



Policies & Procedures Handbook

Policies & Procedures Handbook

This handbook contains a comprehensive guide to all of the policies and procedures that are in place at Incy Wincys.

The policies and procedures in this handbook outline the beliefs and values of our Setting. Each has been written to convey the ethos of how we will deliver childcare and early years education to the children who are enrolled with us. It will also describe in detail how we will deal and react to a particular situation should it arise. This will ensure that the childcare we offer is consistent and that clear standards of practice are upheld at all times.

By writing and sharing this handbook with you, we can be open as to how we plan to deliver our childcare and you can be clear as to what to expect from myself and my staff. The overriding objective of Incy Wincys is to offer a safe, enjoyable and stimulating environment in which every child can learn and develop. The policies and procedures contained within this handbook will underpin this objective.

This handbook will be reviewed and updated on an annual basis, or before if there is a need to do so. This way we can ensure that our policies and procedures remain fit for purpose and continue to support us in providing the highest level of childcare we possibly can.

If you have any questions or comments, we welcome your input; please do not hesitate to contact any member of the team.

Amanda Ellis
Incy Wincys Manager

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Accidents & Injuries Policy

Statement of Intent

We provide generous care in a safe and stimulating environment, with high quality toys and equipment. In the event that an injury occurs to a child or adult they will be given immediate first aid at the appropriate level.

Aim

We aim to provide a safe environment where we limit the possibility of an injury occurring. However, there will always be a first aider on site at all times.

- Prior to admission to the Setting parents' written permission for emergency medical advice or treatment is sought. Parents complete, sign and date a consent of care form authorising emergency medical treatment if needed.
- In the event of a minor injury the casualty will be treated on site by a qualified first aider. This will all be recorded in the accident book. This will include a full description of the injury, treatment given, by whom, any witnesses, date and time. This is then signed by the first aider and the child's parent / an appropriate adult.
- In the event of a major injury the casualty will be treated immediately by a qualified first aider, whilst another member of staff organises an ambulance and then contact the parents / an appropriate adult. The Duty Manager will accompany the casualty in the ambulance with their *Consent of Care* form to give any relevant details to the hospital staff.
- We will have a minimum of 2 members of staff on the team qualified in first aid, specialising in paediatric first aid and in anaphylactic shock.
- Our first aid kit is regularly checked by a member of staff and re-stocked as necessary. It is easily accessible and is kept out of reach of the children.
- Our accident book is kept safely, accessible but confidential and completed when necessary.

Administering Medication Policy

Statement of Intent

We believe that children who are sick should be at home until they are well enough to return to Incy Wincys. However, we recognise that sometimes children will need medication to help maintain their health and well being or when they are recovering from an illness. In these circumstances, we will agree to administer medication. Administering medicines will only be done where it would be detrimental to the child's health if not given in the Setting. We will only administer prescribed medicines. This means that medicine such as Calpol or Nurofen will not be administered to children unless under direction from a Doctor.

Aim

Consent Parents/carers must give prior written consent for the administration of medication. No medication will be given unless the consent form is completed and signed. The form includes the following information:

- full name of the child;
- name of medication and strength;
- name and contact details of the prescribing doctor;
- details of dosage, frequency and times administration of medication needs to happen.;
- duration and expiry date of the medication;
- printed name, signature, contact details of parent/guardian and date
- details of the member of staff administering the medicine.

Administration - The administration of medicine must be recorded accurately each time it is given and signed by staff. This record will be kept with the authorisation from the parent and signed at the end of each session to confirm that the parent is aware that the medication has been administered and at what time.

Storage of medicines Medication must be clearly labelled with the child's name and will be stored safely in a secure cupboard or refrigerated. Where the cupboard is not used solely for storing medicines, the medication will be kept in a marked plastic box. The Settings Manager is responsible for ensuring that medicine is handed back to the parent at the end of a session.

Long Term Medical Conditions

A full risk assessment will be carried out for any child with a long-term medical condition that might require on-going medication and care.

Admissions Policy

Statement of intent

It is our intent to make Incy Wincys accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all admission requests are treated in a fair and clearly communicated way.

In order to achieve this aim we operate the following admissions policy.

- We arrange our waiting list first in order of age eligible to start at the Setting and second by the date the application form was received.
- We welcome admissions of children in the half term of their 2nd birthday, they may then generally stay with us until the age of 3 $\frac{1}{2}$, however, there are circumstances where this can be longer to ensure continuous development.
- We describe Incy Wincys and its practices in terms of how it treats individuals, regardless of gender, special education needs, disabilities, background, religion, ethnicity or competent in spoken English.
- We are flexible about attendance patterns in order to accommodate the needs of individual children and families, but recommend that children attend for a minimum of two sessions per week, ensuring that children will benefit from continuity and security in our Setting and help with the settling in process.

Registration process

- We recommend that parents / carers come along and meet us, giving their child/ren the chance to participate in a session. At this time we will be able to answer any questions about us and ensure that registration paperwork is completed at this time.
- Applications must be accompanied by a registration fee of £25
- An offer letter will be sent out confirming acceptance, expected start date, sessions agreed and the first half terms fees.
- Further familiarisation visits can be arranged close to the start date of a child.

Behaviour Management Policy

Statement of intent

Incy Wincys believes that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else.

Aim

We aim to provide an environment in which there is acceptable behaviour demonstrated by the staff and where children learn to respect themselves, their peers, adults and their environment. Children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. Through this children can learn to consider the views, feelings, needs and rights of others and the impact that their behaviour has on other people, places and objects.

To learn this developmental skill, children require support, encouragement, teaching and Setting a positive example of behaviour, these principles assist the programme for promoting personal, social and emotional development.

It is the responsibility of all staff to promote and demonstrate positive behaviour to children, parents, carers and visitors and one another, however we have a named person who has overall responsibility for keeping all staff up to date on current best practices and legislation when managing concerning behaviour. This person is :- Amanda Ellis

- We require the named person to:
 - Keep her/himself up to date with legislation and research and thinking on handling children's behaviours.
 - Access relevant sources of expertise on handling children's behaviour; and
 - Check that all staff have relevant in service training on handling children's behaviour. We keep a record of staff attendance at this training.
- We require staff to use positive strategies for handling any conflict by helping children find solutions in ways which are appropriate for the children's ages and stages of development - i.e. distraction, praise and reward.
- We familiarise new staff with Incy Wincys behaviour policy and its rules for behaviours.
- We expect all members of Incy Wincys - children, parents, staff, visitors - to keep to the rules requiring these to be applied consistently
- We support each other in ways that help with development of self-esteem, confidence and competency.

