



Claverdon Village Nursery

Policies and Procedures

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POLICY REVIEWS AND UPDATES

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ADMISSIONS POLICY

It is our intention to make our Nursery genuinely accessible to children and families from all sections of the community. In order to accomplish this we will:

- Ensure that its existence is widely known in all local communities. We will place advertisements in places where all sections of the community can see them.
- Describe the facility and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including child-minders and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining to ensure that no accidental discrimination is taking place.
- Make our equal opportunities policy widely accessible.



ALLEGATIONS

If a complaint or allegation is made against a member of staff, the person in charge at the time will respond to the complaint in a confidential meeting and log the complaint. Depending upon the seriousness of the complaint, (e.g. if the complaint relates to child abuse or neglect), the member of the staff who has had the complaint made against them will be suspended from work on full pay.

A referral must be made to the local LADO, (Local Authority Designated Officer) and their advice will be followed.

The member of staff who makes the referral will be required to complete a 'Position of trust' referral form. OFSTED will be informed within 14 days.

The appropriate authority will carry out any investigations.

If you wish to complain to OFSTED directly, (Office of Standards in Education), with whom the nursery is registered and inspected by, you can contact them at:

Applications, Regulatory and contact (ARC) team

OFSTED, Piccadilly Gate, Store Street, MANCHESTER, M1 2WD

Tel: 0300 123 1231

LADO Advice (P.O.T.) – LADO@warwickshire.gov.uk

01926 743433



ANTI-BULLYING POLICY

Claverdon Village Nursery responds to the issue of bullying very seriously whether amongst children or adults.

What is Bullying?

- Physical – pushing, kicking, hitting, pinching and other forms of violence or threats.
- Verbal – name calling, sarcasm, spreading rumours, persistent teasing.
- Emotional – including, tormenting, ridicule or humiliation.
- Racist – racial taunts, graffiti or gestures.
- Social – unwanted physical contact or abusive comments.
- Homophobic – any hostile or offensive action against lesbian, gay males or bisexuals or those perceived to be.

Aims and Objectives

- Bullying is wrong and is damaging to individual people.
- We aim to deliver a safe and secure environment where all staff can work and all children can play and learn without fear or anxiety.
- We do not tolerate any kind of bullying as stated above on any grounds whatsoever.
- Staff have a responsibility to eradicate bullying in our nursery.

The Role of Staff

- Staff in nursery take all forms of bullying seriously and intervene to prevent incidents taking place. A record is kept of all incidents of bullying that happen in the nursery and these are shared with the manager.
- If staff witnesses an act of bullying they do all they can to support the person being bullied. If a child is being bullied over a period of time then, after consultation with the manager, the key worker informs the child's parent.
- Staff recognise that rough and tumble play as different from inappropriate or aggressive behaviour.
- Staff recognise that even the most considerate child will have the occasional outburst due to frustration, anger or over exuberance. They acknowledge this is a developmental area that needs to be nurtured and supported through play, story times and circle activities.

The Role of Parents



Claverdon Village Nursery

- Parents, who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact the nursery manager immediately.
- Parents have a responsibility to support the nursery's anti-bullying policy and actively encourage their child to be a positive member of the nursery.
- Parents are expected to help develop their child's social skills at all times, in support of nursery ethos.

This Nursery's Anti-Bullying Co-ordinator is: Corinna Bagga



ARRIVAL AND DEPARTURE POLICY

Daily registers/sign-in sheets are maintained to record arrival and departure times of staff, children and visitors alike.

Children can only be collected by persons authorised to do so by the parents/guardians (these persons are named on each child's "personal registration forms and have been marked as a named collector").

In exceptional circumstances another individual may be authorised to collect the child but an authorisation form or an email from the parent/guardian must be complete/sent after consultation with the Person-in-Charge of the nursery that day. This form requests a description of the person, their relationship to the child and an agreed password in order that staff are confident of that person's validity (this person must be aged 17 or over).

We will not release a child to any person we feel is under the influence of alcohol or drugs.

We will not permit a child to be collected from us without the above criteria being met.

N.B. If there are issues regarding parental responsibility we will follow Warwickshire's Safeguarding Children's Board guidelines or advice

Failure of parent/carer to collect a child

In the unlikely event that a child is left at nursery after hours due to the failure of a parent/carer to collect him/her, the nursery will:-

1. Make every effort to telephone all of the contacts on the child's personal record;
2. Wait one hour in order to allow the parent time to contact the nursery in the event of an accident or emergency
3. Telephone Local Children's Team/OFTED in order to gain advice and contact the police if requested to do so.



ACCESS TO INFORMATION

The Nursery's written policies are available for inspection on demand by parents or prospective parents. The Nursery is registered under the Data Protection Act.

Data Protection Legislation: Claverdon Village Nursery are registered with the Information Commissioner (ICO) for holding and processing of personal data.

All the personal information we collect is held and processed in accordance with data protection legislation. The nursery has a duty to protect this information and to keep it up to date.

The nursery is required to share some of the data with other agencies including Warwickshire County Council and the Department for Education. Please see our Privacy Notice for full details of how we use and share the above personal information.

Please note that you have the right to withdraw or amend your consent for the sharing of personal information at any time, although we will need to have certain personal information to fulfil our legal duties. You can notify us of a withdrawal of or any changes to your consent in writing by contacting the nursery on our email address: claverdonvillagenursery@gmail.com.



Babysitting Policy

Staff at Claverdon Village Nursery are allowed to offer private babysitting contracts to families of children who attend the nursery. Staff must inform management of all arrangements prior to fulfilling.

Staff adhere to confidentiality agreements at all times.

This policy is to be followed by staff and parents/carers.



PROMOTING POSITIVE BEHAVIOUR (Behaviour Management)

At Claverdon Village Nursery, we are dedicated to promoting a safe, nurturing environment where every child feels valued, respected, and secure. We promote positive behaviours by understanding children's needs and planning our environment accordingly, promoting emotional literacy and modelling appropriate behaviour and social skills whilst discouraging inappropriate actions in a supportive, developmentally appropriate manner.

Developing self-regulation and managing emotions and impulses is part of a child's developmental journey. We understand that children communicate through their behaviour and with consistent guidance, role modelling, and partnership with parents and carers, we strive to empower children to build confidence, self-esteem, and positive relationships.

OUR APPROACH TO PROMOTING POSITIVE BEHAVIOUR

We understand that learning to regulate emotions and behave appropriately in a group setting is a gradual process. This policy outlines our principles and strategies for supporting children as they develop socially and emotionally.

CORE VALUES AND BEHAVIOUR GOALS

These three principles are core values which we promote through positive role modelling:

- Respect for your self
- Respect for each other
- Respect for the environment

Children may exhibit challenging behaviours as a response to emotions and physical needs such as anxiety, frustration, hunger or tiredness. Our approach focuses on understanding the child and:

- Adapting routines to meet immediate needs (e.g. early lunch or sleep)



- Modelling kind and considerate behaviour.
- Providing engaging activities that support social and emotional development (a prime area in the Early Years Foundation Stage).
- Preserving children's personal play space and concentration through classroom etiquette and boundaries.
- Using role play, stories, and visual aids to help children express and manage emotions.

PROMOTING POSITIVE BEHAVIOUR

To encourage positive behaviour, we focus on:

- **Modelling appropriate conduct** by being positive role models.
- **Consistency** in boundaries and expectations.
- **Positive reinforcement** through praise and recognition.
- **Encouraging self-regulation** and problem-solving.
- **Using positive body language** and engaging at the child's level.
- **Offering choices** and opportunities for talking through situations as appropriate for age/stage of development.

We recognise that dysregulated behaviour is often a result of unmet emotional needs or developmental limitations.

BEHAVIOUR INTERVENTION STRATEGIES

When inappropriate behaviour occurs, practitioners will:

1. **Intervene immediately** and assess the situation.
2. **Engage with all children involved**, using a calm, respectful tone and age-appropriate language.
3. **Discuss feelings** and support children in recognising how their actions affect others.
4. **Redirect younger children** using distraction or alternative activities.
5. **Avoid punitive language** such as "naughty" or "bad". Instead, we separate the behaviour from the child.

Practitioners will remain calm and regulated to support co-regulation and will **not**:

- Shout, intimidate, or use physical punishment.
- Use exclusion strategies such as a "naughty chair" or "time out."

Claverdon Village Nursery, Station Road, Claverdon, CV358HF



- Withhold food.

Instead, we use **reflective or calming time engaging in another activity or quiet time** to help children regain composure in a supportive way.

ESCALATION AND SUPPORT

We understand that children communicate through their behaviour and interpret challenging behaviour as distressed behaviour sometimes indicating an unmet need or challenge in the child's world.

If distressed behaviour persists despite consistent strategies:

- Practitioners will work closely with parents/carers to ensure consistency.
- Practitioners will look closely at the child's development and work to understand the reason for the behaviours
- Incidents may be recorded to help analyse and identify triggers and patterns.
- Liaising with outside support (e.g. Health Visitor, IDS) may be discussed.

