bodily fluids such as urine, faeces, blood, vomit, and eye discharge immediately, wearing disposable gloves and an apron.

1. Evaluate the situation visually and decide if it is safe to move the child, if yes move the child to a more comfortable environment.
2. Assess any injuries; for head trauma, if there is a cut call and ambulance because of concussion risk
3. Hygienically administer witnessed First Aid
4. Comfort and distract the child
5. Write up accident/incident on the correct blue form
6. Collect all relevant signatures: parent, witness, first aider, SLT.

Food

In order to ensure the food children are offered has been stored, prepared and served safely nursery practitioners attend training in Basic Food Hygiene and/or ensure they follow hand washing and food handling procedures. In the event of a member of staff having suffered from food poisoning, occupational health must be informed to determine the period of time that the person cannot handle food. Allergies in the event that a child suffers from an allergy the nursery will refer to its Medication Policy in order to develop a Health Care Plan for the child and make arrangements for any necessary training.

Manual handling

In order to ensure nursery practitioners are handling heavy loads correctly and safely practitioners follow manual handling guidance provided by Fluppet's Montessori Nursery. In addition when lifting children the nursery practitioner must make a judgement on how heavy a child they are able to lift as an individual. Therefore as with any manual handling task, the practitioner must perform a mental risk assessment before lifting the child, the practitioner must take into consideration:

- How much the child weighs
- What are their lifting capabilities as an individual?
- The environment
- The task
- If the lifting is necessary

Toys, Equipment and Resources

All equipment that is unsafe or in need of repair is either made safe or removed from the play area. All damaged, worn or unsuitable equipment must be reported immediately to the manager or person in charge.

Staff

Nursery practitioners follow the nursery's policies and procedures to ensure the nursery remains a safe environment for children and promotes their health and wellbeing. Training and all Health and Safety procedures ensure the nursery is a safe and healthy working environment for nursery practitioners and a safe environment for parents and visitors. We remind you that as employees, of your duty to look after your own Health and Safety and ensure that you do not endanger others and that you must co-operate with us, as your employer, in meeting our legal obligations.

The Health and Safety Policy and manuals we have prepared indicate the ways in which we intend to meet the legal requirements. Legislation requires that, as an employer, we prepare a statement of general policy with respect to the Health and Safety of our employees, together with details of arrangements that have been set up to carry out that policy.

Therefore we provide, so far as is reasonably practicable:

- A safe system of work
- Safe plant and equipment. Safe means of handling, transporting articles, substances and people
- Adequate training, instruction, information and supervision
- A safe place of work with safe access and egress
- A safe and healthy environment
- Adequate welfare facilities

We also ensure, so far as is reasonably practicable, that the way we carry out our work does not affect the Health and Safety of persons who are not our employees, for example visitors and contractors. It is also recognised that where we produce articles and substances for use at work, or we erect or install any plant or equipment, we have a duty to ensure the Health and safety of those who use them and make available all the required information for their Health and Safety.

Health and Safety Statement of Intent

It is our firm intention to enforce appropriate measures to control and monitor Health and safety procedures as a vital part of running our Company as an efficient and successful operation

Therefore, so far as is reasonably practicable. Fluppet's Montessori Nursery will:

- a. Ensure that equipment and working practices are safe and offer no hazard and risk to Health and Safety.

- b. Ensures that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances.
- c. Provides such information, instruction and training and supervision as is necessary to ensure the Health and Safety at work of all employees.
- d. Maintains all places of work, work equipment and transport under its control in a safe condition, free from risk to Health and Safety.
- e. Provides adequate facilities for the welfare of employees, visitors and children
- f. Safeguards the Health and Safety of visitors, contractors and of any members of the general public who could be affected by its activities
- g. Provides all necessary information relating to Health and Safety in respect of procedures and services and , where necessary, consults with employees
- h. Reviews and updates the policy as and when necessary particularly in respect of major changes within the company and/or changes in legislation and brings these changes to the attention of all employees.
- i. Ensures that all employees are mindful of their Health and Safety responsibilities and co-operate with management in its efforts to fulfil the above policy.
- j. Ensures the policy is monitored at the work place.

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Key Person Policy

Staff at Fluppet's Montessori Nursery are highly committed to identifying and meeting the individual needs of each child attending. To aid this process, Fluppet's Montessori operates a Key Person system whereby every member of staff will form a bond with a group of children, liaising with their families and maintaining records of development and learning.

This policy will provide staff with a framework in which to operate the nursery Key Person system. It will define for staff the roles and responsibilities of a Key Person and how these roles and responsibilities translate into practice. By sharing with and gathering information from parents relating to individual children, staff will be able to develop a full and accurate picture of each child's level of skill, knowledge and understanding, and their interests. This will enable staff to closely match provision to each child's individual needs.

Organisation

- All staff working in the nursery playroom, that is Deputy Managers where appropriate, and Nursery Nurses, are required to assume Key Person responsibilities.
- The Room Leaders, including, the Deputy Manager where appropriate are required to oversee the Key Person responsibilities of the staff in the playrooms.
- The Nursery Manager is required to monitor children's records of development and learning and ensure they are updated regularly and to an appropriate standard.
- Room Leaders, or Deputy Manager where appropriate, are responsible for ensuring fair and even distribution of Key Person responsibilities and should monitor at regular intervals each Key Person number of children.

Policy Implementation

Each child attending Fluppet's Montessori Nursery will be assigned a Key Person and a secondary Key Person, who will ensure that a record of development and learning is provided. Where a child is admitted at very short notice, the Key Person may be decided when the child has started. Wherever possible, the Key Person should spend some time with the child's parents/carers gathering information about the child and family, for example when settling the child into the nursery and during settling in period.

The Key Person is the child's family's initial, but not exclusive, point of contact in the nursery. It is intended that a positive relationship be fostered and that contact be encouraged when the Key Person is on duty. However, where possible, a secondary Key Person should also be assigned and other staff should also maintain contact as it is unlikely that the Key Person will always be on duty every time a child is brought to or collected from nursery. It is likely that the Key Person will form strong attachments with their key children and will know them the best. Wherever possible, continuity of staffing arrangements will be organised to ensure a child's Key Person cares for them.

All staff assigned key children are responsible for observing and recording assessments on all children, generally taking brief notes of individual children's achievements and progress. The Key Person is also responsible for updating their children's records and ensuring an accurate overview of each child enabling them to identify their needs and interests. The records are to be used in order to support planning, general discussions with parents and at parent's evenings and to identify progression and areas where support is needed.

When a child moves on to another playroom, their record of development (Learning Journey Book) will go with them. The Key Person in the room the child is leaving must ensure all records are fully up to date before the child moves on. The child's new Key Person in the receiving playroom should continue updating as needed. When the child is due to leave nursery, their Key Person must ensure that their record is fully up to date and that it is handed to the child's parent.

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Local Offer

How Fluppet's Montessori knows if young children need extra help and what our parents/carers should do if they think their child may have SEND.

At Fluppet's our general tracking, observations and assessments are very detailed. Our Director has completed Level 3 SENCO and ENCO training and has worked with SEND learners for many years. We believe that by working with our Local Area SENCO at Essex County Council we can identify and support children with SEND. We speak to parents on a regular basis about the children's time at Nursery and have an open-door policy for any discussion about a child.

How Fluppet's Montessori supports young children with SEND.

Children with SEND are supported by a structure at Fluppet's. Our structure involves the child's Key Person working closely with our trained SENCO to identify how best to assist a child. The Key Person and the SENCO both work with the Area SENCO from Essex County Council to identify the best plan of action for the child, purchase of resources, and teaching/learning plan. Regular meetings are scheduled between the parents, Key Person and school SENCO to give parents complete transparency and understanding of progress.

How Fluppet's Montessori creates learning and development opportunities for individual children with SEND.

All of the activities in our Montessori curriculum are differentiated for different abilities and ages, although children of all ages and abilities have the freedom to engage with any activity they so wish to. However, if the SENCO or Area SENCO recommend unique resources to be purchased to scaffold a young person as part of his/her teaching/learning plan, the nursery offers complete support. Individuals with SEND will also be closely observed and supported with 1-1's with the Key Person and school SENCO.

How Fluppet's Montessori works in partnership with parents/carers.

Information to be shared will be emailed every Monday to parents and a meeting take place on the following Thursday when parents have had time to read, evaluate and discuss the contents of Monday's email. We believe that there should be a constant open dialogue for conversation between the parents and nursery staff, either by email or scheduled face to face meetings. If the primary parent/carer doesn't regularly collect/drop-off, it makes no difference as the email dialogue and meetings will still take place regardless.

Once we have met with the Area SENCO, we will put together a number of different teaching/learning plans, these plans will be discussed with parents and one or a mixture of these plans will be agreed upon as a plan of action between parents and nursery. The parents/carers can use this meeting as an opportunity to influence their child's learning and development plan. Children with SEND will be tracked, observed and planned for exactly the same as any other learner. Our learner planning is unique for every learner regardless of the presence of SEND.

We will regularly discuss through our open channel of dialogue with parents what is effective and what is not, if parents wish to continue our approach at home then we are more than happy to provide internal training for parents and carers. We will work closely with parents and carers to support the Home Learning Environment.

How Fluppet's Montessori supports the well being of young children with SEND.