- We praise and endorse desirable behaviour such as kindness and willingness to share
- We avoid creating situations in which children receive adult attention only in return for undesirable behaviours
- We recognise that codes for interacting with other people vary between cultures and require staff to be aware of - and respect - those used by members of the Setting.
- When children behave in unacceptable ways, we help them to see what was wrong and how to cope more appropriately
- We never send the children out of the room by themselves and will always try to find ways of not removing a child from a group situation as a discipline.
- We never use physical discipline, such as smacking or shaking. Children are never threatened with these.
- We do not use techniques intended to single out and humiliate individual children.
- We only use physical restraint, such as holding, to prevent physical injury to children or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of our Setting leader and are recorded in our incident book. A parent is informed on the same day and signs the incident book to indicate that he / she has been informed.
- In cases of serious misbehaviour, such as biting, racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes by means of explanations rather than personal blame.
- We do not shout or raise our voices in a threatening way to respond to children's behaviour.
- We handle children's unacceptable behaviour in ways which are appropriate to their ages and stages of development - for example by distraction discussion or by withdrawing the child from the situation
- We work in partnership with parents. Parents are informed about their children's behaviour by either Carolyn Stacey or the Duty Manager. We work with parents to address recurring unacceptable behaviour, using objective observation records to help us to understand the cause and to decide jointly how to respond appropriately.

Rough and Tumble Play and Fantasy Aggression

Young children often engage in play that has aggressive themes, such as superhero and weapon play; some children appear pre-occupied with these themes, but their behaviour is not necessarily a precursor to hurtful behaviour or bullying, although it may be inconsiderate at times and may need addressing.

- We recognise that teasing and rough and tumble play are normal for young children and acceptable within limits. We regard these kinds of play as pro-social and not as problematic or aggressive
- We will develop strategies to contain play that are agreed with the children, and understood by them, with acceptable behavioural boundaries to ensure children are not hurt.
- We recognise that fantasy play also contains many violently dramatic strategies, blowing up, shooting etc, and that themes often refer to 'goodies and baddies' and as such offer opportunities for us to explore concepts of right and wrong.
- We are able to tune in to the content of the play, perhaps to suggest alternative strategies for heroes and heroines, making the most of 'teachable moments' to encourage empathy and lateral thinking to explore alternative scenarios and strategies for conflict resolution.

Hurtful behaviour / Bullying

Most children under the age of 5 will, at some point, say something hurtful or physically hurt another child. This not always bullying as bullying involves the persistent physical or verbal abuse of another child or children. We take bullying seriously. For young children hurtful behaviour is often momentary and without thought of consequences.

If a child hurts another child or children:

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

- We work with a child and their family to understand why hurtful behaviour is occurring and understand that the main reasons for hurtful behaviour to happen are:-
 - The child does not feel securely attached to someone who can interpret and meet their needs - either at home or in the Setting.
 - There may be insufficient language, or mastery of English to express him or herself and feel frustrated
 - Exposure to aggressive behaviour at home and may be at risk emotionally or may be experiencing child abuse
 - The child has a developmental condition that affects their behaviour.

Complaints Procedure

Statement of intent

Incy Wincys believes that children parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents, staff and the community in general and we welcome suggestions on how to improve our Setting at any time.

Aim

Any concerns and/or complaints regarding our Setting will be treated with the utmost seriousness and will be dealt with in a robust and consistent manner. We aim to bring all concerns about the running of our Setting to a speedy and satisfactory conclusion for all of the parties involved. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set process for dealing with concerns.

Incy Wincys will maintain a complaints log which will record all of the complaints that are raised within our Setting. This log will be made available to parents as well as Ofsted inspectors as and when required.

Making Concerns Known

- A parent or member of staff who has a concern about any aspect of the child care provided should first talk over any worries or issues with the Manager. A record of the meeting will be made in the complaints log which will be signed by all parties to say that there is agreement with what has been written and what action is going to take place.
- If there is no satisfactory outcome within 14 days of the informal discussion, or if the problem recurs, the parent/staff should put the concerns or complaint in writing and request a formal meeting with the Pre-School Manager. At the meeting, both parties will have the option to invite a representative to attend if desired and a written record of the discussion will be made and agreed.
- Most complaints should be resolved informally at this stage. Incy Wincys will aim to resolve the issues as soon as is practicably possible, taking any necessary actions and reporting the outcome to all parties.

Complaint Escalation

- If a parent/staff member/Incy Wincys cannot reach agreement an external mediator, acceptable to both sides, may be invited to listen and offer advice. A mediator has no legal powers but can help to clarify the situation.

- The mediator will help define the problem, review any actions that have been taken and suggest further ways in which any issue might be resolved.
- The mediator will keep all discussions confidential. She/he will keep an agreed written record of any meetings that are held and any advice she/he has given.
- A final meeting is held when the mediator has concluded his/her investigations, and the purpose of this is to reach a decision on the action to be taken. A record of this meeting is signed by everyone present and they receive a copy. The signed record signifies that the procedure is concluded.

The Role of the Registering Authority

- In some circumstances it might be necessary to bring in the Ofsted Inspection Unit, who will have a duty to ensure laid down requirements are adhered to. Ofsted would be involved if a child appeared to be at risk or where there seemed to be a possible breach of registration requirements. In these cases, both parent and Incy Wincys would be informed and would work with Ofsted to ensure a proper investigation of the complaint, followed by appropriate action.

The address and telephone number of Ofsted is:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231

We believe that most complaints are made constructively and can be resolved at an early stage. We also believe that it is in the best interests of the Incy Wincys and parents/staff that complaints should be taken seriously and dealt with fairly and in a way, which respects confidentiality.

Confidentiality Policy

Statement of Intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care and education within the Setting.