BITING POLICY

Biting is a common but distressing behaviour in early childhood. We handle incidents with sensitivity and aim to support both the child who bites and the child who is bitten.

WHY CHILDREN BITE

Biting may occur due to:

- **Exploration** or sensory stimulation.
- **Teething** discomfort.
- **Cause-and-effect curiosity.**
- **Attention-seeking.**
- **Imitation** of peers.
- **Frustration**, anxiety, or stress.
- **Lack of language skills** to express emotions.
- **Feeling overwhelmed**



RESPONSE AND PREVENTION

We use the “**Who, What, When, Where**” method to understand each incident:

- **Who** was involved?
- **What** happened before and after?
- **When** did it happen?
- **Where** did it take place?

PREVENTION STRATEGIES:

- Provide teething toys or sensory items.
- Adjust routines to reduce tiredness or hunger.
- Closely monitor high-risk situations such as transition times, and close play situations.
- Reinforce positive behaviour with attention and praise.
- Encourage emotional expression using language, visuals, and play.
- Create calm, predictable environments to reduce stress.

INVOLVING PARENTS AND CARERS

Working in partnership with families is essential. We ask parents to:

- Share relevant changes in the child’s home life.
- Reinforce behaviour expectations at home.
- Collaborate with staff and support agreed strategies.

We promise to:

- Communicate daily about your child’s behaviour and progress.
- Be consistent, non-judgmental, and supportive.
- Offer guidance and external support when needed.

STRATEGIES

All staff, students, and volunteers are expected to use **positive guidance** strategies:

- Help children identify and express feelings.
- Acknowledge positive behaviours like sharing and kindness.
- Avoid giving attention only in response to negative behaviour.
- Support children in problem-solving conflicts.
- Never isolate or punish children physically or emotionally.



Where necessary, physical restraint is used **only** to prevent injury or serious damage and is documented thoroughly, with parents informed the same day.

CHILDREN UNDER 3

We use developmentally appropriate strategies for very young children. We understand that tantrums, biting, and other behaviours may arise from:

- Separation anxiety
- Difficulty regulating emotions
- Disrupted routines

Support is provided through:

- Consistent attachment with a key person
- Gentle, patient responses
- Focus on emotional support and co-regulation

(This policy is underpinned by our knowledge and awareness of attachment and trauma on which we have received extensive training).



BUILDING MAINTENANCE AND SAFETY

The maintenance and safety of the building is the responsibility of the Proprietors.

It is the responsibility of the nursery manager and deputy manager to report the maintenance and safety issues to the nursery owner in a timely manner.

It is the responsibility of all staff members to report maintenance and safety issues to their manager so the issues can be rectified.

The nursery owners will take no responsibility for unreported building maintenance.



CHILDREN WHO ATTEND ADDITIONAL SETTINGS POLICY

To reinforce and promote continuity of care and the social and emotional wellbeing of the child, We will:

- Actively share information regarding the child's progress, care and safeguarding with the other setting(s)
- Make sure children who have attended another setting in the morning will not be permitted to attend our afternoon session on the same day.



CCTV POLICY

Claverdon Village Nursery operates internal and external CCTV 24 hours a day, 7 days a week. The CCTV is used to ensure the safety of all children and staff whilst at nursery.

Recording

Digital video and audio recordings are made using a digital video recorder operating in real mode, monitoring the site continuously 24 hours a day. Images will be retained for 7 days from the date of the recording and they will then be automatically overwritten.

Access

Viewing of the recorded images of CCTV will be restricted to the Nursery Managers within the office, and also to those staff who need to have access in accordance with the purpose of the system. Out of nursery hours, the owner can have access to CCTV images via secure remote access to assist in maintaining the security of the premises. This is not a “webcam” facility; parents will not have access to view recordings.

Any images recorded are strictly confidential.

In any instance that unauthorised individuals request access to our CCTV footage, we must comply with Data Protection laws and ICO requirements.



CHILD PROTECTION

Our Nursery is an environment where we will endeavour to ensure that children are safe from abuse and where abuse, or suspicion of abuse, is promptly and appropriately responded to. In order to achieve this we will:-

Exclude known abusers

All staff are vetted following the settings safer recruitment policy. If there is a period where the statutory checks have not been completed, those staff would not be allowed to start work within the setting.

Seek and supply training

We will seek out training opportunities for all staff to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse. This may be online, during staff meetings or during the induction process.

Prevent abuse by means of good practice

Children will be encouraged to develop a sense of autonomy and independence so they can make choices and find names for their own feelings, and acceptable ways to express them. Staff will also encourage and teach children to use the correct anatomical names for their body parts. This will enable children to have the self-confidence and vocabulary to resist inappropriate approaches.

The layout of the rooms will permit constant supervision of all children.

Respond appropriately to suspicions of abuse

As a registered facility, we follow local and national safeguarding child protection procedures. If we have serious concerns in relation to possible child protection issues, we are duty bound to refer to our local Children's Team in the first instance.

Staff are made aware that they should act appropriately at all times and follow the Nursery's policies, especially the Behaviour Management Policy.

Staff will be made aware of the procedures to be followed should they witness or suspect that a child protection issue has arisen either in, or outside Nursery. If a serious allegation is made against a staff member then they will be suspended pending investigation and the relevant authorities notified.



Keep records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, using a 'Green form'. The record will contain timed and dated observations describing objectively the child's behaviour/appearance, without comment or interpretation - wherever possible, the exact words spoken by the child. Such records will be kept in a separate file and will not be accessible to people in the facility other than the Designated Safeguarding Leads.

We follow Warwickshire Families First approach of restorative practice and are dedicated to working together with families to support and safeguard all children. A discussion with parents will be held about concerns documented on a Green Form unless the concern is regarding physical or sexual abuse or where a discussion with parents is deemed to put a child at greater risk of harm.

Liaise with other bodies

Confidential records kept on children whom we have safeguarding concerns about, will be shared with the relevant safeguarding body (Family connect, social worker etc) if we feel that adequate explanations for the changes in the child's condition have not been provided. Green forms will be sent to the child's future setting when they move from here. .

Support families

We will take every step in our power to build trusting and supportive relationships between families and staff and volunteers.

Our Child Protection Co-ordinator is: The nursery manager



COMPLAINTS PROCEDURE

Any complaint by a parent should be made to the nearest member of staff who cares for the child, who will deal with the matter in the first instance. If the matter cannot be resolved to the satisfaction of the parent and the member of staff, it must then be referred to the senior member of staff and the company escalation process follows. Please be assured that we want to hear any concerns you may have, no matter how trivial they may appear. By being aware of your concerns we can raise the standards of the care we offer.

A written complaint will be responded to within 28 days.

If you wish to complain to OFSTED directly (Office of Standards in Education), with whom the nursery is registered and inspected by, you can contact them at:

Applications, Regulatory and contact (ARC) team
OFSTED
Piccadilly Gate
Store Street
MANCHESTER
M1 2WD
Tel: 03001231231



DIETARY REQUIREMENTS POLICY

Food allergy and intolerance:

An allergy can be a life threatening reaction. An intolerance could make the child feel ill or affect their long-term health. **If parents suspect either of these conditions, they should have it confirmed by a medical practitioner.**

Religious and cultural preferences:

Some religions have specific dietary requirements that do not allow certain foods to be consumed. If it's agreed that we can meet the children's needs within the nursery then it is our duty to ensure that we do not compromise the family's culture or beliefs. We will also include any children who are vegetarians and vegans in this category.

Parental Preferences:

The EYFS requires settings to have effective systems in place to ensure that they meet the individual needs of the child. This includes giving due consideration to the wishes of the child's parents, and we will endeavour to take account of a child's likes and dislikes where possible. However, we are **not able to omit whole food groups and some specific foods without written guidance from a medical practitioner.** In the event of a conflict between the parent's wishes and the welfare requirements, the setting must put the safeguarding and best interests of the child as the priority. As children's palates and preferences change often, these will be reviewed regularly.

AIM:

To protect all children whilst attending nursery who have a dietary or medical condition. To ensure best practice when providing food and drinks for children with allergies, intolerances and other special dietary requirements.

A dietary requirement can be anything from an allergy, intolerance, or preference. A medical condition is a condition that requires ongoing medication and intervention from a healthcare professional.

AN OVERVIEW OF SPECIAL DIETS: FOOD ALLERGIES, INTOLERANCES AND OTHER SPECIAL DIETS FOR MEDICAL REASONS



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Food allergies are when the body's immune system reacts unusually to a specific food, because it mistakenly perceives it as a threat. In children, common food allergies are to milk, eggs, peanuts, nuts, fish and shellfish. Symptoms can include itching in the mouth, throat or ears, a raised itchy red rash (hives), swelling of the face, around the eyes, lips, tongue and roof of the mouth and vomiting. In the most serious cases, a severe allergic reaction (anaphylaxis, which can include breathing difficulties, light headedness and feeling like you are going to faint) can be life-threatening.