Risk assessments are routinely carried out throughout the day on a daily, weekly and termly basis to ensure children's safety. Members of staff constantly model and positively reinforce desirable behaviour and providing a favourable environment. Health and Safety Risk Assessments are not carried out with the primary carer routinely, however, if a primary carer express a desire to be included in the risk assessment process then the nursery will accommodate.

At Fluppet's Montessori we have a Medication Policy, to be followed by ALL members of staff and parents and prescribed/non-prescribed medication forms to be filed by a member of Senior Leadership, witnessed by nursery personnel and countersigned by parents/carers at pickup/drop-off times.

Children with SEND, like all children at Fluppet's have the opportunity to discuss any concerns or contributions with their Key Person at any time.

Staff training and experience in supporting young children with SEND.

All members of staff will receive all relevant training for their role within the Nursery. If a SEND individual chooses a key person without prior SEND training, then training will be provided. All members of staff will receive internal Safeguarding training and external 12 Hour paediatric First Aid Courses.

Specialist services and expertise accessed by Fluppet's Montessori.

We will access all the services that we can to support and scaffold for a SEND individual. This will be decided upon by parents/carers, school SENCO and Area SENCO and could include Health Visitors, Speech and Language Therapists and Children's Centres etc.

How Fluppet's Montessori includes young children with SEND in community-based activities and outings.

At Fluppet's Montessori we will have a regular dialogue with parents and discuss upcoming activities and trips in order to make sure that equal opportunities are provided to SEND and non-SEND individuals alike. Parents during regular meetings will be asked if there are elements of our risk assessment that have not been considered for their child and appropriate steps taken. Activities and outings will be scouted by members of staff beforehand to ensure SEND access.

Our accessible environment.

The company secretary has completed an Access Audit form and we believe the building is fully wheelchair accessible and there are disabled/changing and toilet facilities. For parents/carers whose first language is not English, firstly we would try to find a friend of the parents/nursery to act as an interpreter, if this is unsuccessful, we shall communicate via a tablet with Google Translate face-to-face and use online translating solutions for emails.

Obtaining equipment to support young children with SEND is at the recommendation of the Area SENCO and school SENCO. If the equipment required is a financially viable investment for the nursery then the school SENCO will liaise with the company secretary to purchase the required equipment.

How Fluppet's Montessori prepares and supports young children with SEND when joining the setting and when transferring to another setting or school.

Our 'Settling In' Policy is available on our website; we offer 2 free settling in sessions and every settling in period is discussed and designed between parents/carers and the child's chosen Key Person to create an induction with the minimal amount of distress and discomfort for the child. When the time comes for the child to progress to Primary School or another nursery; a transition pack will be compiled. A transition pack will include all of the child's observations, tracking, planning and evaluations up to that point. This will allow another nursery or primary school to understand the progress that the child has made without having to independently assess the child.

How Fluppet's Montessori organises its resources to meet the needs of young children with SEND.

Staff deploy targeted support for young children with SEND by using proximal curiosity. A child's Key Person will engage with an activity within close proximity of the targeted child and draw them into the activity. If a child is reluctant to engage the targeted activity, we will try to identify why the child is avoiding that activity and either re-try to engage with the child or change the activity to a more engaging one. Our resources and environment will be adapted for children by the School SENCO after liaising with the Area SENCO.

How we decide on appropriate support for young children with SEND.

Appropriate support for a SEND individual is decided by a meeting between the School SENCO, the child's Key Person and parents. The decision-making process will be influenced upon by the Area SENCO for West Essex during a meeting with the School SENCO and Company Secretary. The outcomes will be evaluated by the School SENCO and discussed with the Area SENCO.

How we involve all parents/carers at Fluppet's Montessori.

At Fluppet's Montessori we regularly reassure parents that we are open to constructive criticism and suggestions, these suggestions are discussed between parents and the director. If the suggestions are deemed to be possible the school will progress to implement these suggestions.

Who to contact for further information.

Our first point of contact, with permission from parents, is the West Essex Area SENCO Joanna Hawkins. The director, Aylin Jones, is the setting SENCO, and will raise any concerns regarding SEND with the Deputy Manager. The setting SENCO will then organise a meeting with the Area SENCO and act upon all advice given.

For more information please visit – <http://www.essexlocaloffer.org.uk>

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Lockdown Procedure

A lockdown of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. When a lockdown procedure is initiated unlike a fire evacuation procedure does not have any bells and is just a spoken instruction to the children. The children will group around adults and walk quietly to the home changing room. The manager and any nursery staff will accompany the children with the designated safeguarding officer, sweeping for stragglers. When all children are in the home changing room and have been counted in and check with the registration form, the door will be locked from the inside. The designated child protection officer will remain outside to secure and lock the rest of the building, and then wait in the corridor to prevent any access to the changing room. When the threat has passed the designated person will communicate with the manager through the door that the threat has passed.

Lockdown procedure can be initiated by any member of staff at any time if they believe there is reasonable danger to children by an outsider entering the nursery. This threat could be anything from a fire or car accident and it being necessary to prevent the children from witnessing a traumatic situation to safeguarding the children from an intoxicated or aggressive member of the public. If any member of staff believes that there is danger to the children, nursery staff or nursery;

1. Initiate Lockdown Procedure
2. Registration of children
3. Registration of staff
4. Seal the home changing room
5. The designate child protection officer will contact the police, and/or any other local services that could offer assistance.
6. Home changing room to only to be unlocked by the manager after confirmation there is no longer a threat from the child protection officer.

Lockdown procedure is to be practised monthly on a different day to ensure all children practise lockdown procedure. Lockdown procedure is to be assessed and evaluated by management to improve and streamline the procedure.

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Lost Child Policy and Procedure

"Procedure to be followed in the event of a child going missing at, or away from, the setting"
Statutory Framework for the EYFS 2017 (3.73)

If children are taught from an early age that their safety is important, it will help them to grow up feeling more confident. We will meet the requirements of the Early Years Foundation Stage and Childcare Registers by taking the following steps to minimise the risk of your child/children becoming lost whilst in our care.

We will:

- Ensure our premises are secure and we will take steps to prevent unauthorised persons entering the premises
- Ensure that we supervise your child closely when we visit places in the community such as the local parks, museums and shops
- Ensure all children know to stay close to us when we are away from the setting, assessing a child's stage of development to ensure the required level of supervision is in place.
- Teach our children about how to keep safe, so they also know the procedure to take should in the unlikely event, they become separated from me.
- Teach our children to learn about the dangers of wandering off.
- Encourage children to walk with me by holding hands or the push chair.
- Advise children what to do if they find themselves lost.
- With parental consent carry an up-to-date photograph of each child in my care
- Recognise children's age and stage of development of the children we will identify a meeting point on arrival at the venue should we get separated.

On discovering that a child has gone missing, we will:

- Immediately make a search of the surrounding area.
- Request help from people around us.
- If I am in a public building, I will alert the staff of the situation and ask for assistance in searching for the missing child.
- If I am in a place where it is possible to seal off exits and access CCTV, then I will request that this is done immediately.
- People involved in the search will be given a description of the child and what the child is wearing.
- I will reassure the other children in my care, as I am aware that this could become a distressing situation for them.

If the search is unsuccessful, we will:

- Ring the police, providing a description and keep searching the area.
- Advise the relevant parents and or carers know of the situation as soon as is reasonably practical to do so.
- After the event, we will record details in my incident log and ask parents to sign it

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Medication Policy

When dealing with medication of any kind in the nursery, strict guidelines should be followed. All medicine administration must be witnessed and the form signed by the witness.

Medical conditions and medication

The definition of the term 'Medication' in this context is taken to mean any medicinal preparations specifically prescribed for the treatment of a non-contagious condition and non-prescribed medication for temperature and pain control. It also includes homeopathic remedies whether prescribed or not.

Prescribed medication

- Prescribed medicine can only be given to the person named on the bottle, for the dosage stated. For first time medications not already on the medicine approval form a period of 48 hours must have elapsed before the child can return to Nursery, to ensure that there is no adverse reaction to the medication.
- The parent or guardian of any child requiring prescribed medication should allow a permanent level 3 member of staff or where possible room leader to have sight of the bottle. Medication should be in original container, clearly labelled and indicate; child's name, date of prescription, expiry date, and any other relevant information.
- The qualified level 3 member of staff receiving the medication is then responsible for completing the medicine form, storing and accessing the medication and nominating a member of staff to administer the medicine at the correct time. Under no circumstance should unqualified staff, bank staff, or students be asked to collect or administer medicines.
- The parents or guardian should sign and date daily, to confirm the agreed dosage for that day.
- The parent or guardian should be asked when the child was given the last dose of medication before coming to nursery; this information should be recorded on the medication form. Similarly when the child is collected, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's or guardian's signature must be obtained at both times.
- At the time of administering the medicine a permanent qualified level 3 member of staff will administer in the prescribed form and a qualified level 3 member of staff must witness. Before administering the medicine the member of staff must have sight of the medicine form and medicine to ensure the correct dosage and medicine is given to the correct child.
- Medicines should only be administered using the medical measuring equipment provided such as medicine spoons or measuring syringe.
- If the child refuses to take the appropriate medication then a note should be made on the form.

Non UK prescribed Medicines

The Nursery will be unable to administer prescribed medicines from outside of the UK due to Medical legislation set out by NICE this ensures that all medicines we administer to the children are safe and contain regulated substances that are legal in the UK. If you have moved to the UK and

your child needs a long term medicine then we will be able to administer that medicine to your child once permission has been sought by your GP.