Aims

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

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

- Staff will not discuss personal information given by parents with other members of staff except where it affects planning for the child's needs.
- Any concerns/evidence relating to a child's personal safety are kept in a secure and confidential file and are shared with as few people as possible on a 'need to know' basis.
- Personal information about children, families and staff is kept securely in a lockable cupboard whilst remaining as accessible to authorised personnel only
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Covid-19 Safety Policy

Statement of Intent

The health and safety of children is of paramount importance. The setting is a safe and healthy place for children, parents, staff and volunteers.

Aims

The preschool works with the management committee of Normandy Village Hall to ensure that the environment is safe, clean and suitable to open, to enable the preschool to keep operating. The procedures laid out below are adhered to at all times to limit the possibility of any cross contamination of Covid-19, to protect staff, children, their families and the wider community whilst allowing the children opportunity to continue to learn and develop key life skills.

Process

Identification of infection

Any person at the setting or in the family of those children attending the setting displaying any Covid-19 symptoms must inform the manager and follow the government guidelines for self-isolating.

Risk assessment

Risk assessing activities and procedures highlights any potential hazards to adults, children and the premises. The process;

- determines any areas that need attention
- develops an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

Infection control measures

Parents are informed of all infection-control measures and the compliance expected of them. The DFE guidance 'Early years and childcare COVID-19 guidance' is being followed; this includes but is not limited to;

- all children and staff are encouraged not to touch their mouth, eyes and nose
- staff are reminded to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- there will be a limited but wide selection of activities available for the children that can be easily sanitised before, during and after each session
- the daily routines encourage the children to learn about personal hygiene
- the cleanliness of resources, equipment is maintained throughout each session cleaned with an antiviral and antibacterial solution. All cleaning materials are stored out of children's reach.

- there will be no soft toys or furnishings available.
- sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.
- parents are required to apply sun cream to children before arrival, to allow for social distancing measures by staff
- a hygiene station has been provided at the new entrance to the hall, staff and children will wash their hands upon arrival and each time they move from outside to inside
- hand sanitiser with an alcohol volume of 60% is available at all times
- surfaces that children and staff are touching, such as toys, tables, chairs, doors, sinks, toilets, light switches, are cleaned more regularly than normal
- good hygiene practices are implemented by:
 - cleaning tables between activities
 - checking toilets regularly
 - wearing protective clothing, such as aprons and disposable gloves, when appropriate
 - providing tissues and wipes
- the setting has sole use of the building and will remain locked during sessions to limit others entering the building, notice will be given to parents when this changes and other users are allowed into the village hall
- systems are in place for the safe arrival and departure of children;
 - on arrival all children are collected by staff outside
 - at the end of the session, children are handed to parents outside parents are told that they cannot gather at entrance gates or doors, or enter the site
 - parents are advised prompt arrival and departures is necessary to maintain social distancing measures.
- children will not have access to the kitchen to limit the spaces used
- the staff have separate facilities for hand washing and for washing up
- all surfaces are non-porous, they are cleaned prior to and after use.

First Aid

How the staff administer first aid is affected by infection control measures, staff will be following the guidelines below:

- wherever possible, the first aider should keep a distance of 2m to the casualty.

CPR on staff (or any adult):

- do not place your face close to the casualty's
- before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty
- do not perform rescue breaths on the casualty, only chest compressions

- wherever possible, the helper should keep a distance of 2m
- after performing compression-only CPR, first aiders should wash their hands thoroughly with soap and water
- all First Aiders must read the Resuscitation Council's information contained in the link; <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

CPR paediatric:

Paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur. Doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.

Equality and Diversity Policy

Statement of Intent

We will ensure that our service is fully inclusive in meeting the needs of all children. We recognise that children and their families come from diverse backgrounds. All families have needs and values that arise from their social, economic, ethnic, cultural or religious backgrounds. Children grow up in diverse family structures.

Some children come from families who experience social exclusion or severe hardship; some have to face discrimination and prejudice because of their ethnicity, the languages they speak, their religious or belief background, their gender or their impairment.

We understand that these factors affect the well-being of children and can impact on their learning and attainment. Incy Wincys is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families.

Aims

We aim to:

- provide a secure and accessible environment in which all our children can flourish and in which all contributions are considered and valued;
- include and value the contribution of all families to our understanding of equality and diversity;
- provide positive non-stereotyping information about gender roles and diverse family structures, diverse ethnic and cultural groups and disabled people;
- improve our knowledge and understanding of issues and anti-discrimination practice, promoting equality and valuing diversity;
- challenge and eliminate discriminatory actions;
- make inclusion a thread that runs through all of the activities in the Pre-School;
- foster good relations between all communities;
- advertise our Setting widely;
- reflect the diversity of our society in our promotional materials;
- provide information in clear, concise language;
- base our admissions policy on a fair system;
- ensure that all parents are made aware of our equal opportunities policy;
- we do not discriminate against a child or their family or prevent entry to our Setting on the basis of a protected characteristic as defined by the

Equalities Act 2010. These protected characteristics are: Disability, race, gene reassignment, religion or belief, sex, sexual orientation, age, pregnancy and maternity and marriage and civil partnership;

- we do not discriminate against a child with a disability and will endeavour to ensure that any disability is supported to the best of our ability;
- we develop an action plan to ensure that people with a disability can participate successfully in the services we offer;
- we ensure wherever possible that we have a balanced intake of boys and girls;
- we take action against staff or parents who discriminate either by:
 - direct discrimination: someone is treated less favourably because of a protected characteristic e.g. preventing families of some racial groups from using the service;
 - indirect discrimination: someone is affected unfavourably by a general policy e.g. children must only speak English in the Setting;
 - association: discriminating against someone who is associated with a person with a protected characteristic; and
 - perception: discrimination on the basis that it is thought someone has a protected characteristic.
- displaying of openly discriminatory and possibly offensive materials, name calling, threatening behaviour are unacceptable on or around the premises and will be dealt with in the strongest manner.

Employment

- Posts are advertised, and all applicants are judged against explicit and fair criteria.
- Applicants are welcome from all backgrounds and posts are open to all.
- We may use the exemption clauses in relevant legislation to enable the service to best meet the needs of the community.
- The applicant who best meets the criteria is offered the post, subject to references and checks by the Criminal Records Bureau. This ensures fairness in the selection process.
- All job descriptions include a commitment to promoting equality and recognising and respecting diversity as part of their specifications.
- We monitor our application process to ensure that it is fair and accessible.