There is no cure for food allergies, so people with allergies need to avoid the foods to which they are allergic. It is important that children with suspected food allergies see their GP for referral to an allergy clinic for a formal diagnosis. Children with severe allergies may be given a device known as an auto-injector pen (e.g. epi-pen) containing a dose of adrenaline to be used in emergencies, the details of which should be included as part of an allergy management plan

Food intolerances are different from food allergies. Symptoms tend to appear more slowly, often several hours after eating the food. Symptoms can often include diarrhoea, bloating and stomach cramps. Unlike food allergies, food intolerances are not life-threatening.

Coeliac disease is not an allergy or intolerance. It is an autoimmune disease, where eating gluten triggers the immune system, damaging the lining of the gut and also affecting other parts of the body. Symptoms can include bloating, diarrhoea, nausea, wind, constipation, tiredness, headaches, mouth ulcers, sudden weight loss, hair loss and anaemia.

People with coeliac disease cannot eat foods containing gluten. Gluten is a protein found in wheat, barley, rye and oats (unless specified as gluten free oats). Examples of foods containing gluten include bread, pasta, flour, breakfast cereals, cakes, biscuits and pastry. Gluten can also be found in many other processed foods, such as soups, sauces, and sausages. Traces of gluten can also be found in food where gluten is not an ingredient, because of cross-contamination from gluten containing foods.

Other medical diets can include where children need to follow high energy or fat diets, or food with a modified texture to make it easier for them to chew and swallow. Settings may need to seek advice from a health professional where medical diets are required.

Religious and cultural diets Many settings cater for a diverse range of children from different backgrounds. Children from minority ethnic or religious communities may follow specific dietary customs, and may exclude or prepare food in a particular way.

Vegetarian and vegan diets Vegetarians do not eat meat, poultry, fish, shellfish or animal products such as lard or gelatine. There are three main types of vegetarian: • Lacto-ovo-vegetarians eat both dairy products and eggs; this is the most common type of vegetarian diet. • Lacto-vegetarians eat dairy products but not eggs. • Vegans do not eat dairy products, eggs, or any other products derived from animals (e.g. honey). Seek advice from a dietitian if a vegan diet



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is requested. Many settings include a vegetarian option as part of their menu every day, as vegetarian diets are relatively common. Vegetarian dishes can also be eaten by non-vegetarian pupils too.

INFORMATION

Complete and up to date records of all allergies, intolerance, preferences, and medical conditions must be kept for all children.

The Nursery Manager must ensure that all staff have been alerted to the child's dietary and medical condition and have been made aware both of how to cater for the requirement and how to respond in the event of child having a reaction, including receiving appropriate First Aid training in administering medication prior to the child starting.

Children who may need an auto injector pen or inhaler cannot be admitted to nursery unless their auto injector pen or inhaler is in date, with the child's name on, is present at the nursery and a First Aider member of staff is present who is able to administer the auto injector pen or inhaler in an emergency.

Placemats

Children with dietary requirements are provided with a placemat for meal times. The placemats have their name, photo and dietary requirements clearly printed onto them. Staff must check placemats before food is served to ensure children are given the correct foods. Dietary requirement lists are also displayed in all classrooms and the kitchen.

Food for children with dietary requirements is sent from the kitchen to the meal room clearly labelled to further reduce risk.



EMERGENCY CLOSURE POLICY

In exceptional circumstances beyond the Nursery's reasonable control, including but not limited to severe weather, loss of utilities, emergency repairs, or circumstances where the Nursery reasonably considers that opening would present a risk to the health, safety or welfare of children, families or staff, the Nursery may need to close temporarily.

Where reasonably possible, the Nursery will give parents as much notice as practicable. Fees will normally remain payable during short-term emergency closures, as the child's place remains reserved and the Nursery continues to incur ongoing operating costs.

Where possible, the Nursery may offer alternative sessions in lieu of missed sessions. However, this cannot be guaranteed and will be subject to availability and the individual circumstances surrounding the closure.



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EMERGENCY DEPUTY MANAGER POLICY

In the unlikely event that all senior management need to leave the premises or are unavailable for work, the following procedure will apply:

The manager in charge at that time will appoint a suitable, qualified and experienced member of the team to assume responsibility for the rest of the shift.

The member of staff will be given all relevant information with regard to emergency procedures at that time.



EQUAL OPPORTUNITIES POLICY

Our Nursery works within an anti-discriminatory framework which acknowledges and addresses the needs of the various groups within society. These include gender, age, disability, sexual orientation, economic background, religion, culture and language.

Children

We aim to show through our work that we positively value and respect children of all ethnic origins/racial groups, religions, cultures, linguistic backgrounds and abilities. Children of both sexes are positively encouraged by staff to participate in all activities. We consider it important to provide a range of experiences and an environment that will instill in the children a positive outlook towards people in our society whom they may see as different from themselves.

Our aims:

- To respect and value all children and treat them as individuals
- Toys and equipment will be chosen with the differing needs of children in mind.
- Show and reflect a positive image towards the world in which we live through our displays.
- Books will be chosen to meet all the children's ages and abilities and to reflect the many differing lifestyles there are in society.
- Regularly change our home corners to show different cultures, races, and the world around us.
- Introduce children to social diversity, which they may have little or no knowledge of.
- Enable all children to gain awareness and understanding of different lifestyles.
- Give children the opportunity to see their own individuality and life experiences valued within their everyday environment, helping them learn to deal with unfairness towards themselves and others.

Staff

It is our nursery's policy to positively value and respect people regardless of their gender, ethnic



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origins/race, religions, cultures, linguistic backgrounds, sexual orientation and abilities. A member of staff is employed because that person is considered to be the best person for the job.



E-SAFETY AND ICT POLICY

Claverdon Village Nursery provides the use of digital cameras, computers/iPads and internet facilities to staff within the setting.

The nursery uses a trusted internet provider and access to any other online platform than Blossom Educational in the classrooms is prohibited. All devices have internet virus security/protection such as Norton. Ipads have their own virus software integrated and management must check the internet history regularly.

Claverdon Village Nursery uses an online platform called Blossom Educational for children's learning journals and development tracking. This requires the use of the internet which staff are permitted to use in the classrooms. Whilst using the Blossom Educational app.

Rules for Responsible Internet Use

- All Internet activity should be deemed appropriate.
- Office computers/Laptops are only to be used by the nursery administrator and management team.
- Computers and iPads will be used only for agreed reasons.
- Computer discs/pen drives will not be used without prior permission.
- Permission will be requested before using the internet in the classroom for any use other than Blossom Educational.
- E-mail correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.
- Social networking sites should not be accessed via work computers or during work hours.
- Computer files may be checked and the internet sites visited may be monitored by nursery management.
- All staff must adhere to the above. Any breach of these could result in disciplinary procedures and may result in the termination of their contract.

Staff can take photos using the iPads in the classrooms for children's development. Such photos are stored on the nursery's iCloud account which is only accessible on devices in the nursery



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setting. Once photos have been uploaded to the relevant child's online learning journal, photos should be deleted from the nursery iCloud account.

Children are not provided with devices that can connect to the internet.



FIRE PROCEDURE

The Fire Procedure is displayed on the wall by the exit to each room. All children and staff are made aware of procedures.

We have one fire drill each term and a fire safety folder is kept on the premises to record such actions.

In order to comply with the Regulatory Reform (Fire Safety) Order 2005, a Fire Safety Risk Assessment is undertaken of our premises by Safe I.S. Ltd. A suitable company also checks and maintains our fire fighting equipment and undertakes staff training.



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Food and Drink Policy

Statement of Intent

Claverdon Village Nursery regards snack and mealtimes as an important part of the Nursery's session/day. Eating represents a social time for children and adults and helps children to learn about healthy eating.

Aim

At snack and mealtimes, we aim to provide nutritious food, which meets the children's individual dietary needs. We aim to meet the full requirements of The Early Years Foundation Stage.

Methods

- Before a child starts to attend the setting, we find out from parents their children's dietary needs and preferences, including any allergies.
- We record information about each child's dietary needs in her/his registration record and parents sign the record to signify that it is correct.
- We regularly consult with parents to ensure that our records of their children's dietary needs – including any allergies- are up to date.
- We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as their parents' wishes.
- We plan menus in advance, involving children and parents in the planning.
- We provide nutritious food at all meals and snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.
- We include a variety of foods from the four main food groups:
 - meat, fish and protein alternatives
 - dairy foods
 - grains, cereals and starch vegetables; and



- fruit and vegetables.
- We include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- Through discussion with parents and research reading by staff, we obtain information about the dietary rules of religious groups to which children and their parents belong, of vegetarians and vegans and about food allergies. We take account of this information in the provision of food and drinks.
- We provide a vegetarian alternative on days when meat or fish are offered.
- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of their diet or allergy.
- We organise meal and snack times so that they are social occasions in which children and staff participate.
- We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures.
- We have fresh drinking water constantly available for the children, which they can help themselves to at any time during the session/day.
- We inform parents who provide food for their children about the storage facilities available in the setting.
- In order to protect children with food allergies, we have rules about children sharing and swapping their food with one another.
- For children who drink milk, we provide whole pasteurised milk.