If your child requires medicine to be administered at nursery that medicine needs to be brought into nursery in a labelled container written in clear English from a Doctor so your child's room leader will be able to gain the correct information they need to administer it at nursery.

Non-prescribed medication

- The nursery will administer non-prescribed medication for a period of three days. After this time medical attention should be sought.
- If a child needs liquid paracetamol or similar during their time at nursery, such medication should be treated as prescribed medication by a chemist with the onus being on the parents or guardian to provide the medicine.
- If your child requires eye drops for an eye infection, the medicine must firstly have been given to the child previously and be written on the medicine approval form if not they will have to have received the drops for a period of 48 hours to ensure they do not have an allergic reaction. They must have then had one dosage of drops before returning to nursery where staff will be able to continue giving eye drops as advised during the day.
- For any non-prescribed cream for skin conditions e.g. Sudocreme, prior written permission must be obtained from the parent/guardian and the medicine approval form.
- If any child is brought to nursery in a condition in which he/she may require medication at some point during the day, you should decide if the child is fit to be left at the nursery. If the child is staying, the parent or guardian must be asked if any kind of medication has already been administered, at what time and in what dosage and if they wish them to have a dosage of medicine at nursery that they sign in that medicine before they leave. As with any kind of medication, staff must ensure that the parents or guardian is informed of any non-prescribed medicines given to the child whilst at nursery, together with the times and dosage given.
- The nursery DOES NOT administer medication unless prior written consent is given for each and every medicine or for Calpol in emergencies consent by telephone is also acceptable.

Children should not attend the nursery if suffering from an infectious disease or one that requires special treatment e.g. the changing of dressings etc.

Since the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff, parents must be called if a medical emergency occurs and appropriate medical attention sought.

However, children requiring injections will not be excluded if for a long term medical reason, such as Diabetes.

All medication for children must have the child's name clearly written on the container and be kept in a medicine cabinet in the office, (with the exception of Inhalers or Epi pens). Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

The parent or guardian must complete a Medicine Consent Form and Notification Form, including the following details:

- The name of the child

- The name of the medicine
- Full administration instructions
- The date
- The length of the course
- Storage details
- Expiry date

This form must be signed by the parent and a permanent level 3 or room leader where possible.

Medication including Asthma Inhalers, Epi pens or other such critical medication must be taken home at night and not left on the nursery premises. Critical medicines should be kept in a sealable box with a photo, dose, name and expiry date on the outside of the lid. This medication should be taken everywhere with the child in case of an emergency. All medication provided by parents for their child should be checked thoroughly to ensure that it is still within the expiry date and is in full working order.

When any child registered with Fluppet's Montessori Nursery is identified as having any medical condition, allergy or special needs, a Care Plan must be completed. Detailed information on the condition, symptoms, triggers (if appropriate), treatment required, emergency procedure to follow etc must be provided by the child's GP or equivalent.

The Care Plan should be developed by the Room Leader or Nursery Manager and in partnership with parents or guardian to ensure that the correct information is sought. The nursery also completes a general risk assessment for dealing with children with allergies and/or asthma.

If the medical condition is an allergy, the allergy questionnaire should be completed at the settling in session. If the child is suffering from a food allergy, the special diet procedure must be followed alongside this procedure.

If as part of the Care Plan, medicines such as an Epi pen or Nebuliser are required to be administered, staff must be fully trained by a recognised and registered training provider.

Staff Medication

As stated in the Welfare requirements staff who require medication should not be allowed to care for children if they are at risk of suffering side effects that may affect their ability to care for children. Practitioners should seek medical advice from their doctor before returning to work and a risk assessment should be carried out to assess their fitness to return. Any new medicines should be taken 48 hours before returning to work and medication should be safely stored out of reach from children in a locked cabinet.

Storage

All medication for children should be clearly labelled and in their original containers, stored in a closed container out of children's reach. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication. Emergency medication, such as inhalers and Epi pens, will be within easy reach of staff in case of an immediate need, but will remain out of children's reach and under

supervision at all times. Any antibiotics requiring refrigeration must be kept in an area not accessible to children.

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Mobile Device and Social Networking Policy

We believe our staff should be completely attentive during their working hours, to ensure all children at Fluppet's Montessori Nursery receive good quality care and education. It is also our highest priority to safeguard the children in our care and therefore it is essential to ensure all our staff are aware of our procedures relating to the use of images within the Nursery. This is why mobile phones, smart watches or any kind of mobile device are not to be used during working hours unless the device is a nursery device.

We also feel that restrictions need to be placed on staff/ students and volunteers when they access social networking sites when employed or on placement at this setting. Fluppet's Montessori Nursery has a high reputation to uphold and comments made on sites such as 'Facebook' and other well-known social networking sites could have an impact on how parents from the nursery view the staff.

Mobile phones, smart watches, cameras and the use of images:

- Staff mobile devices (including smart watches) must not be used during working hours unless staff are on a designated break and then this must be away from the children. During working hours phones must be switched off and will be locked in the office. Staff must sign their phones in and out of the office.
- Staff are welcome to have emergency calls put through via the office i.e. calls that relate to children or family.
- Students, volunteers and visitors must also adhere to the Mobile Device and Social Networking policy and leave their phones in the office when signing in.
- Staff must not take or store photos of the children in the setting on any personal mobile phone devices or cameras.
- Photographs of children may be taken in the interests of recording development and significant events, and cameras are provided for this by the setting for this purpose. These photos will remain in the nursery and be used as part of the children's development records, display, passed on to the parents or if not required handed into the office to be shredded.
- Consent will be sought when photographing children and additional consideration given to photographing vulnerable children, particularly looked after children or those fleeing domestic violence. Consent must be sought from those with parental responsibility.
- Sometimes children and family members will want to take photographs of children for example at special events. On these occasions we will remind parents of our policies and ask them in particular not to post photographs of children other than their own on the internet.

Social Networking:

- Staff, students and volunteers must not accept parents onto their social networking sites, in order to maintain a professional relationship with the families of the children in our care.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be constructed to have any impact on the nursery's reputation or jeopardise the confidentiality of the nursery. This includes stating that you are employed at the nursery.

- Staff must not post anything onto social networking sites such as comments, remarks or offending photo's that would offend any other member of staff existing or previous, parents or their families.
- Our official Fluppet's Montessori Nursery 'Facebook' page will be managed by the Nursery Manager.
- Permission will be sought if including images of children on our website or official 'Facebook' page. In doing so we will consider the risks, will not include vulnerable children and children will always be appropriately clothed.
- If any of the points above are found to be happening, then the member of staff involved will face disciplinary action, which could result in dismissal.

Written by A. Jones - July 2017

Reviewed and checked by A. Jones - July 2017

Updated by A. Jones - May 2019

No Smoking Policy

Fluppet's Montessori Nursery operates a no smoking policy in line with current legislation. Children's health and well-being is of the utmost importance for the nursery. Smoking has proved to be a health risk therefore the nursery operates a strict no smoking policy within its premises and grounds.

Procedure

- No smoking signs are displayed inside premise.
- You are respectfully required to abstain from smoking whilst on the premises. This rule also applies to staff, students, parents, carers, visitors, contractors etc.
- In order to prevent smoking from the setting we ensure all staff, students, volunteers, parents/carers are made aware of the no smoking policy upon first entry to the nursery.
- Staff accompanying children outside the nursery are not permitted to smoke.
- We also request that parents accompanying nursery children on outings refrain from smoking whilst caring for the children.
- Staff who smoke do not do so during working hours. Unless on a break, off the premises.
- Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.
- The nursery will take enforcement action against any persons who is non compliant and this may take the form of disciplinary action for employees, or possible fixed penalty fine or criminal prosecution for other individuals.
- To support smokers who would like to give up, contact NHS helpline on 0800 0224 332 or access information online www.smokefree.nhs.uk

Written by A. Jones - July 2017

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Updated by A. Jones - May 2019

Nutrition and Mealtimes Policy

Meal times should be a happy, social occasion for children and staff alike. Positive interactions should be shared at these times and enjoyed. Fluppet's Montessori Nursery is committed to offering children healthy, nutritious and balanced meals and snacks which meet individuals needs and requirements.

We will ensure that:

- A balanced and healthy breakfast, midday meal, tea and two daily snacks are provided for children attending a full day at nursery. Children who attend shorter sessions will be offered the meal available during their session times.
- Menus will be planned in advance, rotated over a four week period and reflect cultural diversity and variation. These will be displayed for the parents.
- We will provide nutritious food at all snack and meal times, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives and colourings.
- Menus will include at least five portions of fruit/vegetables per day.
- We value the comments and opinions of parents and children in planning the menu.
- Fresh drinking water will be constantly available and frequently offered to children and babies throughout the day. Water or milk will be offered at meal times. Juice can be provided by parent/guardian for those children will not drink water or milk. However it is nursery policy to encourage the child to drink water or milk whenever possible.
- Individual dietary requirements will be respected. We will gather information from parents regarding their children's dietary needs, including any allergies and preference and work alongside parents to put into place an individual diet plan for their child.
- Staff will show sensitivity in providing for children's diets and allergies. They will not use a child's diet or allergy as a label for the child, or make a child feel singled out because of his/hers allergy. Children with a preference will have their food served separately, when preference food is on menu for a particular day, otherwise the child is then free to take part in self service.
- Children with allergies will have a red coaster to prevent the allergen coming in to contact with the child. In the area of self-service the cook will put the child's food into a separate serving dish to allow the child to continue self serving. The staff will then be responsible for ensuring the child serves the correct food. The cook and member of staff responsible for supervising a child with allergies will sign each child's allergy meal sheet and a member of staff will witness the food given to ensure it complies with the information provided. Children with allergies will have their own colour coordinated coaster (allergy passport) which will be placed in front of the child to highlight the child's allergies.
- Meals and snack times will be organised so that they are social occasions in which children participate in small groups. During meal and snack times, children will be encouraged to use their manners and say "Please" and "Thank you" and conversation will be encouraged.
- Staff will use meal and snack times to help promote children to develop independence through making choices, serving food and drink and feeding themselves. Staff will support children to make healthy choices and understand the need for healthy eating.
- Where possible, staff will encourage children to self serve.