Training

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

Curriculum

The Early Years Foundation Stage curriculum offered at Incy Wincys encourages children to develop positive attitudes about themselves as well as to people who are different from themselves. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

Environment

Our environment is as accessible as possible for all visitors and service users. If access to the building is found to treat disabled children or adults less favourably, we will make reasonable adjustments to accommodate the needs of the disabled children and adults. We do this by:

- making children feel valued and good about themselves and others;
- ensuring that children have equality of access to learning;
- undertaking an access audit to establish if the Setting is accessible to all children;
- making adjustments to the environment and resources to accommodate a wide range of learning, physical and sensory impairments;
- making appropriate provision within the curriculum to ensure each child receives the widest possible opportunity to develop their skills and abilities;
- positively reflecting the widest range of communities in the choice of resources;
- avoiding stereotypes or derogatory images in visual materials;
- celebrating a wide range of festivals;
- creating an environment of mutual respect and tolerance;
- differentiating the curriculum to meet children's special educational needs;
- helping children to understand that discriminatory behaviour and remarks are hurtful and unacceptable;
- ensuring that the curriculum offered is inclusive of children with special educational needs and children with disabilities;
- ensuring that children learning English as an additional language have full access to the curriculum and are supported in their learning; and
- ensuring that children speaking languages other than English are supported in the maintenance and development of their home languages.

Valuing Diversity in Families

- We welcome the diversity of family lifestyles and work with all families.
- We encourage children to contribute to stories of their everyday life
- We encourage mothers, fathers and other carers to take part in the life of the Incy Wincys and to contribute fully.

- For families who speak languages in addition to English, we will develop means to ensure their full inclusion.
- We offer a flexible payment system for families of differing means and offer information regarding sources of financial support.
- We take positive action to encourage disadvantaged and under-represented groups to use the Setting.

Food

- We work in partnership with parents to ensure that dietary requirements of children that arise from their medical, religious or cultural needs are met.
- We help children to learn a range of food and of cultural approaches to mealtimes and eating, and to respect the differences among them.

Meetings

- We positively encourage ALL parents and carers to be involved in the Setting.
- Information about meetings is communicated in a variety of ways - written and verbal to ensure that all mothers and fathers and carers have information about and access to the meetings.

Monitoring and Reviewing

- To ensure our policies and procedures remain effective, we will monitor and review them annually to ensure our strategies meets the overall aims to promote equality, inclusion and valuing diversity.
- We provide a complaints procedure and a complaints summary record.

Equipment & Resources Policy

Statement of Intent

Incy Wincys believe that high quality care and education is promoted by providing children with safe, clean attractive age and stage appropriate resources, toys and equipment.

Aims

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

- We provide play equipment and resources which are safe and where applicable conform to appropriate safety regulations;
- We provide a sufficient quantity of equipment and resources for the number of children;
- We provide resources which promote all areas of children's learning and development which may be child or adult-led;
- We select books, equipment and resources which promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping;
- We provide play equipment and resources which promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children;
- We provide furniture which is ergonomically designed and is suitable for children;
- We store and display resources and equipment where children can independently choose and select them;
- We check all resources and equipment regularly as they are set out at the beginning of each session and put away at the end of the session. We repair and clean, or replace any unsafe, worn out, dirty or damaged equipment.
- We provide adequate insurance cover for the Setting resources and equipment;
- We plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new and exciting challenges is offered.

Evacuation Procedure

Statement of Intent

In the event of the fire alarm sounding we will immediately evacuate the building at the nearest possible exit and gather at the assembly point.

Aims

We aim to practice the evacuation procedure with the children, so in the event of an emergency there will be minimum distress and disruption.

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are checked as specified by the hall's Health & Safety Officer. Ian Rose 01483 811024
- Records are kept of the fire drills and the servicing of the fire safety equipment.
- Evacuation procedure:
 - In the event of the fire alarm sounding we will immediately evacuate the hall. We would exit out of the fire exit within our hall and lead the children around the side of the building to the assembly point, each adult taking responsibility for 4 - 8 children each.
 - Children are taken to the toilet no more than 4 at a time, therefore, if the alarm sounds when in the toilets the adult will exit the children at the nearest accessible exit.
 - The duty manager will take the register. Once assembled at the appropriate area she will be complete a roll call.
 - The deputy manager will ensure there is no one left within the room.

Food & Drink Policy

Statement of Intent

Incy Wincys regard snack time as an important part of our session. Sitting to eat together represents a social time for the children and adults and helps children to learn about healthy eating. The children choose when to have their snack and sit down with 3 others of their peers.

Aims

- We offer a mixture of fruit and vegetables for all children and a drink in a social atmosphere with encouragement to stay seated and focused.
- Before a child starts to attend Setting we find out from parents their dietary needs, including allergies.
- We record information about each child's dietary needs on their registration form and parents sign the record to signify that it is correct.
- We implement systems to ensure that children receive only food and drink which is consistent with their dietary needs and their parents' wishes.
- We have rules about children sharing and swapping their food with one another in order to protect children with food allergies.
- We display current information about individual children's dietary needs within the Setting so that all staff are fully informed about them.
- If parents bring in any food to share with the other children (e.g. birthday cakes) this gets handed out once the parents / carers come to collect the child.

GDPR

Statement of Intent

Incy Wincys believes that when personal information is given, permission must be sought before it can be shared elsewhere. Certain information must be kept securely for future reference if needed.

Aims

As a Setting we are governed by strict rules on how long we keep certain documentation for. (all periods are after a child has left)

Registration paperwork -	5 years
Early years funding paperwork -	7 years
SEND paperwork -	7 years
Development checks paperwork -	5 years
Accident report -	10 years
Medication authority -	7 years
Safeguarding reports -	Until a child is 24
Attendance records -	7 years

Phone numbers stored in Incy Wincys phone will be deleted 12 months after a child has left.

Health & Safety Policy

Statement of Intent

Incy Wincys believes that the health and safety of children is of paramount importance. We make our Setting a safe and healthy place for children, parents, staff and volunteers.

Aims

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

Our risk assessment process includes:

- Checking hazards and risks in our activities and procedures. Our assessments cover adults and children.
- Deciding on any areas that need attention.
- Developing an action plan which specified the action required, the timescales for action, the person responsible for the action and any funding required.

We have public liability insurance and employers' liability insurance.