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- For each child, we provide parents with daily information about feeding routines, intake and preferences through our Blossom Education App. We also provide parents with daily verbal feedback.



GENERAL HEALTH AND SAFETY POLICY STATEMENT

General Statement

It is our policy to:

- Provide adequate control of the health and safety risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks and to give them adequate training
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals

Responsibilities

Overall and final responsibility for health and safety is that of **Amber Hemming**.

All employees are required to:

- Co-operate with their supervisor/manager on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Follow any system of work implemented to protect their health and safety and generally take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Risk Assessment

Amber Hemming has been nominated as the persons who will oversee the carrying out of risk assessments in our workplace. We will adopt a pro-active approach by conducting a systematic and up-to-date risk assessment of all areas of our organisation. These risk assessments will establish what needs to happen in each area. This assessment will cover all foreseeable hazards.

This is a practical exercise that will lead to the implementation of necessary improvements in the design of our workplace and the way in which we organise work.



We will periodically review our health and safety policy to ensure that it remains relevant to the needs of our staff, organisation and legislative requirements. We recognise that improving health and safety standards is an ongoing process.

Consultation

As part of our risk management process, we are committed to consulting and involving all employees and their involvement in this process is seen as essential. An important part of our policy is the commitment to provide members of staff with appropriate health and safety training so that they can fulfil competently their health and safety responsibilities – including participating in the risk assessment process.

Monitoring and inspection

Constant scrutiny contributes to the development of a healthy and safe workplace. We will undertake regular inspections and checks to monitor health and safety performance. Staff involvement and participation in this ongoing exercise is seen as very important.

Training and Information

Amber Hemming has been nominated as the persons who will oversee the delivery of health and safety training in our workplace. A key element to achieving safe work practice is knowledge and information. All staff, including temporary workers, will receive health and safety training. This training will include induction training for new staff, as well as ongoing health and safety training for staff on more specific issues associated with their work. Health and safety training will cover all the foreseeable hazards to which employees are exposed and safety measures they must take to protect their health and safety. Health and safety training is part of our induction.

If members of staff are required to undertake a task for which they feel they are not competent and where their health and safety might be put at undue risk, they are required to report this immediately so that appropriate remedial steps can be taken.

Accident Reporting

The reporting of accidents and dangerous occurrences is a statutory requirement. Certain accidents and ill health that result in a person being absent for three or more days must also be reported to enforcing authorities. In addition to obvious injury, this reporting covers absence due to ill health from recognised diseases.



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All staff are required to report any work related ill health or dangerous occurrence. In the event of an accident there will be a formal investigation. This is not to apportion blame but to establish root causes so that we can prevent future accidents.



ILLNESS, ACCIDENT OR EMERGENCIES POLICY

Minor Accidents

Cuts or open sores, whether on adults or children, will be covered with an appropriate dressing and logged on an accident form which is signed by the parent and staff member. Date, time and details of accidents will be recorded therein.

Serious Accident/ Injury

In the unlikely event of a serious accident, every effort will be made to contact the parent/guardian through the emergency contact numbers on the personal forms. The child will be taken to A&E at Warwick Hospital for emergency medical treatment. A record will also be made on an accident form and we will inform Ofsted and our local Safeguarding Board. Each parent is asked to complete and sign an "Emergency Medical Treatment/Advice" form to enable the nursery to source assistance for any child involved in an accident or serious medical matter.

Our Accident records are checked regularly in order to identify a potential hazard and our Risk Assessment is updated accordingly.

Illness

Parents are asked to keep their children at home if they have any infection, and to inform us as to the nature of the infection so that we can alert other parents, and make careful observation of any child who seems unwell.

Parents are asked not to bring any child who has been vomiting or had diarrhoea until 2 clear days have elapsed since the last occurrence.

In an effort to minimise the spread of viral and bacterial infections at nursery we would ask that parents follow the guidelines that follow: -



Chicken Pox — please do not bring your child back into nursery until all of their spots have scabbed over. They remain infectious until this time.

Mumps — shows itself as fever, headache, muscle swelling and pain in the front of the ears. Children with a diagnosed case of mumps may not return to nursery until advised by the doctor.

Conjunctivitis/Sticky Eyes — may be caused by bacteria, viruses or occasionally allergy to a particular substance. Exclusion in single cases from nursery may not be necessary unless an outbreak occurs. We would ask all parents to seek medical advice before bringing them in.

Common cold — shows itself as runny nose, slight fever and a general feeling of unwell. Children may attend nursery unless their temperature is high.

Sickness, diarrhoea or gastro-enteritis (diarrhoea due to infection) — very easily spread and can pose a considerable risk at the nursery. Please therefore keep your child away from the nursery until they become symptom-free.

Hand, foot and mouth — this infection is relatively rare but highly contagious. It presents itself as small blisters on the palms of the hands, soles of the feet and in the mouth. Children do not have to be excluded unless they are unwell or the nursery feels there is a severe outbreak.

Herpes simplex — this appears as blisters inside the cheeks, ulcers on the tongue and cold sores around the mouth. This is highly infectious and children may only return to nursery when all blisters and cold sores have disappeared.

Meningitis — this condition is rare but it is important to recognise the symptoms early. Some, but not all, of the following symptoms may be apparent: high fever, headache, vomiting, irritability, dislike of light, stiff neck, rash. It is essential that medical advice is sought immediately. Children who have suffered with meningitis may not return to nursery until advised by a doctor.

Ear infections — Doctors may say that ear infections are not contagious, however if antibiotics are required then 24 hours of medication should be administered before the child returns to nursery. Also, a weeping ear is infectious and must be seen by a doctor.

Impetigo — a highly infectious skin condition caused by bacteria. The symptoms are red spots that gradually enlarge and turn into fluid-filled blisters which then break and the rash spreads. A doctor should always treat impetigo as antibiotics are required. Children should remain away from nursery until your doctor advises it is safe to return.



Thrush — this is easily treated and children may return to nursery after 24 hours of treatment.

Measles — can start with a bad cold, temperature then red, raised spots appear. Children are infectious until the rash disappears and may only return to nursery when advised by a doctor.

Rashes — we will advise you if we notice your child has an unexplained rash. It is prudent for parents to consult a doctor as the rash may well indicate a contagious illness. '

Sickness bugs — children cannot return to nursery until 2 clear days after the last spell of vomiting to keep the spread of the bug to a minimum. Obviously, as a nursery we are aware that there are occasions; especially when a child is very young, when they will vomit as a result of factors other than infection, and we will always bear this in mind before contacting you.

ANY NOTIFIABLE DISEASES WILL BE REPORTED TO OFSTED.

Antibiotics

If your child receives antibiotics for any other condition, please allow them at least 24 hours rest at home which will help to speed their recovery. After that time, if the child seems well and content, then we will be happy to administer treatment for you after the correct medicine forms have been completed and authorised.

Medicine must have a clear and visible prescription label on the bottle to enable us to administer. The nursery will contact parents if we have any concerns regarding your child's health, and we have the right to ask you to collect your child if they are feeling unwell. Whilst we understand that this may present difficulties for you, we must consider all the children in the nursery and do our utmost to minimise the spread of infection.

Whilst we take into account doctors' advice and the latest NHS guidelines attendance at nursery is judged on an individual basis at the discretion of the nursery as illnesses affect children in different ways.

Final say

It is the responsibility of the nursery manager/area manager/owner to make the final decision if a child is not fit to be in nursery. It is down to their discretion to make the decision whether a child stays or is sent home from nursery or can attend that day.



Lockdown Policy and Procedure

We take all reasonable steps to ensure the safety of children, staff and others on the premises, in the event of an emergency requiring a full lock down we will follow the lock down procedure:

Lockdown Procedure:

We will use the lock down procedure when the safety of the children, staff and others on the premises are at risk and we are better placed inside the current building, with doors and windows locked and blinds/curtains drawn where possible.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A reported incident or disturbance in the local community (with potential to pose a risk to staff and children in the nursery)
- An intruder on the nursery site (with potential to pose a risk to staff and children in nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the nursery – as long as it is safer staying in the premises than leaving.

In this case the staff will be notified by the following action:

Hearing a member of staff shouting '**Lockdown, Lockdown, Lockdown**'.

All individuals (including children) will move to the safest room, dependant on the risk, if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside.

The manager will ensure all children, staff and visitors are accounted for and safe before returning to the office area, with the blinds down, to keep up to date with the current situation



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via updates. The manager on duty will manage the situation dependant on the information available. If the nursery is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the nursery will await further instructions.

Once the all clear has been given externally the manager will issue the all clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Parents and OFSTED will be notified of all lockdown situations, which were not planned as a drill.