- Any child who shows signs of distress at being faced with a meal he/she does not like will be removed without any fuss. If a child does not finish his/hers first course, he/she will be given a small helping of dessert. Children not on special diets will be encouraged to eat a small piece of everything, it is important to offer the children lots of praise and encouragement throughout.
- Children who are slow eaters will be given time and not rushed. • Quantities offered will take into account the age of the child.
- We will promote positive attitudes to healthy eating through play opportunities and discussions.
- Fluppet's Montessori Nursery will provide parents with a written account of children's feeding routines on a daily basis for all children – ask to see the meals board.

Written by A. Jones - July 2017

Reviewed and checked by A. Jones - July 2017

Updated by A. Jones - May 2019

Outdoor Play Policy

At Fluppet's Montessori Nursery we recognise the importance, and value, placed on outdoor play and its role in children's learning and physical development regardless of their age or stage of development. Outdoor play provides opportunities for children to develop their large and small muscles, experience a different environment from the indoors and have access to sunlight, which supports absorption of vitamin D in the body.

As part of our daily routine all children will have the opportunity to explore the nursery's large outdoor learning environment and will participate in planned/free choice learning activities regardless of the weather. Our messy play area has direct access to the nursery's outdoor area allowing for free flow play both indoors and outdoors. Rooms without immediate outdoor access are committed to providing outdoor play as part of their daily routine as a minimum twice a day.

Equipment and Resources

We provide a variety of large resources which cover all areas of the EYFS, including the climbing frame, role play areas, sandpit, digging bays, willow tunnels, gardening areas and a creative station as well as smaller boxed resources. The outdoor garden will be set up daily with a variety of adult led and child initiated activities, allowing all children to learn, explore and problem solve in their natural environment and build on their investigative skills, risk taking, independence and self-esteem.

All equipment will be stored in designated outdoor sheds; the toys and equipment will be monitored and risk assessed to ensure that no parts are missing or broken. All equipment found to be in an unsafe condition will be removed from further use. A garden checklist will be completed before allowing children to enter the garden area to ensure it is hazard free.

Safety

The nursery is committed to providing a safe and secure outdoor space. Staff will ensure a robust risk assessment is carried out before children enter the garden and of all planned activities. Staff will model behaviour which will allow children to become engaged in their learning, whilst taking risks safely. Children will have access to water proof clothing, however we ask parents to supply sensible clothing for all weathers such as sun hats and sun screen for the warmer months and hats, gloves, coats and wellington boots for the colder months. Staff are also encouraged to wear suitable and protective clothing and to lead and participate in a range of outdoor activities, in all weathers.

Sun care

As a nursery we are committed to ensuring that all children are kept safe from the risks of sun and understand the damage sunburn can have to a child later in life.

- Staff will ensure outdoor play will be limited in extreme hot weather between 11 am – 2pm to ensure children are not exposed to the sun at its hottest.
- All children must be provided with suitable clothing and a named bottle of sun cream.
- Children will have sun cream applied before all outdoor play and we ask parents to support this by sending children to nursery with sun cream already applied.

- Any child not supplied with sun cream may not be able to access the outdoor area.
- In emergencies and with parents' consent children will be allowed to use sun cream provided by the nursery.
- The nursery has some designated areas for shade which will be given priority to the younger children and rotated for the older children to have a cooling off period.
- Children will be offered water at frequent intervals during the day.

The role of the adult in children's learning outside will be to:

- Risk assess the outdoor space and all activities before allowing children to participate in any play.
 - Supervise children at all times in all areas of the garden including when children who use the climbing frame.
 - Interact with the children and model how to keep safe in the garden and how to safely use equipment.
 - Set up the outdoor learning space with a range of activities, in line with the Early Years Foundation Stage Guidance.
 - Answer children's questions and develop children's knowledge of the outside environment and the natural world they live in.
 - Shut down the garden but encourage all children to help tidy up and develop respect for their outdoor space.
- Ensure all children are kept safe in the sun and other adverse weather conditions. This policy is developed to work alongside the nurseries Health and Safety policy, Babies and Toddlers policy and Parents/Carers as partners, to ensure the wellbeing of children is maintained at all times

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Updated by A. Jones - May 2019

Parents/Carers as Partners Policy

The staff working at Fluppet's Montessori Nursery recognise that parents and carers are the first educators of their children. In recognising the role of parents and carers, nursery staff acknowledge the benefits of working in partnership with families, to ensure care and learning for the children.

On occasion, children attend other registered provision as well as the nursery and good communication between the nursery staff and other relevant providers will contribute towards the child's time at nursery being happy, settled and productive.

This policy identifies to parents and carers the commitment of the Fluppet's Montessori Nursery staff in involving them and any other registered provision their child attends fully in their child's development, learning and experiences. This will be achieved by ensuring that families are always kept fully informed of events and activities in the nursery, by sharing information with them, answering questions and addressing any concerns fully and by encouraging families to participate in the life of the nursery. Other registered providers will be invited to visit the nursery, particularly to attend parents evenings if families are in agreement, to share and exchange information relating to the child's interests and development and learning.

All staff working in the nursery will:

- Recognise that at all times they are accountable to the parents and carers of the children in their care and encourage parents to trust their judgement regarding their own child.
- Gather from parents and carers information which will aid their child settling at nursery.
- Share with the child's family, information about children's daily routines, the activities being planned and carried out.
- Inform parents and carers regularly of their child's progress and development, through parent's evenings and encouraging them to be a part of their Learning Journey Book.
- Encourage parents and carers to share any skills, interests and hobbies that might extend the children's experiences.
- Encourage parents and carers to share details of any other form of registered provision their child attends.
- Ensure that parents are aware of the nursery policies and procedures and that they are available at all times.
- Operate a key person system involving parents for open discussions and information sharing regarding nursery, home circumstances and individual needs.
- Inform all parents of the systems for registering queries and complaints or suggestions, and check that these systems are understood by parents.
- Provide opportunities for parents to learn about the Early Years Foundation Stage.
- Provide a written contract between the parents and the nursery regarding conditions of acceptance and arrangements for payment.
- Respect the family's religious and cultural backgrounds and accommodate any special requirements whenever possible and practical to do so.
- Find out the needs and expectations of the parents. These can be obtained through regular feedback via questionnaires, providing a suggestion system and encouraging parents to review working practices. These can then be evaluated by the nursery to promote practice, policy and staff deployment.

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Photography Policy

Fluppet's Montessori Nursery is committed to providing a safe and secure environment for all the children who attend its setting.

As part of the children's development, it is essential that we take photographs for display purposes and to provide evidence of progress and assessment. This policy therefore provides guidelines for all staff to follow to ensure the safe keeping of all photographic images.

The Nursery has a supply of cameras which are kept locked in the office when not in use. Staff collect their room cameras on a daily basis and they must be returned back into their room trays in the office by the end of the day. Cameras are only to be connected to nursery computers and photographs are only to be stored for up to one month on a secure database, all images must then be deleted on the 1st of each month. Memory sticks should not be removed from the cameras.

Cameras must only be used within the base rooms, corridors, garden and whilst on organised outings or walks. Cameras should not be taken into toileting areas.

When using any photographs for publicity purposes, such as newspaper articles or the Nursery web site, the Nursery will seek parental consent during the induction process. Parents must then be informed on the day. Parents/visitors must not use cameras without permission or bring phones in during nursery open hour.

Nursery Staff are not permitted to bring personal cameras, video cameras or mobile phones into the nursery and we ask all parents/carers not to take photographs during group events without the permission of the nursery. (More information can be found on the use of mobile phones in the Mobile Phones and Social Networking Policy)

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Recruitment Policy

The nursery takes its commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same.

Aim

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

Our procedure is as follows:

- We only use reputable newspapers and the job centre website when advertising any vacancies.
- The adverts always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children and young adults.
- All applicants will be required to complete an application form and will then receive a letter from the nursery stating whether they have been successful in reaching the next stage (face to face interview) or not.
- All shortlisted candidates will receive a job description and where possible, have their references checked before attending an interview.
- During an interview applicants will be asked to prove: Their identity (passport or photo card driver's license) Relevant qualifications (certificates) Eligibility to work in the UK (official paperwork) Their criminal history (disclosing anything that will show up on a DBS)
- Detailed enquiries will also be made regarding any gaps in their employment.
- The nursery manager and proprietor (or supervisor) will be present at interview although the final decision regarding employment will remain with the proprietor at all times.
- Each applicant will receive communication from the nursery stating whether they have been successful or not.