Children's safety

- Only persons who have been checked for criminal records by a disclosure from the DBS have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own. With the exception of personal care, and only where a current DBS certificate is held.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

Security

- Systems are in place for the safe arrival and departure of children.
- Our systems prevent the children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during the Setting sessions.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand washing and for washing up.

- Cleaning material and other dangerous materials are stored out of children's reach.

Electrical / gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Hygiene

- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaner for the hall which includes all areas.
- We ensure the cleanliness of resources, equipment and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities
 - checking toilets regularly
 - wearing protective clothing, such as aprons and disposable gloves, as appropriate
 - providing sets of clean clothes
 - providing tissues and wipes.

Activities

- Before purchase or loan, equipment and resources are checked to ensure they are safe for all the ages and stages of the children currently attending the Setting.
- The layout of the play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.

Prescribed medication

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Collection of children

- We keep records of adults authorised to collect children for the Setting. We operate a password system for adults collecting who are not parents. No child will be released without prior permission and knowledge of a password.

Infectious illnesses

- Attendance of the Setting by children suffering from infectious illnesses such as sickness and diarrhoea, chicken pox and such like, is not allowed until the specified time period has lapsed. In accordance with the HPA guidelines.

Missing Child Policy

Statement of Intent

The Welfare of children in our care is paramount. Every member of staff has equal responsibility in ensuring the safety of the children and knowing where they are.

Aim

Incy Wincys is responsible for minimising the risk of missing children and acting appropriately in the event that a child is identified as missing.

Steps taken to minimise the risk of children in our care going missing:

- Appropriate steps are taken to ensure that the premises and surrounding site are secure.
- Staff rotas are drawn up at the start of each term to ensure that appropriate levels of supervision are in place at all times.
- The attendance register is taken first thing in the morning once the children have been handed over to our care by their parent/carer.
- It is the responsibility of all staff to be aware of how many children are present at any time and a quick headcount is done at regular intervals during the session.
- Staff should know the names of the children who are present so that they are aware of whom to expect and can therefore highlight any possible unexplained absence.
- Children who arrive late must be recorded in the register and those who leave early should be marked out accordingly.
- The whereabouts of new children should be noted with care.
- Steps must be taken to ensure that children know the boundaries of where they can and cannot go at all times of the session.
- Gates and doors are kept closed and, where appropriate, secured.
- Parents must be made aware of the need for supervision of children at all times especially at arrival and departure times.
- The door is supervised by a member of staff at the start and end of each session to ensure no child leaves without their appropriate adult. No child is left outside unsupervised.

In the unlikely event that a child is found to be missing during the session

- The missing child would be identified, and the last known sighting recorded.
- The members of staff present will be asked when and where they last saw the missing child.

- An immediate systematic search will be carried out to see if the child can be located in the surrounding area.
- A systematic search of the nursery building will be co-ordinated by the Manager. This will include anywhere a child might hide: toilets, cupboards, kitchen area, main hall, all play areas, all outside areas, including the car parks.

The Manager will inform:

- The parents- when they are satisfied that a thorough search has been undertaken. A time of approximately 10 minutes should have elapsed before this step is taken.
If the parents can be contacted they should be asked for any information of anywhere else their child may make its way to e.g. relatives, grandparents, and friends. Parents will be advised that the manager will be contacting the emergency services and that a member of staff is searching the route that the child may have taken home.
- The police -if the parents cannot be contacted.

If a child is found to be missing on a trip:

- The missing child should be identified, and the last known sighting recorded.
- The pre-arranged rendezvous point must be checked.
- The lead member of staff will arrange for the other children to be supervised. The children should be asked calmly if they have seen the missing child. The last head count location will be verified.
- Representatives of the venue will be informed and asked to assist in a systematic search to see if the child can be located in the surrounding area.
- A systematic search of the wider environment will be co-ordinated by the Lead staff member utilising all resources available. The Nursery Manager will decide if additional staffing resources can/should be provided to assist.
- The same process as for a missing child will be followed with the addition of the search will be coordinated in a larger area using all resources that are available.

Record of Events

A record of the events must be kept by the Manager. This must include:

- Date, time and location of disappearance
- Who was responsible for the care of the child at the time
- What was the child wearing
- Any distinguishing features
- Circumstances surrounding disappearance
- An accurate record of the time scale of events and when parents and emergency services were contacted
- Subsequently, details of what happened and any changes to procedures required as a result

Training

New staff will be provided with this policy and information via the staff handbook. Information will be provided to staff on any changes to the arrangements via staff meetings and memo's.

Review of this policy and its effective implementation shall be reviewed annually by the Manager.

Mobile phones

Statement of Intent

Incy Wincys understands that most people have mobile phones that have a variety of functions including cameras which can take photographs and video footage. As a Setting we ensure that children are protected from unauthorised use of mobile phones for this purpose.

Aims

In the interest of safety, members of staff and volunteers are not permitted to use their mobile phones or have them on their person while working with the children.

The manager on duty will have their mobile phone accessible at all times to allow parents to contact the Setting in an emergency or for use in an emergency with regards to the Setting. This will be the only uses permitted. Any use otherwise will be reprimanded.

Staff who are away from the normal premises with a group of children (outings etc) will be issued with an additional mobile phone which can be used only in an emergency.

Nappy Changing and Toileting

Statement of Intent

Incy Wincys does not exclude any child from participating in our Setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. The safety and comfort of children is paramount, and we ensure children are kept clean and dry.

Aims

- All staff undertake changing young children.
- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Each young child has their own nappies or 'pull ups' and changing wipes in their named bag on their name peg brought in from home.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies. Gloves and aprons are put on before changing starts and the areas are prepared.
- Staff are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents' or about young children's genitals.
- Young children are encouraged to take an interest in using the toilet or potty; they may just want to sit on it and talk to a friend who is also using the toilet.
- Children will be encouraged to wash their hands and have soap and towels to hand.
- Should a child have an allergy to the hand soap used, the staff will liaise with the child's parents to find a suitable alternative.
- When older children are taken to the toilet they will be encouraged to be independent but be offered support if they need it.
- Nappies and 'pull ups' are disposed of hygienically. Any soiled (faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home.