MANUAL HANDLING POLICY

At Claverdon Village Nursery, we recognise that staff need to carry out manual handling especially in relation to lifting children. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nursery's manual handling policy. We inform all staff of correct handling techniques and expect them to follow these to minimise the risks of injury.

We know that lifting and carrying children is different to carrying static loads and therefore our manual handling training reflects this. Please see below for manual handling instructions.

Preventing injuries as with other health and safety issues, we recognise that the most effective method of prevention is to remove or reduce the need to carry out hazardous manual handling. Wherever possible, we review the circumstances in which staff have to carry out manual handling and re-design the workplace so that items do not need to be moved from one area to another.

Where manual handling tasks cannot be avoided, for example lifting children when changing nappies if they are unable to use the steps, we carry out a risk assessment by examining the tasks and deciding what the risk associated with them are and how these can be removed or reduced by adding control measures.

Our manual handling assessments considers the following:

- The tasks to be carried out
- The loads to be moved (including moving children)
- The environment in which handling takes place
- The capability of the individual involved in the manual handling.

We expect staff to use the following guidance as their training for when carrying out manual handling in order to reduce the risk of injury.



Planning and Procedure

- Think about the task to be performed and plan the lift
- Consider what you will be lifting? Where will you put it? How far you are going to move it and how you are going to get there?
- Never attempt manual handling unless you have read the correct techniques and understood how to use them.
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.
- Assess the size, weight and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going.
- Assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment, e.g., a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads.
- If more than one person is involved, plan the lift first and agree who will lead and give instructions.
- Plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring.
- Lighting should be adequate.
- Control harmful loads – for instance, by covering sharp edges or by insulating hot containers.
- Check whether you need any Personal Protective Equipment, (PPE), and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- Consider a resting point before moving a heavy load or carrying something any distance.

Carrying Children

- If the child is old enough, ask them to move to a position that is easy to pick up from and ask them to hold onto you as this will support both you and the child when lifting.



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- Do not place the child on your hip, carry them directly in front of you in order to balance their weight equally.
- Wherever possible, avoid carrying the child a long distance.
- Where a child is young and is unable to hold onto you, ensure you support them fully within your arms.
- Avoid carrying anything else when carrying a child. Make two journeys or ask a colleague to assist you.
- If a child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the child before continuing.
- Students must not carry children.
- At Claverdon Village Nursery, we strive to support our children's independence. Please remember, we should not be moving children who can move themselves. Manual handling is for children who can't move, not children who won't. This is unless they are in danger or at risk of harm.

Position

Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself, or turn the load around, so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.

Lifting

Always lift using the correct posture:

- Bend the knees slowly, keeping the back straight
- Tuck the chin in on the way down



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

Moving the Child or Load

- Move the feet, keeping the child or load close to the body
- Proceed carefully, making sure that you can see where you are going
- Lower the child or load, reversing the procedure for lifting
- Avoid crushing fingers or toes as you put the child or load down
- If you are carrying a load, position and secure it after putting it down
- Make sure that the child or load is rested on a stable base and in the case of the child, ensure their safety in this new position
- Report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.

The Task

- Carry children or loads close to the body as lifting and carrying the load at arms length increases the risk of injury
- Avoid awkward movements such as stooping, reaching or twisting
- Ensure that the task is well designed and that procedures are followed
- Never try to lift loads from the floor or to above shoulder height. Limit the distances for carrying
- Minimise repetitive actions by re-designing and rotating tasks
- Ensure that there are adequate rest periods and breaks between tasks
- Plan ahead – use teamwork where the load is too heavy for one person.

The Environment

- Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate and the temperature and humidity should be suitable.
- Remove obstructions and ensure that the correct equipment is available.



The Individual

- Never attempt manual handling unless you have been given permission to do so
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury
- Take extra care when lifting babies out of a cot



MEDICATION POLICY

If possible, the child's parents will administer medicine. If not, then the nursery is permitted to administer certain medication after written authorisation from the parent.

Prescribed medication must be clearly labelled with the prescription label from the doctor, prescribed medication cannot be given without this. Written authorisation will be obtained from the parent outlining clear instructions about dosage and administration of the medication as well as giving permission for a member of staff to follow the instructions.

Medication that is not prescribed by a doctor will be administered using the dose stated on the bottle/label at the manager's discretion.

All children's medication will be stored in a locked cupboard in the classroom, any medication that requires refrigeration shall be kept in the fridge in the kitchen or in the fridge in the staff room.

Staff are required to tell a Manager if they are taking any medication that may have side effects which could affect their ability to care for children.

Any medication that they need to take during working hours or bring into the Nursery must be stored away from the children in the staff room or office only and must not be brought into areas where the children have access. They must tell a manager that they have medication with them. The manager will ensure that the medication is stored in an appropriate place.

The medication form will be available to log the name of the child receiving the medication; times that the medication should be administered; date and time when the medication is administered; the signature of the person administering each dose.

We will administer an emergency dose of paracetamol to a child in the event that a parent cannot be contacted and if that child is in danger, in our opinion, due to a high temperature. This practice is only in place for those parents wishing to take advantage of it, and who have given their signed permission (see Registration form).

If you do not give us permission to administer paracetamol in an emergency, you **MUST** be contactable at all times and able to collect your child quickly.



We will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.

Parents are welcome to discuss health issues with staff and have access to information available to us.

We will maintain links with health visitors and gather health information from the local authority information services and/or other health agencies

The care of a sick child whilst awaiting collection:

Children identified as being too ill to remain at nursery will be cared for by a supernumerary member of staff where possible, preferably the child's key worker, whilst they are awaiting collection.

Every effort will be made to care for them in a quiet environment and their condition closely monitored.

If the child becomes very unwell and their parent a) cannot be contacted, or, b) has not yet arrived, the Nursery will call an ambulance to transport the child to the nearest appropriate hospital.



MISSING CHILD PROCEDURE

In the unlikely event of a child going missing, the member of staff will report the matter immediately to the senior staff member on the premises. The senior staff member will immediately appoint two members of staff to carry out a search of all rooms and outbuildings. Whilst this is being done a roll-call will be held of all the children on the premises.

Should the search within the immediate vicinity of the premises be negative, the police, parents and ofsted will be immediately informed.



Mobile Phone and Camera Policy

To ensure the safety and welfare of children in our care, we operate a personal and mobile phone and camera usage policy which stipulates that personal use of mobile phones is forbidden when in the presence of children, on the premises or when on outings.

To adhere to this policy we will ensure that:

Photographs will only be taken on the nursery laptops and all digitally stored images will be deleted when no longer needed.

All mobile phones will be kept in the staff room throughout contact time with children and can only be used in the staff room or office.

Mobile phone calls may only be taken at staff breaks or in staff members' own time.

If you have a personal emergency, you are free to use the setting's phone or make a personal call from your mobile in the designated staff area of the setting.

Staff need to ensure that managers have up to date contact information and that staff make their families aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

During group outings, a mobile phone is taken, only to be used in an emergency. At least two members of staff go on all group outings. This ensures that no member of staff will ever be alone with the children whilst carrying a mobile phone.

Fitbits/Smart Watches



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Any interactive watches that can be linked to a mobile phone and/or take photographs, must not be worn in the setting. Any such item must be kept in the staff room and may only be used in staff breaks or in staff member's own time.

If this policy has been agreed and signed and not adhered to, disciplinary procedures will be followed, (refer to disciplinary policy).



Claverdon Village Nursery's Privacy Notice

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for funded childcare as applicable.

Personal details that we collect about **your child** include:

- Name
- Date of birth
- Address
- Nationality and Languages spoken at home
- Health and medical needs
- Registered doctors details
- Development needs
- Any special educational needs
- Funding codes

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about **you** include:

- Your name



- Home and work address
- Phone number and email address
- Emergency contact details
- Family details

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours funded childcare, we will also collect:

- Your date of birth
- Your National Insurance number
- Any benefits/entitlement details

Information Sharing

‘Sharing information is an intrinsic part of any frontline practitioners’ job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals’ lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum it could be the difference between life and death.’

Reference: Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)

Policy Statement

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.



We record and share information about children and their families (data subjects) in line with the six principles of the General Data Protection Regulations (GDPR) (2018) which are further explained in our Privacy Notice. Parents sign a declaration upon registration agreeing to acquaint themselves with Claverdon Village Nursery's policies and procedures.

The six principles state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- It is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
- Not sharing it could be worse than the outcome of having shared it.



Private Health Insurance Policy

To qualify for access to our private health insurance policy you must:

- Have had 6 months continuous employment at Claverdon Village Nursery and successfully passed your probation period.
- Have completed your apprenticeship if that was part of your employment basis.
- Be employed for and work at least 25 hours per week.

To access the policy, you must 'opt-in' by emailing nursery and/or asking Amber/ Holly in the office.