Starting work

- The successful candidate will be informed that their job offer is conditional, dependant on the return of 2 satisfactory written references and an enhanced Disclosure Barring Service check.
- New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their DBS check comes back clear.
- New members of staff will undergo an induction period (minimum of 8 weeks) during which time they will read and discuss the nursery's policies and procedures and receive a mentor who will introduce them to the way in which the nursery operates. Their work ethic and performance will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered.
- All staff will attend an annual 'on-going suitability interview' and are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of the nursery. Staff will face disciplinary action if they fail to notify the manager within in a reasonable time scale.

Written by A. Jones - July 2017

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Safeguarding Children Policy

Staff working in the nursery have a duty of care towards the children attending and this duty brings with it the responsibility to ensure that all efforts are made to safeguard children from suspected and actual harm. Children attending the nursery have a right to feel safe and staff, in partnership with parents/carers, have a responsibility to act on any concerns they may have regarding a child's welfare and well-being.

The Legal framework for this policy

- Children act (2004/1989)
- Working together to Safeguard children (2006)
- Safeguarding Vulnerable Groups Act (2006)

Practitioners have a duty to safeguard and promote the welfare of children. Due to the many hours of care we provide, staff will often be the first people who sense that there is a problem. They may well be the first people in whom children confide about abuse. The nursery has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect.

Our prime responsibility is the welfare and wellbeing of children in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work as part of a multi-agency team where needed in the best interest of the child.

All staff will be familiar with their own responsibilities to act swiftly upon any suspicions or concerns they may have about any child or member of staff at the nursery. The nursery will follow the procedures set out in The Early Years Foundation Stage statutory framework and Safeguarding children's board Guidance, and as such will seek advice on all steps taken subsequently. The nursery has a duty to report any suspicions around abuse to the Children's Services access centre that, under the children Act 1989 have an obligation to investigate such matters. Staff must not make comment either publicly or in private about a parent's supposed or actual behaviour, strict confidentiality will be observed at all times.

Staff must raise any concerns initially with the ' Designated senior member of staff for Safeguarding', who will discuss these concerns with the manager/registered person on a need to know basis and appropriate action will be considered. Staff responsibilities do not include investigating the suspected abuse and all related information must be kept in a locked filing cabinet. Parents and families will be treated with respect in a non- judgemental manner whilst investigations by the appropriate authorities are being carried out in the best interests of the child.

It is the policy of the nursery to provide a secure and safe environment for all children from abuse. The nursery will therefore not allow an adult to be left alone who has not received their enhanced DBS check clearance and all our staff will receive safeguarding training. We know how important staff ratios are and ensure that we follow the legal requirements for the minimum numbers of staff present with the children at any time as set out in the Early Years Foundation Stage statutory framework.

Fluppet's Montessori Nursery aims to: •

- Ensure that children are never placed at risk while in the charge of the nursery staff.
- Ensure that confidentiality is maintained at all times.
- Ensure that all staff are alert to the signs and understand what is meant by safeguarding and are aware of the different ways in which children can be harmed, including by other children i.e. bullying.
- Ensure that all staff are familiar with safeguarding issues and procedures when they register with the nursery and kept informed of all updates when they occur.
- Regularly review and update this policy.

What is child abuse?

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Staff in the nursery recognise that child abuse can and does happen in all types of families. The different social and cultural backgrounds of the children do not constitute barriers to child abuse and in most cases children are abused by individuals known to them, rather than strangers. Child abuse can take many formats, but all instances can be broadly categorised under one of four headings; neglect, physical abuse, sexual abuse and emotional abuse. The following identifies some possible manifestations of child abuse; however these lists are not exhaustive.

Neglect – is the persistent failure to meet basic physical and psychological needs, which may result in the serious impairment of the child's health and development. For example; poor hygiene, untreated medical problems, emaciation or under nourishment. Staff may notice behavioural signs such as a child who always seems to be hungry, is constantly tired or talks of being left alone.

Procedure:

- The concern should be discussed with the parent/carer.
- Such discussions will be recorded and the parent/carer will have access to such records.
- If there appears to be any queries regarding the circumstances the children's services access centre will be notified.

Physical abuse – physical signs may involve unexplained bruising in unlikely areas, facial bruising, hand/finger marks, bite marks, burns, lacerations or abrasions. Staff may notice certain behavioural signs that also indicate physical abuse such as a child that shy's away from physical contact, is withdrawn or aggressive towards others or their behaviour changes suddenly.

Procedure:

- All signs of marks/injuries to a child when they come into nursery will be recorded as soon as noticed by a staff member
- The incident will be discussed with the parent/carer at the earliest opportunity.
- Such discussions will be recorded and a signature obtained from the parent/carer who will have access to such records.
- If there appears to be any queries regarding the injury, the children's services access centre should be informed immediately.

Sexual Abuse – Physical signs may include bruising consistent with being held firmly, discomfort in walking/sitting, pain or itching in the genital area, discharge or blood on under clothes, or loss of appetite. Behavioural signs may include drawings or play showing indicators of sexual activity, sexual explicit language, knowledge of adult sexual behaviour, seductive behaviour towards others, poor self-esteem and a child who is withdrawn.

Procedure:

- The observed instances will be detailed in a confidential report.
- The observed instances will be reported to the DSMS/Nursery manager.
- The matter will be referred to the children's services access centre immediately.

Emotional Abuse – Physical signs of emotional abuse may include a general failure to thrive, not meeting expected developmental milestones and behaviourally a child may be attention seeking tells lies, have an inability to have fun, low self-esteem, speech disorders, and be inappropriately affectionate towards others.

Procedure:

- The concerns should be discussed with the parent/carer by the DSMS/Manger.
- Such discussions will be recorded and the parent/carer will have access to such records.
- If there appears to be any queries regarding the circumstances, the children's services access centre will be notified.

However, when identifying any potential instances of abuse, staff must at all times be aware that children may demonstrate individual or combinations of the indicators detailed, but may not be the subject of abuse. Individual or isolated incidents do not necessarily indicate abuse. However, staff should always remain vigilant and must not ignore warnings signs and contact Children's services access centre at any stage for support.

Recording suspicions of abuse and disclosers

Staff will make an objective record of any observation or disclosure and include:

- Child's name.
- Child's address
- Child's age and date of birth
- Date and time of the observation or the disclosure
- EXACT words spoken by the child/injuries or marks seen
- Name of person to whom the concern was reported, with date and time and the names of any other person present at the time.
- Any discussion held with the parent/carer.

These records are signed and dated and kept in a separate confidential file. All members of staff must know the procedures for recording information. It may be thought necessary that through discussion with all concerned the matter needs to be raised with the Children's services access centre and OFSTED. Staff involved may be asked to supply details of any information they have of concerns with regard to a child. The nursery expects all members of staff to co-operate with the

Children's Services access centre and OFSTED in any way necessary to ensure the safety of the children.

All staff will attend Safeguarding Training or complete the E Learning training and receive basic training as part of their induction.

Staff and Volunteering

A senior member of staff is identified within the nursery as the 'Designated senior member of staff for safeguarding' (DSMS), in their absence the Deputy manager assumes this responsibility. The designated person will undertake specific training and accesses regular updates to developments within this field. The named DSMS at Fluppet's Montessori Nursery is Aylin Jones.

- We provide adequate and appropriate staffing resources to meet the needs of the children.
- Applicants for the post within the nursery are clearly informed that their positions are exempt from Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applicants are rejected because of information that has been disclosed, applicants have the right to know and challenge incorrect information.
- All applicants must have an enhanced Data Barring Service Check and must be registered with the Independent Safeguarding Authority (ISA).
- We abide by OFSTED requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the nursery or has access to the children.
- Volunteers, including students do not work unsupervised.
- We abide by the Independent Safeguarding authority of Children Act requirements in the respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise lead to dismissal for reasons of safeguarding children.
- The deployment of staff within the nursery allows for constant supervision.

Informing Parents

Parents are normally the first point of contact. If suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Safeguarding Children's Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating Officer will inform the parents.

Confidentiality

All suspicions and investigations are kept confidential and only shared with those who need to know. Any information is shared under the guidance of the Safeguarding Children's Board.

Support to Families

- Fluppet's Montessori Nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the nursery.
- The nursery continues to welcome a child and their family whilst investigation is being made in relation to abuse within the home.

- Confidential records kept on a child are shared with parents or those who have parental responsibility for the child, only if appropriate under the guidance of the Local Safeguarding Children's Board

Employees of the Nursery/ Allegations of abuse by member of staff

If an allegation is made against a member of staff the DSMS will immediately inform the children's access centre. It is important to take a name of the person spoken to and they will advise as to the next steps to be taken. The Local Authority Designated Officer (LADO) will also be on hand to convene a strategy meeting and offer advice and support. OFSTED and the Independent Safeguarding Authority will also need to be informed and this will be investigated.