Toileting

- Visitors and parents are not permitted to take children to the toilet.
- Parents are required to provide named changes of clothes.
- All children are accompanied by staff to the toilet.
- All children adhere to washing their hands to ensure good hygiene practice.
- All staff promote children's personal hygiene.

No Smoking, Alcohol and Drugs Policy

Smoking - We have designated all the premises within the confines of Incy Wincys and the whole village hall a smoke free area. No one is permitted to smoke at any time on the premises. Further, any staff who wish to smoke are also prohibited from doing so in the grounds of the village hall, including the car park, thus reducing the chance of any child seeing a member of staff smoking.

Alcohol and Drugs - Staff and Volunteers - During the operational hours of Incy Wincys staff are prohibited from drinking alcohol or using any illegal substances (drugs), should a member of staff arrive for work under the influence of alcohol or drugs they will be asked to leave immediately and subject to disciplinary action.

Parents and Carers - If a parent or carer arrives to collect a child and are under the influence of alcohol or drugs they will be asked to leave the immediate area and advised that a child will not be allowed to be in their care especially if they intend to be driving. Another contact authorised to care for the child will be contacted to arrange to collect the child. If no one is available to collect the child then social services will be contacted to advise them of the situation.

The Non-collection of Children

Statement of Intent

In the event that an unauthorised adult comes to collect a child at the end of the session Incy Wincy's will follow a set procedure to ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child until the situation is resolved.

Aim

Incy Wincys will ensure that the child receives a high standard of care in order to cause as little distress as possible.

Parents of children starting at Incy Wincys are asked to provide specific information which is recorded on our Registration Form, including;

- Home address, telephone number and mobile number
- Emergency contact details; this is someone who doesn't usually collect the child e.g. father's work number or grandparents.
- Names of anyone else who is authorised to collect the child with prior permission and notice
- We would always try to contact the child's usual carer first, then if still no contact we will call the emergency number.
- A password that will authorise someone else to collect a child.

On occasions when the usual carer can't collect their child they must advise us of the name of who will be collecting and the relation to the child, this will be recorded in our diary. This person will be required to know the password and a child will not be released without it.

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

1. The diary is checked before each session for any information about changes to the normal collection routine.
2. If no information available, parents/carers are contacted at home/mobile.
3. If this is unsuccessful, the adult who is given as the emergency contact by the parent on the Registration Form is contacted.
4. If no-one collects the child and the premises are closing, or staff are no longer available to care for the child we contact our local authority social services department.
5. Depending on the circumstances we reserve the right to charge parents for additional hours worked by staff. This will be £5.00 per 15 minutes.

Observation Policy

Statement of intent

At Incy Wincys we observe and monitor a child's progress and interaction in each session. This is a key tool in allowing us to plan individually for every child. We believe that careful planning and the use of the Early Years Foundation Stage curriculum is required to ensure that play is of a high quality and will lead to new learning and development.

Aims

We use observations of each child to evaluate, build and record each child's individual development, progress, interests, significant achievements and development throughout their time with us.

Observations allow us to watch children without interruption, to follow the complex detail of their play and provide us with a detailed insight into your child's knowledge and ability.

Induction Observation - Every new child is monitored closely by their key worker to ensure they settle happily. During the first 4 weeks the key worker completes a series of observations. Once they are happy that your child has settled happily, our usual pattern of observations will continue. If we feel your child may need a little bit of extra support we continue to closely monitor their progress until they have settled.

Ad-hoc Anecdotal Observation - Once children have settled, their record of achievement folder will fill up with art, photos and with anecdotal observations. These observations may reflect how well your child has done in an activity, or simply how much fun they have had. It maybe that they have listened nicely to a story, or said a new word or used language in a new way. The achievements can be large or small, but they are all significant.

Target Child Observation - During each term, every child will have at least one targeted observation. These observations may track your child's movement, or simply be a written narrative, like a snapshot of time. These observations help us determine your child's progress.

Jottings - These can be significant moments that have been observed either at nursery or within the home environment. The Key Person, other team members, parents, grandparents or anyone else in contact with your child can contribute and they are detailed observations of the play and experiences your child engages in. Photographs and significant examples of work. These will help to highlight what your child enjoys in the nursery and where their learning is progressing.

Outings Policy

Statement of intent

Children benefit from being taken out of the normal Setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Aims

- Parents will be given details in advance of any trips off site.
- A risk assessment for each venue is carried out, which is reviewed regularly. Upon arrival at the site / venue a staff member will check the area for access, cleanliness, safety and visibility of children by staff.
- All venue risk assessments are made available for parents to see.
- Named children are assigned to individual staff so each child is individually supervised. This is to ensure no child goes astray, and that there is no unauthorised access to children.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, nappies etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long the trip will last for.
- Staff take a list of children with them with contact numbers of parents/carers.
- A minimum of two staff should accompany children on outings. At least one of these will be qualified and have Early Years First Aid training. A minimum of two members of staff should remain behind with the rest of the children.
- In the unlikely event that a child should become lost, our Missing Child Procedure will be followed.

Parental Involvement

Statement of Intent

At Incy Wincys we believe in building strong, positive relationships with the parents and carers of all the children who attend our Setting. We recognise that parents and carers are the first educators of their children and that working in partnership is essential if we are to provide a happy, caring and stable environment for the children in our care.

Aims

To develop an honest, open and supportive relationship with parents / carers which compliments life in their home. Good relationships will allow information regarding children's activities and progress to be exchanged easily and comfortably by staff and parents.

- We ensure that all parents are aware of Incy Wincys policies and procedures.
- We encourage parents to look at their child's development record at regular intervals and provide opportunities to discuss progress on a regular basis.
- We will discuss fully with parents any concerns that arise about a child's progress or behaviour and make suitable plans to address any of the issues identified.
- We operate a key person system involving parents for open discussion and information sharing regarding pre-school and home circumstances.
- We will share with parents/carers an overview of the experiences and activities that the children are involved in (by discussion, letters, displays or photographs) to enable them to participate fully in their children's lives in the Setting.
- Display activity plans for parents to view.
- Provide opportunities for parents to learn about the pre-school curriculum, the Early Years Foundation Stage and about young children's learning.
- Provide opportunities for parents to contribute their own skills, knowledge and interests to activities that might extend the children's experiences;
- Respect the family's religious and cultural backgrounds and accommodate any special requirements whenever possible and practical to do so.
- Find out the needs and expectations of the parents. These can be obtained through regular feedback via questionnaires which can then be evaluated by the pre-school to promote practice, policy and staff development.
- Ensure that information provided by parents about their children remains confidential and securely locked away in the premises office.