SAFEGUARDING POLICY

As an Ofsted regulated nursery, we comply with the local and national child Safeguarding procedures and it is our duty to record and report any concerns regarding the possible abuse of children in our care (emotional, physical, sexual or neglect). If an allegation is made against a member of staff in the nursery, the correct procedure is followed (see allegation against a member of staff procedure).

Our prime responsibility is the welfare and well-being of children in our care. As such it is our 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.

We have a strong team of Designated Safeguarding Leads and Deputy Safeguarding Leads within the setting and wider company. All members of the management team will receive DSL training within the first 3 months of enrolling in their position.

The Legal framework for this policy

- Children act (2004/1989)
- Working together to safeguard children (2023)
- Safeguarding Vulnerable Groups Act (2006)
- Counter-Terrorism Act and Security Act (2015)
- Multi-Agency Practise Guidelines
- Female Genital Mutilation Act 2003
- Serious Crime Act 2015

Our Aim

It is our aim to ensure that all the children receive the highest level of care, provision and education.

The health, safety and welfare of all our children are of paramount importance to all the adults who work in our nursery. Our children have the **right** to protection, regardless of age, gender, race, culture, background or disability. Children have the right to be safe within the nursery.

We are committed to:

- Building a “culture of safety” in which children are protected from abuse and harm in all areas of its service delivery.



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- Responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in “what to do if you’re worried a child is being abused”
- Promoting awareness of child abuse issues through training and learning programmes for adults
- Empowering young children, through early childhood curriculum, promoting their rights to be strong, resilient and listened to.
- Ensuring 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
- Ensuring a robust training system, in which all staff are confident in the policies and procedures relating to the safeguarding and welfare of the children

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 updated and relevant safeguarding training as part of their induction.

We abide by Ofsted requirements in respect of references and DBS checks for all staff and volunteers to ensure that disqualified or unsuitable persons do not have any access or contact with the children.

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.

Prevent Duty

In Line with Section 26 of the Counter-terrorism and Security Act (2015) we understand the importance of staff members being able to recognise and identify vulnerable children and to have “due regard to the need to prevent people from being drawn into terrorism”.

We recognise the importance of protecting children from the risk of radicalisation and promoting British Values in the same way we would protect and safeguard children from any other abuse.

We will ensure all staff members are able to notice changes in children’s behaviour as we would do with any kind of safeguarding matter as there is no single way of being able to identify a child who is at risk of being vulnerable or susceptible to radicalisation/extremism.

Regular reviews on our e-safety policy and use of mobile phones and internet policy are carried out as we recognise the increased risk of online radicalisation.



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All staff members are also aware of the appropriate time to make a referral to the appropriate authorities.

Looked after children

Early years settings are committed to providing quality provision based on equality of opportunity for all children and their families. All staff are committed to doing all they can to enable “looked after” children in their care to achieve and reach their full potential.

We recognise that children who are being looked after have often experienced traumatic situations, emotional or sexual abuse or neglect. However, we also recognise that not all looked after children have experienced abuse and that there are a range of reasons for children to be taken into the care of the local authority. Whatever the reason, a child’s separation from their home and family signifies a disruption in their lives that has an impact on their emotional well-being.

In our setting, we place emphasis on promoting children’s right to be strong, resilient, and listened to. Our policy and guidelines for looked after children are based on two important concepts; attachment and resilience. The basis of this is to promote secure attachments in children’s lives as the basis for resilience.

What is 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 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 development, medical problems, emaciation or under nourishment. Staff may notice behavioural signs such as a child who always seems hungry, tired, has ill -fitting clothes, poor personal hygiene, e.g. soiled, unchanged nappies, etc.

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.

Claverdon Village Nursery, Station Road, Claverdon, CV358HF



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- If there appears to be any queries regarding the circumstances child protection/MASH team will be contacted for advice.

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

Procedure:

- All signs of marks/injuries noticed on a child will be recorded immediately on an pre-existing injury form and signed by parents
- The incident will be discussed parent/carer at the earliest opportunity (when signing form)
- If there appears to be any queries or concerns regarding the injury, the child protection/MASH team will be called for advice 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, and 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 immediately to the designated person/nursery manager.
- The matter will be referred straight to the child protection team/MASH hub.

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, telling lies, have an inability to have fun and join in play, low self-esteem, speech disorders, and be inappropriately affectionate towards others.

Procedure:

- The concerns should be discussed with the parent/carer by the designated person/nursery manager.
- Such discussions will be recorded and the parent/carer will have access to such records
- If there appears to be any queries or ongoing concerns after discussion with parent/carer the child protection team/MASH team will be notified.

Recording suspicions of abuse and disclosures (procedures);

Staff will be objective and record any observation or disclosure and include-

- Child's name/address/D.O.B and age
- Date, time, location of the observation or disclosure

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- EXACT words spoken
- Name of the person who the concern was reported to with date and time and names of any other person present at the time.
- Any discussion held with parents/carer
- Name and signature of person completing the report/observation.

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

Female Genital mutilation (FGM)

As our duty of care, we have a statutory obligation under national safeguarding protocols (e.g working together to safeguard children) to protect young girls and women from FGM as it is an illegal, extremely harmful practise and a form of abuse.

It is essential that we work closely together with other agencies if we suspect a child has suffered or is likely to suffer FGM as appropriate safeguarding efforts. This is reflected in the Multi-Agency Practice Guidelines.

If a child in our care shows signs and symptoms (see below) of FGM or we have good reason to suspect the child is at risk of FGM, we **MUST** refer the child using our existing standard safeguarding procedures as it is a form of child abuse. When a child is identified as “at risk” of FGM, this information **MUST** be brought to the child’s GP attention and health visitor (as per section 47 of The Children’s Act 1989)

Important Signs & Symptoms to look out for if you suspect the child is “at risk” of FGM

- Father comes from a community that is known to practice FGM
- Mother/Family may have limited contact with people outside family
- It is known that the mother has FGM
- Family does not engage with professionals (health, school, other)
- Parents say that they or a relative will take the child abroad for a prolonged period of time
- Child has spoken about a holiday to her country of origin or another where the procedure is practiced
- Child has confided that she is to have a “special procedure” to “become a woman” or to be “more like her mum/sister/aunt” etc
- Family/child are already know to social services

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Important Signs & Symptoms to look out for if you suspect the child has had FGM

- Child regularly attends GP appointments, has frequent Urinary Tract Infections (UTI'S)
- Increased emotional and physiological needs e.g withdrawals, depression or significant changes in behaviour.
- Child talks about pain/discomfort between legs
- Child has difficulty walking, sitting for long periods of time- which wasn't a problem previously

Significant or Immediate Risk

- Child confides in a member of staff/professional that FGM has taken place
- Parent or family member discloses to professional/ nursery child has had FGM

Claverdon Village Nursery is committed to safeguarding all children, staff, students and parents.

See also – other policies under the safeguarding umbrella; Child Protection policy, Anti-bullying policy, Arrival and Departure policy, Equal Opportunities policy, Illness, Accident and Emergencies policy, Medication policy, Missing child procedure, Staff development and training, Staff and employment policy, Student placement policy, Staff rules, Whistleblowing policy, Social networking policy, Mobile phone policy, E-Safety Policy.

Training:

Claverdon Village Nursery is committed to supporting staff with updating their knowledge of safeguarding.

We deliver staff training through the following channels:

- **NoodleNow** (Refresher training to ensure staff have up to date knowledge on statutory guidance, policies and legislations)
- **Private Whatsapp group** (Links to local and national updates, websites, quiz questions etc)
- **Staff Meetings** (Safeguarding slideshows, quiz questions, knowledge tests etc)
- **1:1** (In appraisals, discussions and supervisions we share information and ask staff questions to check their safeguarding knowledge)
- **Noticeboards** (Refreshed posters with safeguarding updates are displayed in the entrance hall, staff toilets and often in the staff room)
- **Induction** (Staff read through our induction folder and policies and procedures. We train staff on how to fill out a green or yellow form and the channels to raise a safeguarding concern and to escalate it if necessary)



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If we identify any staff with gaps in the understanding and importance of safeguarding, we are committed to providing further training, in a suitable manner, eg. external courses etc.

Key Safeguarding Contacts:

Family Connect/ MASH/ Front Door – 01926 414144

Child Exploitation Team – 01926 684406

LADO – 01926 745376

Local Authority PREVENT Officer – 01926 412432

Education Lead Front Door - 01926 742252

OFSTED - 0300 123 4666 (to report a concern about a setting)



SAFER EATING POLICY

Claverdon Village Nursery fully understands the importance of safety when children are eating and we take all of the necessary steps to ensure all children are safe and well at meal and snack times.

Our nursery provides safe eating environments for children, which means providing the right types and textures of food, having safe eating set-ups and supervision, and taking proactive steps towards safeguarding mealtimes.

We recognise that development of feeding skills is individual to each child and family, and it is important to focus on the stage the child is at, rather than where they might be expected to be based on their age. We recognise that weaning and eating development can be affected by a range of factors including medical issues, developmental needs, cultural influence and parental confidence.