- Staff will cooperate with the investigating authority.
- The nursery reserves the right to suspend any member of staff on full pay during an investigation
- All investigation/interviews will be documented and kept in a locked file. Records on the alleged perpetrator will be kept until they reach normal retirement age or for 10 years if that period of time is longer. This includes records of people no longer associated with the provision.
- Unfounded allegations will result in all rights being re-instated.
- All allegations will be passed on to the relevant organisation (Children's service access centre) and will result in the termination of employment. OFSTED may be notified immediately of the allegation. The nursery will also be required to notify the Independent Safeguarding Authority (ISA) to ensure their records are updated.
- Counselling will be available for any member of the nursery who is affected by the allegation, their colleagues in the nursery and the parents.
- If an allegation of abuse is made about the nursery manager /registered person, the person making the complaint is likely to contact OFSTED, Children's services or the police directly.

Local authority for children's care social team:	0345 603 7627
Ofsted:	0300 123 1231
Local authority designated officer:	0333 013 9797
Local Safeguarding Children's Board:	0345 603 7627
Non-emergency police:	101
Government helpline for extremism concern:	0207 340 7264

Signed by the Director and Company Secretary

Aylin Jones

Alexander Jones

Date

Written by A. Jones - July 2017

Reviewed and checked by A. Jones - July 2017

Updated by A. Jones - May 2019

Settling In Policy

We aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff. We also want the parents/carers to have confidence in their children's wellbeing and their role as active partners, with the child being able to benefit from what Fluppet's Montessori Nursery has to offer. We aim to assist parents and others carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of children and their families.

The nursery staff will work in partnership with parents/carers to settle their child into the nursery environment by:

- Providing parents/carers with the relevant information regarding the policies and procedures of the nursery.
- Encouraging the parents/carers and the children to visit the nursery during the weeks before an admission is planned.
- Planning settling in visit and introductory session (lasting approximately 1-2 hours). These will be provided free of charge over a week dependent on the child's individual needs, age and stage of development. Fees are payable for the sessions following the visit.
- Welcoming parents/carers to stay with their child during the first few weeks until the child feels settled and the parent/carers feels comfortable about leaving him/her. Settling In visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing.
- Reassuring parents/carers whose children seem to be taking a long time to settle into the nursery.
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child and his/her parents during the settling in period and throughout his/her time at the nursery to ensure the family has a familiar contact person to assist with the settling in process.
- Respecting the circumstances of all the families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in.
- Children will not be taken on an outing from the nursery until she/he is completely settled.

Written by A. Jones - July 2017

Reviewed and checked by A. Jones - July 2017

Updated by A. Jones - May 2019

Sick Child Policy

On occasion the situation may arise where staff are required to make a decision as to whether they will admit a child who has arrived at the nursery and appears to be unwell, or ensure that appropriate measures are taken to address the needs of a child who becomes unwell during the nursery day.

Aim

The policy is intended to reassure parents and carers that appropriate action will be taken under these circumstances, which takes into account the needs of all children attending and offers staff guidance and instruction on the correct procedures to follow.

Policy implementation

In the event of staff having concerns about the health of a child arriving at nursery they will;

- Discuss with the child's parent or carer the child's recent health, paying particular attention to how they have been in the period before they arrived at nursery.
- Make a decision based on professional judgment and information contained in the Infection Control Guidelines (stored in the office) on whether the child should be admitted.

In the event of parents or carers requiring guidance on whether a child may be admitted to nursery requesting advice on particular health issues, refer to the relevant section of the Infection Control Guidelines.

In the event of a child becoming ill during the nursery day staff will:

- Monitor the situation closely, taking and recording the child's temperature every 10 minutes using a digital head thermometer and noting them on a temperature record book.
- Inform the child's parent or carer of the situation if the child's condition does not improve.
- Request permission to administer non-prescription medicines from the parent or carer as appropriate.
- If the child's condition deteriorates further, request parent or carer collect them from nursery, particularly if the child is vomiting or has diarrhoea, or has an unusually high temperature, advising them to seek medical advice.

If the child's parent or carer cannot be contacted, or is unable or unwilling to collect them, staff must continue to monitor the child's condition. If the child's condition deteriorates further rapidly, staff must call an ambulance. When the child is taken in an ambulance, a member of staff must accompany them until their parent or carer arrives.

Staff must complete a child transfer to hospital checklist to ensure that the child's personal file containing information on them and their personal belongings travel with the child.

Written by A. Jones - July 2017

Reviewed and checked by A. Jones - July 2017

Updated by A. Jones - May 2019

Special Educational Needs and Disability Policy

At Fluppet's Montessori Nursery we recognise that all children have the right to access a broad and balanced curriculum, allowing them to progress and learn at a pace and level reflective of their individual abilities. The nursery believes that all children have a right to gain experience and develop their knowledge and understanding alongside their peers no matter what their individual needs, and are committed to the inclusion of all children.

Definition of Special Educational Needs

The nursery staff recognise the definition of special educational needs as detailed in the special educational needs Code of Practice (April 2014). Children have Special Educational Needs if they have a learning difficulty which calls for special provision to be made for them. Children have a learning difficulty if they:

- A. Have significantly greater difficulty than the majority of children of the same age.
- B. Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the local education authority
- C. Are under compulsory school age and fall within the definition of (A) and (B) above or would do so if Special Educational Needs and Disability Provision was not made for them.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

Special Educational Needs provision means:

- i. For children of two or over, educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age in schools maintained by the LEA, other than special schools, in the area.
- ii. For children under two, educational provision of any kind.

Policy Implementation

All staff are required to monitor each child's development and learning through accurate observation and record keeping. Through this process, staff are required to identify any child who may be experiencing difficulties or delays in specific areas and ensure the needs of such children and any children who present to the nursery with individual needs already identified, are met.

Involvement of the Child

Whilst recognising that it is often difficult to ascertain the views of very young children; staff will encourage their contributions, particularly when establishing individual programmes to support learning. Staff should ensure that all possible information is gathered from children, enabling them, for example, to express their feelings and identify personal preferences and interests. The involvement of children will contribute to the relevance of any programmes developed and implemented, maximising opportunities to incorporate their views and progress their learning.

Parents hold key information and have a critical role to play in their children's education, they have unique knowledge and experience to contribute to the shared view of a child's needs and the best ways of supporting them.

Parents as Partners

Only by working in effective partnership with parents will staff be best placed to meet the needs of the individual children fully. When a child presents with specific needs already identified staff are required to gather from parents (and any other settings attended or previously attended by the child) all information available to support the inclusion of the child. Ongoing dialogue and shared written information will ensure that an accurate assessment of the child's abilities and needs is maintained. When a child is identified by staff as experiencing difficulties in specific areas which may require additional or alternative interventions, the staff are best placed to decide when to inform the parents that their child is likely to receive Special Educational Provision. However, this information must be shared at the earliest opportunity and be part of a natural process for regular communication between nursery and home. Staff should always provide support for parents, recognising that they may not previously have been aware of their child's difficulties, whilst realising that information shared should be full and accurate. At all stages of Special Needs Provision, staff must maximise opportunities for parental involvement, ensuring that parents are encouraged to contribute their knowledge of their child's development and learning and help to set targets through Individual Education Plans and Provisional Maps.

Special Educational Needs Code of Practice

The nursery will carry out its statutory duties to identify, assess and make provision for children's special educational needs. The code of practice recommends that the nursery should adopt a graduated approach to the assessment through the graduated responses 1-4. Good practice of working together with parents and the observation and monitoring of children's individual progress, will identify any child with special educational needs. The nursery has identified a designated member of staff as a SEND Co-ordinator who will work alongside parents to assess the child's strengths and plan for future support. The SEND will ensure that appropriate records are kept according to the Code of Practice, these records are kept completely confidential and can will be shared with parents and outside agencies with parental consent when needed.

The Role of the SEND (Special Education Needs and Disabilities Co-ordinator)

The Special Education Needs and Disability Co-ordinator (SEND) for Fluppet's Montessori Nursery is Aylin Jones and Alexander Jones is the Deputy SEND. Both will work closely with all the 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.

Graduated Response 1-2

When a child is identified with a Special Educational Needs, The SEND Co-ordinator working alongside colleagues and parents, will assess and record the child's needs and provide an Individual Education Plan and a Provisional Map identifying future support. This plan will be continually under review in consultation with the child and his/her parent/guardian.

Graduated Response with interagency support level 3-4

If a child is still not considered to be making sufficient and appropriate progress, the SEND Coordinator should implement Graduated Response level 3 and 4. This involves staff seeking the advice of external support services when assessing the child, recording new IEPs/ provisional Maps and setting targets. The level and range of support available through the local education authority will vary subject to local policy. Staff within the nursery are required to act upon the advice of external professional agencies, incorporating their guidance into the child's IEPs and providing relevant information where needed. On-going, 6 weekly reviews of the IEP/ Provisional Mapping should be used to inform overall planning, ensuring that the child's specific needs are addressed.

The Nursery SEND Co-ordinator can also apply for funding for the child from the Local Educational Authority which will be used effectively to maximise your child's learning. Funding may be used to purchase different resources and equipment to meet the needs of the child, to increase staffing or towards specific training.

Individual Education Plans/ Provisional Mapping

Where a child is deemed to be in need of extra support, staff along with the support of the SEND Co-ordinator should record an Individual Education Plan (IEP) and complete a Provisional Map. The IEP and Provisional Map must state clearly the short-term targets for the child for the following 6 week period, the nature of the staff intervention and the use of any particular resources and home support. The IEP and Provisional Map should detail when reviews are scheduled and identify any involvement of outside agencies. Copies of the IEP and Provisional Maps should be provided for the parents, as well as kept on record by the child's Key Person and nursery SEND Co-ordinator.