- Ensure that staff are discreet and treat details of children's activities private outside of Incy Wincys.
- Request parents keep us informed of any changes to contact details such as change of address, telephone number, doctor, emergency contact etc.
- Request parents keep us informed of any circumstances which could have an effect on a child's emotional well-being, e.g. bereavement, separation, illness or any other sensitive issues in the family.
- Encourage parents and carers to share details of any other form of registered provision their child attends so we can coordinate our care where appropriate.
- Provide a written contract between the parents and Incy Wincys regarding conditions of acceptance and arrangements for payment.

Tools for informing parents:

- Parent welcome packs are distributed to all new parents.
- Every child's observation records are maintained by staff and are available for parents to view at all times, in addition parents are invited to contribute their own observations to the record.
- We will be available for twice yearly meetings for staff and parents where the record is discussed and progress reviewed or at any time a parent or staff member feels it necessary.
- Regular parent newsletters are sent home each term.
- There is a notice board which is used to share information about special activities, important messages etc with parents.
- Staff are always available to speak to parents at dropping off and collection times.

Photographs and videoing of children in the Setting

Statement of Intent

The safety and security of children is the primary concern of Incy Wincys. Our policy on the usage of children's images is based on the guidance provided by the Surrey Safeguarding Children Board. Generally, photographs of children in a Setting are a source of pleasure and pride and are to be welcomed. However, in an age where technology has vastly increased the use and potential misuse of photographs, there have been concerns about the possibility of a child being identified by a photograph or filming of an event in case they are put at risk.

Aim

The SSCB believes that the risk of a child being identified by a stranger is so small that, provided steps are in place to limit the publication of their names and addresses, photography and filming of children and young people should continue in line with the policy set out below.

- Parents will be asked to sign a consent form when their child joins Incy Wincys to confirm that they are happy for their child to be photographed as part of Incy Wincys observations, displays, newsletter etc.
- Parent's wishes will be respected in this case.
- In any use of a photo, we will not use the child's full name alongside their photograph. However, first names may be used.
- Staff are not permitted to use personal recording equipment at any time on Incy Wincys premises.
- Volunteers, parent helpers or other visitors to the Setting are also requested to adhere to the above Mobile Phone and Personal Recording Equipment policies.

Special Events - We recognise the importance of parents being able to record the special milestones in their child's development. Permission will be given for parents / carers to take photos and videos of their children, implicitly for their own personal use only. We request that there is respect for other parents' wishes, no photos or videos that include children other than your own are uploaded to the internet in any way or shared electronically.

However, Incy Wincys cannot accept any responsibility for the protection of photos and videos taken by friends, family or other parents and carers at these special events. We will therefore always remind parents before these special events take place that photography and videoing by other parents and carers will be permitted. We would request that parents remove their child from any special event if they have any concerns over their child being photographed.

Prevent Duty Fundamental British Values Policy

Statement of Intent

Incy Wincys believes in The Fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are embedded within the Early Years Foundation Stage.

Aims

As part of new government plans, Incy Wincys will teach children in an age appropriate way to protect them from religious radicals. We will ensure that following embedded during the day to day events.

- Enable children to develop their self-knowledge, self-esteem and self confidence
- Enable children to learn to distinguish right from wrong.
- Encourage children to accept responsibility for their behaviour and show initiative
- Enable children to acquire a broad general knowledge of respect for public institutions and service in England.
- Enable children to acquire an appreciation of and respect their own and other cultures.
- Encourage respect for other people.

As practitioners, it is our duty to demonstrate what this means in practice. We can encourage children to see their role in the bigger picture, encouraging them to know their views count, value each other's views and values and talk about their feelings. We encourage children to show views by a show of hands to choose or by using their own themes for role play and areas of learning.

We can provide activities that support decisions, turn taking, sharing and collaboration. Children should be given opportunities to develop enquiring minds in an atmosphere where questions are valued.

Children need to learn and understand their own and other's behaviour and its consequences and learn to distinguish right from wrong. This can be established with codes of behaviour, positive role models and ensuring that these rules apply to everyone and that the rules are understood by all.

We will encourage children to take challenges big or small to develop self-esteem, self-knowledge and increase confidence and abilities. We will provide obstacle courses, experiments where we debate and talk about events that children have

experienced. We intend to promote small group discussions; these could be a reflection on an activity or a discussion on how children are feeling about going to school. Such activities help children to develop a language of feelings, responsibility, reflect on differences and understand we are free to have different opinions.

All who attend need to understand Incy Wincys' ethos of inclusiveness and tolerance where views, faiths, cultures and races are valued in all aspects. Incy Wincys will engage the children in the wider community to extending their knowledge and understanding to respect their own faith and other cultures. We will embrace festivals, celebrate through world days, allow children the opportunity to discuss the difference, seek information from questioning while explaining the importance of tolerant behaviour such as sharing and respecting other's opinions.

We will promote diverse attitudes and challenge stereotypes, share stories with children that can reflect, value diversity of children's experiences, use resources to show children examples of how other children live in the world. We must challenge gender, cultural and racial stereotyping.

We, as early years educators, have a duty to ensure these fundamental values are maintained to demonstrate an awareness and understanding of the risk of radicalisation in their area, institution of body. It is our duty to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. We have a duty as our of the education sector, along with other authorities such as the police, to have regard to the need to prevent people becoming drawn into terrorism.

Risk Assessment Policy

Statement of intent

Incy Wincys believes that the health and safety of children is of paramount importance. We make our Setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks. This enables the children to thrive in a healthy and safe environment.

Aims

The basis of this policy is risk assessment which is a process we use to review the following:

- identification of risk: Where is it and what is it?;
- who is at risk: childcare staff, children, parents, etc?;
- assessment of the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did;
- control measures to reduce/eliminate risk: What we need to do, or ensure others will do, in order to reduce that risk?; and
- monitoring and review.

Procedures

- Our risk assessments are carried out jointly by the Manager and the Deputy Manager.
- Our risk assessment process covers adults and children and includes:
 - checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
 - assessing the level of risk and who might be affected;
 - deciding which areas need attention; and
 - developing an action plan that specifies the action required, time-scales for action, the person responsible for the action and any funding required.
- Risk assessments are reviewed annually or earlier if appropriate.
- We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.