Understanding the Child

- As part of our pre-enrollment conversations with parents, we obtain information about any food allergies, dietary preferences and health conditions a child may have. We also make sure we know and understand the stage of weaning a child is at and what textures the child is used to.
- We include conversations about the stage of food development a child is at in our regular developmental chats with parents as we understand things can change quickly. We kindly ask parents to update us if there is anything we need to know regarding their child's eating and feeding habits. We also help and guide parents who may be nervous about introducing new foods and textures to their child.
- At Claverdon Village Nursery, we have a well equipped kitchen to prepare and provide healthy meals, snacks and drinks for our children. This includes suitable sterilising equipment for babies' food and feeding equipment.



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- Our children's key-worker is responsible for knowing and understanding their key child's stage of feeding development, however all staff will be aware and can refer to the child's 'All About Me' if unsure.

Staff Competency

- At Claverdon Village Nursery, all of our staff who are involved with cooking and preparing meals and snacks have an up-to-date food hygiene certificate.
- ALL of our staff hold a current Paediatric First Aid Certificate and are particularly competent in how to respond to a choking child.

Safety at Mealtimes

- No child is left unattended whilst eating at ANY time. There will always be an adult sitting with a child at their table whilst they are eating.
- Infants and young children will be seated in an appropriately sized low level, secure chair when eating.
- All children will be encouraged to sit whilst they are eating and drinking.
- A well stocked and up to date first aid box is in all areas where children eat.
- All staff understand who is responsible for administering first aid and who will call the emergency services if needed.



SAFER RECRUITMENT POLICY

Claverdon Village Nursery are committed to recruiting staff and volunteers who are suitable to look after children and who share our core value of prioritising our children's safety and welfare.

We follow the Warwickshire County Council safer Recruitment Guidelines to help ensure that all staff in our setting are safe and suitable to look after children.

Why is Safer Recruitment Important?

Child Protection: It helps prevent unsuitable individuals from gaining access to children and minimises the risk of harm.

Building Trust: Safer recruitment practices reassure parents and the wider community that children are safe and well-cared for.

Promoting Positive Development: A safe and supportive environment is essential for children's healthy development.

Ensuring Quality Provision: By hiring qualified and dedicated staff, safer recruitment helps maintain our high standards at Claverdon Village Nursery.

How do we Recruit Safely at Claverdon Village Nursery?

Thorough Vetting Procedures:

- Right from the beginning, our employment adverts highlight clear expectations in all aspects of the role.



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- We have ensured our application forms are thorough and highlight any gaps in education and employment.
- Our interview process is also thorough, It is always carried out face to face with at least two people on the panel. The interviewee must show how they would take action to protect a child in any instance and how they would establish and maintain relationships with children.
- Before an applicant is employed with us at Claverdon Village Nursery, a series of checks are undertaken which include identity checks, Criminal Record Checks (DBS) and at a minimum of two reference checks.
- The applicant is required to have two references before they start working with us and one of these should be from the previous employer. We do not accept open references or those from family members.

Clear Job Roles and Person Specifications:

- We define clear expectations for each role to help ensure that individuals understand their responsibilities and boundaries.
- We have an 'Open Door Policy' whereby all members of staff are welcome to approach us at any time regarding concerns or queries they may have about their role, competencies or other members of staff.

Training for those involved in Recruitment:

- All members of staff who are involved in the recruitment process receive training on Safer Recruitment Practices.

Ongoing Monitoring and Review:

- We regularly review our policies and procedures to ensure that they remain effective and aligned with current best practices.

Induction Process



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At Claverdon Village Nursery, we pride ourselves on having a robust and supportive induction process which underpins our core values in safeguarding children.

- We make sure that all new staff and volunteers have read and understand our safeguarding and child protection policies and procedures
- We make sure they know how to spot the signs that a child may be experiencing abuse and how to respond appropriately to a disclosure.
- We ensure they know what to do, who to speak to and how to escalate concerns about a child's well-being.
- All of our staff complete Child Protection Training and this is kept up-to-date.
- At Claverdon Village Nursery, our training and supervision of our staff is regular and ongoing and we provide opportunities for staff to reflect on their practice.



SAFETY - POLICY AND PROCEDURE

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults the Nursery will ensure that:

- All children are supervised by adults at all times and will always be within sight of an adult.
- Accident forms for the reporting of any accident incident are available in the office.
- Regular safety monitoring will include checking of the accident and incident record;
- All adults are aware of the system(s) in operation for children's arrival and departures and an adult will be at the door during these periods.
- Children will leave the premises only with authorised adults.
- Safety checks on premises, both indoors and outdoors, are made before every day/session. All staff are responsible for reporting defects.
- Low level glass will be covered, or replaced with safety glass.
- Outdoor space is securely fenced.
- Equipment is checked regularly and any dangerous items repaired/discarded;
- The lay-out and space ratios allow children and adults to move safely and freely between activities;
- Fire doors are never obstructed.
- Fires/heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials, are stored out of children's reach.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
- Fire drills are held once a term.





SMOKING/ VAPING/ DRINKING / DRUGS POLICY

There is a blanket ban on smoking, vaping and the use of tobacco related products on our nursery premises. We also strictly prohibit the drinking of alcohol and use of drugs. Notices to this effect are displayed in appropriate places and are drawn to the attention of parents and staff.

Anyone considered to be under the influence of drugs or alcohol will be asked to immediately leave the premises and an investigation will be opened.

If you smoke on your lunch break or before starting your shift you must leave at least 20 minutes before entering the building.



SOCIAL NETWORKING POLICY

Claverdon Village Nursery realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook, Instagram, TikTok or Twitter. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these sites.

The following policy has been designed to give staff members clear guidelines as to what we at Claverdon Village Nursery expect of our staff when accessing these sites.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgement and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

Breach of confidentiality will result in disciplinary action and may result in the termination of your contract.

When using social networking sites, staff/students should give due regard to the following:

- Personal blogs/posts/re-sharing should have clear disclaimers that the views expressed by the author in the blog, is the author's alone and do not represent the views of the nursery. Be clear and write in the first person. Make your writing clear that you are speaking for yourself and not on behalf of the nursery.
- Information published on your Personal blogs/posts/re-sharing should comply with Claverdon Village Nursery's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, messaging services and social networking sites.
- Staff must not post anything on any social network site or messaging platform that concerns any aspect of nursery, work life, the work life of staff or any child or their parents.



Staff should be aware that any disrespectful comments to the above, may be seen as slanderous. If any of the above points are not followed, then the member of staff involved will face disciplinary action which could result in dismissal. Any staff member, aware of any colleague not following the above points, has a responsibility to report this behaviour and failure to do so will also result in disciplinary action which could result in dismissal.

- Social media activities should not interfere with work commitments.
- Remember at all times, both in and out of working hours, you are an ambassador for Claverdon Village Nursery and your online presence reflects on the setting. Be aware that your actions captured via images, posts or comments can reflect on our setting.
- No hate speech should be posted online by staff or volunteers.
- Do not reference or cite Claverdon Village Nursery parents or children without their express consent.
- Nursery Logos and trademarks may not be used.
- Parents should not be added as 'friends' on social media platforms, unless a relationship was had prior to a child/family joining the setting. In this situation the prior relationship must be disclosed to the nursery manager.

All staff shall adhere to the above; a breach of this policy may result in disciplinary action.



SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Objectives

1. To allow all children to access a broad and balanced curriculum.
2. To identify and make suitable provision for children with individual special needs.
3. To fulfil the requirements of the latest SEND Code of Practice.

Role of Special Needs Co-ordinator:-

1. Our named SEND Co-ordinator is Corinna Bagga
2. To be the point of contact for concerns from parents, other members of staff and other agencies e.g. health visitors, social services.
3. To draw up, together with the child's parents and any other professionals involved, a plan to support the child's learning.
4. To review targets with parents at review meetings which will be set every six to eight weeks.
5. To attend case conferences at the Child Development Centre.

Identification and assessment.

1. Identification from information given by parents on registration forms, during settling-in visits and on All About Me forms.
2. Close observation by all staff and from the initial profile.
3. On-going records kept by key workers and more specific observations made by staff.
4. Draw on advice from Early Years Advisory Service, the teaching and Learning Team or other agencies on drawing up Individual Education Plans.

Admission Arrangements



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The nursery welcomes applications from all children with the provision that their needs can be met within the fabric of the building and adequate staffing arrangements can be made.

Resources

Resources will be purchased or borrowed from the Early Years Centre, as required, to meet the individual needs of children.

Training

The Nursery supports and encourages any member of staff who wishes to extend their knowledge in SEND matters.

Liaison with other agencies.

The Nursery is receptive to referrals from Health Visitors and Social Services and welcomes visits from Speech Therapists etc. Children will not be observed without parental permission.

Links with schools

Information regarding Special Needs is passed on to receiving schools via the Transfer Profile and copies of IEP's Review Notes and assessment data from other agencies.