IEP'S and Provisional Maps are reviewed by the nursery SEND Co-ordinator, child's key person and parents six weeks from the initial completion date. Feedback from the meeting will then be used to create the next set of targets. Supporting outside agencies may also be able to offer advice and support when completing the IEP targets.

SEND Register

It is important the SEND Co-ordinator records details of children she is involved in supporting on a Special Educational Needs Register. This will enable management in the nursery to monitor the level and range of children with special educational needs who attend the nursery. Parents should always be informed that their child has been placed on the register and be able to view this whilst the SEND Co-ordinator maintains the confidentiality of the other children also recorded on the register.

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Supporting Transitions Policy

Staff within Fluppet's Montessori Nursery recognise that children will experience many transitions in their early years and understand that they will need to be supportive to the difficulties they may face during this time. Staff are trained to observe children within their room and recognise key changes in their behaviour. It is vital that parents feel they can discuss any changes in their home environment that may impact on the child to help minimise the effects.

Transitions within the Nursery

Staff are experienced in dealing with transitions children may face within the nursery. When starting nursery children will go through a series of 'Settling in' sessions to help smooth the transition from home to nursery life. During their nursery life they will also face a number of transitions between rooms. To ease these transitions the nursery aims to:

- Inform parents in advance of any changes to their child's room.
- Arrange short settles within the new room prior to any permanent move to allow them to make bonds with new staff and children and adapt to new surroundings.
- The child's key person will initially introduce the child to the new room and may temporarily move with the child where needed.
- Children will be given opportunities to mix within units where ratios allow for activities such as music time, to allow children time to adapt to new experiences and surroundings with ease.
- Where possible groups of children will be moved together to ease the transition and support friendships within the group.
- Parents will be informed though out the settling process of their child's progress.
- When the child is fully settled it will be discussed with the parent when the permanent move will commence.

Starting School

Moving on to school is a big step for most children. Whilst most children approach this new experience with confidence and are excited about the prospect; for others, the changes may feel daunting and they will be uncertain of what to expect. By working closely with families, staff can contribute to ensuring that children's transfer to school is as positive as possible. Knowing the individual children well and being responsive to their questions and concerns is key and staff can also employ strategies to help children at this exciting time.

Within the nursery setting, staff will aim to introduce as many of the following ideas and activities to help children as possible:

- The nursery will contact the children's receiving schools to invite teachers to visit and meet the children whilst they are still at nursery.
- Request photographs of the teachers, classrooms, playground, cloakrooms, and toilets etc. from the receiving school and create 'My New School' books with the children due to leave.
- Encourage children to talk about their visits to school when they return to nursery.
- Provide a variety of recourses including school uniform and other school items such as lunch boxes and book bags to the role play area.

- Introduce reference and storybooks about school.
- Draw attention to aspects of the nursery day that are similar to being at school, for example when the register is taken.
- Ensure children's development records are up-to-date to enable full and accurate completion of transfer documents. Arrange to visit the school to hand over the documents and discuss any relevant information.
- Discuss the child's transfer to school with their family and where applicable with other registered provider the child may attend to ensure a consistent, positive approach is achieved.

Family Breakdowns

When parents separate it is important that all parties act in the best interests of the child. It is vital that parents inform the nursery as soon as possible to allow staff to offer support to the child early on. Parents will also need to be mindful of the parental Responsibility Policy and that the nursery will offer support to the parents as appropriate.

Moving Home/New siblings

As a nursery we are aware of the effects a new sibling can on a child as well as the stress's caused by moving home. Parents will have advanced knowledge of these events and we do ask that this information is shared with us as this will enable the nursery to plan activities to help ease these new experiences or worries they may have e.g. through role play, stories and discussions.

Bereavement

The nursery will be on hand to support any child and their family going through the experience of losing a person close to them. If a parent is struggling they may wish to discuss any additional support they require with the nursery manager such as changes to any sessions or days and optional support can be sought from outside agencies.

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Parental Responsibility Verification Procedure

This procedure is intended to support staff in determining which adults have parental responsibility for children attending Fluppet's Montessori Nursery.

Definition

Parental responsibility is where the adult is responsible for the care and well-being of a child and can make decisions in areas such as:

- Food
- Clothing
- Education
- Home
- Treatment

Who has parental responsibility?

A married couple who have a child together automatically have parental responsibility for the child. Parental responsibility continues after divorce.

Mothers automatically have parental responsibility. Where parents are not married, the unmarried father automatically has parental responsibility if;

- The birth is registered after 1st December 2003 and the fathers name is registered on the birth certificate;
- The father later marries the mother
- Both parents have signed an authorised parental responsibility agreement;
- The father obtains an authorised parental responsibility order from the court;
- The father obtains a residence order from the court;
- The father becomes the child's legal guardian. Other adults such as grandparents and stepparents do not have parental responsibility. They can acquire it by;
- Being appointed as a guardian to care for a child if their parent dies;
- Obtaining a residence order from a court for a child to live with them;
- Adopting the child.

Procedure

To determine who has parental responsibility for the children attending the nursery, this procedure will be followed when the paperwork for new children is completed. Parents will complete a Parental Responsibility Verification sheet and will be requested to produce the child's full birth certificate. The birth certificate will be copied and attached to the sheet. The nursery will request, and keep a copy on file of, any court orders giving parental responsibility to any other adults, including unmarried fathers. The information detailed above will be shared with parents to aid them in determining who has parental responsibility if needed. Parents will be advised that a court order will need to be produced for parental responsibility to be withdrawn from the individual. Adults who do not have parental responsibility for the child will not be permitted to make decisions about a child whilst that child is in the care of the nursery.

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Procedures for Supporting Children Speaking English as an Additional Language

How nursery staff can support a child with English as an additional language.

Many children in the UK do not speak English in their home and many speak more than one home language. Sometimes when a child starts nursery, it is their first experience of the English language. A child's home language is extremely important to them. It is their tool for communicating with their family and friends and staff must always recognise and respect that. Every child is unique and has a different situation to the next child. Care must be taken not to make assumptions about a child or their family just because it is known which country they come from.

It is staff's responsibility to ensure that these children and their families are made welcome and are given the necessary support to help them to settle and enjoy the nursery experience with Fluppet's Montessori Nursery and to be able to function in the local community and outside world.

During the child's first two weeks at nursery:

- Staff will get to know the child's parents/carers and find out what is their level of understanding of the English language.
- They will then identify whether the family need to be put in touch with anyone who can provide help and support. The local partnership may have an Ethnic Minority Achievement Team or identify if there is any support available for the family.
- Staff will identify how they are going to communicate with the parents. It could be by means of conversation with either or both of the parents, a friend, relative or translator. Staff will also consider if a daily diary would support the family, who could then go home and take their time reading what their child has done throughout the day.
- Staff will find out what interests the child and make sure that they incorporate the child's interests into the daily planning.

Once staff have established a means of communicating they will:

- Learn how to spell the child's name correctly.
- Learn how to pronounce his/her name correctly – this is extremely important as the child's name forms a large part of their identity.
- Ask the parent about what languages are used with the child at home, by whom and when.
- Ask the parent if the child has a comforter and what the name is for this.
- Find out about and show an interest in the child's home life, their culture and religion. Staff need to be very careful not to make assumptions. Within any culture or religion there can be a variety of traditions, values and ethics.
- Ask parents for tapes of them reading their child's favourite story and for a copy of the books if possible.
- Ask parents if they can make a tape of popular songs or nursery rhymes to soothe the child, including their version of 'Happy Birthday' if they have a song.
- Ask the parents how the child communicates when they are feeling ill or are in pain.
- Ask the parents to teach staff typical phrases for enabling their child to settle and be taken care of at the nursery. Beyond all the usual phrases for greeting and saying when a child

needs the toilet, phrases that give positive praise and encouragement. There are benefits to requesting this on tape for the staff to learn from.

- When using the above learned phrases, staff will repeat what has been said in English so that the child is able to make the connection.
- Ask parents for help learning to count in the child's language – again this could be taped.

What staff can do to help every day?

Staff will:

- Always smile, be friendly and welcoming.
- Have a positive attitude towards the family and child.
- As with any other child, give lots of praise and encouragement.
- Never make assumptions based on a child's nationality or religion – they will ask the family anything they need to know. Staff recognise that the parents are the best resources for supporting their child.
- Always speak clearly and concisely. Try to use the same phrases for the routine of the day, for example; "It's tidy up time, children" or "We need to wash our hands now." Use body language wherever possible to help the children understand.
- Have photographs of different parts of the routine and use these with the child as well as speaking to him/her.
- Have a photographic or illustrated timetable which the child can refer to and make sure that it is displayed at child height.
- Provide a copy of both of the above for the parents with English written on to help them understand their child's day if necessary.
- Be careful not to bombard the child with the English language as they may switch off, recognising the child's possible response to having someone constantly talking to them in a language they do not understand.
- Realise that children recognise and understand a language long before they can speak it.
- Never force a child to talk to speak to you in English, as they may not be able to find the words. Children will talk when they are ready and if staff try to force the issue, they may well delay the process.
- Recognise that a child may talk gradually or may surprise everyone and suddenly talk quite fluently in English, but always be aware they may not have come across all of the words being used.
- Be patient at all times, putting themselves in the child's position and recognising they are in a world where they struggle to communicate and make their needs known.
- Make sure that gestures, expressions and tone of voice reflect what staff are trying to communicate.
- Share the children's books, music and special times with the rest of the group.
- Count in English and then in the language of any other children in the nursery, allowing all the other children to quickly pick this up.
- If birthdays are celebrated, sing a birthday song, learning the family's version of the song and sing this whenever you might sing Happy Birthday as well as singing the English version.
- When offering children food at meal times, using the correct English words, but also show the child the food as they may not know what it is. For example, when asking if they would

like custard or gravy, they need to see what gravy or custard is as these are very English foods.