Criteria for Evaluation

All staff receive a copy of the policy and the policy to be reviewed regularly at staff meetings.



STAFF DEVELOPMENT AND TRAINING

PROGRAMME

At Claverdon Village Nursery, we employ qualified staff whenever possible. We encourage staff to remain up to date, motivated and informed by various means, including attendance on many of the Early Years Courses. In addition, any staff that we employ, who are not qualified, are actively encouraged to undertake vocational training to develop their knowledge and enhance their career prospects.

Induction training is given during the first few weeks of employment, in particular, Health and Safety and child protection procedures are discussed. New members of staff are given time to familiarise themselves with our policy book. The guidance to the EYFS for full day Care is available to all staff but special attention is drawn to the EYFS at the outset of employment, if not before. Additionally, our policies are introduced to the new staff member and training is given on an on-going basis, as appropriate. We discuss the Areas of Learning and development and Educational Programmes, with new staff and encourage other staff to encompass the spirit of the goals into all Early Years activities.

Where possible, when senior members of staff attend the courses, cascade training is undertaken, to inform and update the remaining staff members.

Copies of staff certificates are kept on the premises in the staff training folder. First Aid and Child Protection training is regularly updated and undertaken to comply with current guidelines and legislation.



STAFF RULES

- No form of physical punishment is tolerated.
- The nursery buildings are designated NO SMOKING zones and no alcohol is permitted on the premises. Additionally, no member of staff should be under the influence of alcohol or drugs when at work.
- Never allow any child to leave with an adult who is not authorised to collect them.
- New members of staff should not open the door to visitors if they are unfamiliar. Take advice from a more senior member of staff if you are at all unsure about the validity of any visitor.
- Do not allow any children to access the kitchen or any other area designated as out of bounds.
- Do not use any discriminatory language or practices with children, parents or colleagues.
- Treat all children in a kindly and patient manner.
- Always be doubly vigilant if the children are accessing water: NEVER TURN YOUR BACK ON CHILDREN NEAR WATER.
- NEVER leave a child unattended in any location, even for a few seconds.
- Ensure that children in your care are suitably dressed if they are going out of doors. Children must never be allowed into the garden without suitable footwear - even in the summer, and even if water play is involved.
- Only deputy managers or above are permitted to administer medication to children, with another member of staff to witness the procedure.
- If you are caring for a child with special dietary requirements, please inform the cook.
- All mobile phones MUST be kept in the staff room or office. Do not use mobile phones during working hours unless absolutely necessary and never in a classroom or where children are present.



- Ensure that the Signing in and out" sheet is kept up to date at all times.
- Never discuss any aspect of nursery business outside of work. Do not discuss the children or their families: all information you are privy to in the course of your job must be treated in the STRICTEST CONFIDENCE.
- Treat all staff, children, visitors etc with kindness and respect.
- These rules are not exhaustive and should be applied in conjunction with the detailed policies and procedures in the Nursery Policy Book and relevant responsibilities as laid down in your job description.

If you are unsure about anything, always ask a senior member of staff.



VISITS AND OUTINGS POLICY

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

- A full risk assessment will be carried out for each visit/outing.
- Claverdon Village Nursery will inform parents whether a school vehicle, private passenger vehicle or public transport will be used. This will be very rare.
- A letter will inform parents in advance of any visit or outings involving the transportation of children away from the Nursery, unless it is a local walk, which has been agreed in the registration pack.

When taking a child on such a trip, outing or special event, Claverdon Village Nursery will:

- Secure written consent signed by a parent/carers. (In the registration pack)
- Advise parents/carers of the time and place the visit will take place. (Unless local walk)
- Advise parents/carers of the equipment needed for the trip i.e., coats, rucksacks, packed lunch, etc.
- The ratio of staff to children depends on the age group of the children and will be advised at the time.
- There will be a designated person in charge and a member of staff who has a current First Aid Certificate.

The staff members will:

- Divide the children into small groups.
- Take a register
- Take a First Aid kit and medication for individual children if necessary.
- Take a mobile phone and contact telephone numbers for the parents of children on the outing.
- Take a sick bowl, tissues, drinking water, spare pants, nappies and anything else deemed necessary for the comfort of the trip.
- If the trip lasts for more than 4 hours, the staff member in charge will contact the Nursery at least once whilst out.



- The register will be taken before setting off, on arrival, half-way through the visit, before departure and again back at Nursery.
- Parents/carers, students and volunteers on trips will not be left unsupervised with children other than their own.

Use of vehicles for outings:

If a vehicle is used for outings, the following procedure will be followed:

- Records of vehicles and drivers will be checked i.e. MOT certificates, driving licences and Business Use Insurance.
- Seat belts checked to make sure they are in working order and child seats and booster seats fitted correctly.
- All children will be accompanied by a registered member of staff
- No child will be left in a vehicle unattended.
- Care and caution will be taken when getting into and out of a vehicle.
- Any incident will be recorded in writing and OFSTED will be contacted.
- In the event of a child/children being lost, the Lost Child Procedure will be followed.



WHISTLE BLOWING POLICY & PROCEDURE

Claverdon Village Nursery prides itself on its caring and safe environment and has high standards in relation to all aspects of the care of children. This includes safe handling, positive and kind communication, and caring attitudes. All staff have a responsibility to maintain these values and to follow nursery policies and procedures at all times.

If you believe any colleague is in any way not upholding this ethos, it is your responsibility to disclose your concerns to a manager and you **MUST** do so promptly. Failure to do so may result in disciplinary action which may lead to dismissal. Staff should use a 'Yellow form' to report any concerns relating to a staff member and give the form to the nursery Manager or DSL if appropriate.

Yellow forms can be found in the staff room and in the office.

Managers have a responsibility to address all disclosures appropriately.

There are existing procedures in place to enable staff to raise a grievance relating to their employment and to ensure the working environment is free from harassment and bullying. This Policy is intended to cover major concerns that fall outside the scope of these procedures.

These include:

- Conduct which a member of staff may consider to be a criminal offence;
- Disclosure relating to miscarriages of justice;
- Health and safety risks, including risks to the public as well as other staff;
- Possible fraud or corruption;
- Breaches of policy or procedures;
- Environmental risks;
- Failure to comply with legal obligations;
- Sexual, physical or verbal abuse of children, parents, staff or any other behaviour which a member of staff genuinely finds unacceptable or inappropriate;



- Other unethical conduct;
- The deliberate concealing of information relating to any of the above matters.

In short, any serious concerns that a member of staff has about any aspect of their employment or breach of Nursery policies and procedures can be reported under this Policy. These procedures are in addition to any other statutory reporting procedures that may be applicable.

Protection

This Policy makes it clear that staff can speak up without fear of harassment, victimisation (including informal pressure), discrimination or disadvantage. Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or other procedures that already affect the member of staff. There will be no 'come back' if a member of staff reasonably believes that they have made a disclosure in good faith.

Roles and responsibilities

The Nursery accepts that the decision to report a concern can be very difficult and uncomfortable. The Nursery is committed to supporting individuals through the process and protecting them from any 'come back', victimisation or harassment. Concerns reported will be taken seriously and treated sensitively. Staff who genuinely believe that people they work with are behaving in a way that seems wrong or have a serious concern about an aspect of service will be doing their duty and acting in the public interest by speaking out.

How to raise a concern

The procedure seeks to encourage and enable individuals to disclose information through appropriate channels first, rather than going directly to an outside person or body. As a first step, concerns should normally be raised with a nursery manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of any wrongdoing. Staff can raise concerns with the Nursery Owner or appropriate governing body as a third option.

Concerns may be raised verbally but must be followed up in writing. Staff who wish to make a written report are advised to set out the background and history of the concern, giving names, dates and places, where possible, and the reasons for making the disclosure. This will make the investigation easier to complete and should be done on a yellow form (if appropriate).



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Although a member of staff is not expected to prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.

Procedure

The Nursery will respond to any concerns raised. In order to protect a member of staff who raises a concern and those accused of wrong-doing, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Concerns or allegations which fall within the scope of specific procedures (for example, conduct or discrimination issues) will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted. Staff will be told how the Nursery proposes to deal with a concern within five working days of the concern being brought to the Nursery's attention.

Confidentiality

All concerns will be treated in confidentiality and every effort will be made not to reveal a staff member's identity, if they so wish. However, while making all reasonable efforts to maintain the confidentiality of the matter as a whole, at a certain stage in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern.

All concerns raised within the remit of this procedure will be assessed to determine if the confidentiality extends to withholding the name of the complainant. There shall be a substantial reason for doing so, such as a real risk of personal harm.

Complainants should be aware however, that their identity may be revealed by inference.

Untrue Allegations

The Nursery accepts that deciding to report a concern can be very difficult and uncomfortable.

If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. Any employee who is involved in victimising employees who make a disclosure or takes any action to deter disclosure or who makes a malicious allegation or disclosure in bad faith will be subject to disciplinary action which may result in dismissal.