- Be aware of the child at story or circle time and ensure that they are included and comfortable. This is often the time when children look and feel a little lost as there is a great wealth of English around them and they can find it very confusing and frustrating. When other children contribute, try to have only one person talking at a time.
- If two or more children share the same home language, encourage them to communicate in their own language as well as English.

Staff will ensure that they remember not only can they be a significant factor in this child's happiness, well-being, learning and development by taking heed of the above and showing the child that he/she is valued in our nursery, but that the child can bring with them a wealth of different experiences, ideas and perspectives on life; which can enable us to become more understanding, knowledgeable and open-minded practitioners.

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Transfer of Records to School Procedure

Statement

We recognise that children sometimes move to another early years setting before they go on to school although most will leave our setting to enter a reception class. We prepare children for these transitions and involve parents and the receiving setting in this process. Each child has an Online Learning Journal (Tapestry) which tracks their progress in line with EYFS (2014). In order to enable smooth transitions, we share Learning Journals and any appropriate information with the receiving setting or school at transfer.

Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Children Board. The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child development 1.2 Inclusive Practice 1.3 Keeping safe 1.4 Health and wellbeing	2.2 Parents as partners 2.3 Key person	3.1 Observation, Assessment and Planning 3.2 Supporting every child 3.4 The wider context	4.4 Areas of learning and development

Procedures

- Transfer of development records for a child moving to another early years setting or school
- Using our Tapestry online Learning Journal and having used the EYFS assessment of development and learning, the key person generates a summary of achievements in the 3 prime areas and 4 specific areas of learning.
- This record will include any additional language spoken by the child their progress in both languages.
- The record will include any additional needs that have been identified by the setting.
- The record also refers to any special needs or disability and whether a CAF was raised in respect of special needs or disability, whether there is a Statement of Special Educational Needs and gives the name of the lead professional.
- For transfer to school, we will generate a summary report on Tapestry, where a school does not have Tapestry we will produce as a PDF document and post it to the relevant Teacher. Where a School does use Tapestry we will initiate an online Transfer of the whole Learning Journal including the generated report.

Transfer of confidential information

- The receiving school or setting will need to have a record of concerns that were raised in the setting and what was done about them.
- A summary of the concerns will be made to send to the receiving setting or school along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these.
- Where a CAF has been raised in respect of any welfare concerns the name and contact details of the lead professional will be passed on to the receiving setting or school.

- Where there has been a s47 investigation regarding a child protection concern the name and contact details of the child's social worker will be passed on to the receiving setting or school – regardless of the outcome of the investigation.
- This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked confidential.

Legal framework

- Data Protection Act 2008
- Freedom of Information Act 2000
- Human Rights Act 1998
- Children Act 2004

Further guidance

- What to do if you are Worried a Child is Being Abused (HMG 2015)
- Information Sharing: Guidance for Practitioners and Managers (DCSF 2015)

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Transportation Procedure

At Fluppet's Montessori Nursery we are committed to providing a safe and secure environment for the children and staff. We have therefore set out a procedure that highlights how we will ensure children and staff are safeguarded whilst using nursery transportation during outings and during school runs.

Safety Checks

- All nursery vehicles will be purchased from a reputable garage to ensure they are safety checked before purchase.
- All vehicles must be taxed, insured and have a current MOT before use and these must be kept up to date by the responsible person.
- All vehicles will be visually checked once a week to ensure they are road worthy and contain at least a quarter tank of fuel. These checks will include oil, wipers, tyres and looking for signs of damage or vandalism.
- All relevant documentation regarding nursery transportation must be kept at the nursery in a locked cabinet in case it is required and a copy of the insurance certificate and R.A.C/AA cover kept in the vehicle in case of an accident or breakdown.

Suitable drivers

- All drivers must be managers or experienced Nursery Nurses and must lodge a copy of their current driving licence before being permitted to drive a nursery vehicle.
- All suitable drivers must be 21 or over with at least 6 months driving experience since passing their driving test.
- All suitable drivers are responsible for updating the manager in person if they have received a driving conviction.

Procedure for use of vehicles

- Before each use the driver must visually check the vehicle before use to ensure it is safe to drive.
- All staff should be given a set of keys and a phone assigned to that vehicle, which will not have internet connection or a camera, before leaving the premises. Staff must sign the vehicle register to identify which vehicle and phone has been taken. The phone should be checked to ensure it has a good battery life and belongs to the correct vehicle. All phones have been preset with the telephone numbers belonging to each vehicle and the nursery, in case of an emergency. All phone numbers are given to the person in charge should they also need to contact any drivers in case of an emergency.
- In the case of a school run driver they will also be provided with a clipboard containing a list of children they will be collecting. When collecting children ratios still apply and 1 member of staff will be able to collect a maximum of four children on their own or up to 6 children if they hold an EYP or Level 6 or a Teacher status.
- On a school run staff are not permitted to allow children to be left in a vehicle on their own and only staff with a current DBS check and paediatric first aid are permitted to be allowed out alone.
- All children should be seated on an appropriate car seat for their age/height/weight.

- Seatbelts should be fastened by an adult and checked to ensure they are fitted properly.
- On outings the manager in charge will be responsible for checking the vehicle is safe with the nominated driver and ensuring ratios are correct.
- All drivers must drive within the national speed limit.
- Drivers should only use the hands free system to answer the phone if they are driving on their own.
- Vehicles should be parked in a safe place for the children to get into the vehicle.
- Children should only be put into the vehicle from the pavement side or a safe car park.

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Uncollected Child Procedure

Under exceptional circumstances, staff may encounter the situation of having children at the nursery after the time that their parents or carers should have collected them at the end of their session.

Aims

The Un Collected Child Procedure ensures that staff are clear of what action to take in the event of a child being left in the nursery at the end of the session. The procedure also informs parents and carers of the actions staff are required to take if they do not collect their child within a reasonable time, fail to contact the nursery, and do not arrange for another named adult to collect their child.

Organisation

- All families with children registered to attend the nursery are required to provide details of a minimum of three responsible named adults, including current contact numbers, who would be able to be contacted to collect the child.
- Parents and carers are required to contact the nursery if they are unavoidably detained and are likely to be late when collecting their child.
- Fluppet's Montessori Nursery reserves the right to levy late pick up charges on families who are habitually late in collecting their child.
- Where a child remains uncollected when he or she is meant to leave the nursery, the room staff must inform the Nursery Manager or Deputy Manager on duty after ten minutes.
- The Nursery Manager or Deputy Manager must make every effort to contact the child's parents or carers using the information held on file.
- Where a child is uncollected at the end of a morning session, and this compromises the registered number of relevant playroom, the Nursery Manager or Deputy Manager must review occupancy elsewhere in the nursery and take any measures necessary to ensure adult to child ratios are maintained.
- Where a child is uncollected at the end of an afternoon session, two members of staff must stay on duty until the situation is resolved.
- If a child remains uncollected after one hour, and no contact has been established with the child's parents or carers, the Nursery Manager or Deputy Manager will contact Social Services and inform the Duty Officer.
- After negotiation with the Duty Officer, the child may be handed over to Social Services or to the Local Police.
- A full written record must be maintained of the incident, including details of the times and telephone numbers used to attempt to contact the parents or carers.
- No member of staff should take a child home with them or transport the child in a private vehicle.

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Volunteer Policy

At Fluppet's Montessori Nursery we recognise the immense benefits that volunteers bring to the nursery. In return we hope to give volunteers an opportunity to share their skills in a different environment and to undertake new experiences.

Status of volunteers

A volunteer is not an employee and will not have a contract of employment with the nursery. We will, however, insist that the volunteer follows all nursery procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Volunteers will be supervised at all times.

Enhanced Disclosure and Barring Service (DBS) check

All volunteers will have suitability checks conducted in the same way as paid employees. This will include an enhanced DBS check. These checks will be conducted before any volunteer starts their time within the nursery and will also include two written references.

Training

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including child protection and health and safety training. The purpose of this is to enable the volunteer to be supported and enhance their development in their voluntary role within our team.

Policies and procedures

Volunteers are expected to comply with all the nursery's policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality

Volunteers should not disclose information about the nursery, staff, children and families as stated in the confidentiality policy and should follow the nursery confidentiality procedure at all times.

Volunteer's induction pack

On commencing their volunteer work, the volunteer will be given a pack containing:

- General information about the nursery
- A copy of the volunteering policy
- A confidentiality statement which will require reading, signing and returning to the nursery manager
- Details of access to all nursery relevant policies and procedures.

Volunteer support

The nursery has a designated officer who will take the volunteer through their induction and support and advise them throughout their time in the nursery. Our designated officer for volunteers is Aylin Jones.

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