Role of the Key Person

Statement of intent

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. By providing secure relationships where children thrive, parents have confidence, staff are committed Incy Wincys is a happy and dedicated place to attend or work in.

- We want children to feel safe, stimulated and happy, to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with Incy Wincys.
- We aim to make Incy Wincys a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.
- The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage. Each Setting offers a key person for each child and has special responsibilities for working with a small number of children and building relationships with their parents. A key person will help the child become familiar with the Setting and feel confident and safe.
- We allocate a key person to each child before they start, however, this may change as a child settles to a person.
- The key person offers unconditional regard for the child and are non-judgemental.
- The key person works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning.
- The key person acts as the key contact for the parents and will have links with other carers involved with the child, such as a childminder, and coordinates the sharing of appropriate information about the child's development.
- The key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our Setting.
- The key person encourages positive relationships between children in their key group, spending time with them each day.
- We promote the role of the key person as the child's primary carers in our Setting, and as the basis for establishing relationships with other staff and children.

Safeguarding Children and Child Protection Policy

Statement of intent

Incy Wincys is committed to work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

Aims

Our aims are to:

- Create an environment in Incy Wincys which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background;
- Help children to establish and sustain satisfying relationships within their families, with peers and with other adults.
- Encourage children to develop a sense of autonomy and independence.
- Enable children to have self-confidence and the vocabulary to resist inappropriate approaches.
- Work with parents to build their understanding of and commitment to the welfare of all children.

The legal framework for this work is:

- The Rehabilitation of Offenders Act 2015
- The Children Act 2004
- Human Rights Act 1998
- Data Protection Act (GDPR) 2018
- The Protection of Children 1999
- DfE - What to do if you're worried about a child being abused 2015

Liaison with other bodies

- We work within the Surrey Safeguarding Children Partnership procedures
- DfE - What to do if you're worried about a child being abused 2015
- The new Safeguarding Children Partnership established and led, jointly and equally, by Surrey County Council, Surrey Police and Guildford and Waverley Clinical Commissioning Group (on behalf of all CCGs and NHS providers in Surrey).
- Ofsted
- Surrey Childrens services
- Disclosure and Barring Service
- Surrey Police, for example

What is Safeguarding?

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Staffing and volunteers

- Our named person who coordinates child protection issues is Mrs Amanda Ellis DSL - Designated safeguarding lead
- All staff will have initial safeguarding training as part of their induction with the DSL within 6 weeks of starting and then further training within 6 months and refresher updates every 2 years unless legislation or best practice requires updates.
- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware that other factors affect children's vulnerability such as:
 - abuse of disabled children,
 - fabricated or induced illness,
 - child abuse linked to beliefs in spirit possession,
 - sexual exploitation of children such as through internet abuse and Female Genital Mutilation that may affect or may have affected children and young people using our provision.
 - gang activity,

- complex multiple or organised abuse, through forced marriage or honour based violence or maybe victims of child trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- We ensure that all staff and parents are made aware of and understand our safeguarding policies and procedures by sharing our full policy document online via our website and by email when updates are made.
- We provide adequate and appropriate staffing to meet the needs of all children.
 - Legal requirements are met when staffing -
 - 2 year olds - 1 adult : 4 children,
 - 3 & 4 year olds - 1 adult : 8 children.
 - We also provide additional support for children with special educational needs with support from discretionary funding.
- Applicants for posts within the Setting are clearly informed by email at the time of application that the positions are exempt from the Rehabilitations of Offenders Act 1974. Candidates are informed of the need to carry checks before posts can be confirmed. Where applicants are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information. - See staffing and employment policy.
- All staff members (paid or volunteers) are required to have an enhanced DBS check - either via a new application or the update service.
- All applicants (paid or volunteers) are required to provide professional and character references as well as all documentation and information to enable DBS checks, to ensure that no disqualified person or unfit person works at the Setting or has access to the children. This is in line with procedural requirements from the statutory framework for the EYFS and also the legal frameworks of Keeping Children Safe in Education.
- Volunteers do not work unsupervised and will have a qualified member of staff with them at all times.
- All visitors are required to sign in and out, state who they are visiting and why. They are also required to leave bags, personal items and mobile phones in the locked cupboard within the Setting room.
- The Setting has one mobile phone. All others are not permitted during session hours. - See mobile phone policy.
- All visitors from health care or education must provide identification and authority to have access to a child.
- We take security steps to ensure that we have control over who comes into the Setting so that no unauthorised person who has unsupervised access to the children, our room is locked from the inside and all staff notified when the door is unlocked for any reason. Children do not play outside without adult supervision.

- We ensure that children are only collected by known parents or carers, or another previously authorised person, this is controlled by a list of approved collectors and a password system. We ask that parents inform us if someone else is collecting their child/ren. If someone not approved or known to the team arrives to collect a child and we do not know about it even if they do know the password we will contact parent to seek permission. If we are not able to contact a parent we will not release the child.
- We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development; their participation in events organised by us; or for previously authorised marketing mediums. Parents sign a consent form and have access to records holding visual images of their child.
- Where a child makes comments to a member of staff that gives cause for concern, observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being, unexplained bruising, marks or signs of possible abuse or neglect, that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child;
 - makes a written record that forms an objective record of the observation or disclosure that includes:
 - the date and time of the observation or the disclosure;
 - the exact words spoken by the child as far as possible;
 - the name of the person to whom the concern was reported, with date and time; and
 - the names of any other person present at the time.
- All members of staff take care not to influence what a child is choosing to share with them by the way in which we speak to them or by questioning the child.
- These records are signed and dated and kept in the child's personal file which is kept securely and confidentially.
- Incy Wincys has a legal obligation to report suspicions of female genital mutilation (FGM). If there are any concerns, these will be reported to Surrey Children's Single point of Access (C-SPA) and the police. All staff have completed / or will complete further training on identifying the possible signs of FGM within 6 months of joining.
- Incy Wincys adhere to the Prevent Duty Statutory guidelines which help identify children or parents who are at risk of radicalisation. We have a legal responsibility to report any concerns to the C-SPA. A copy of the guidelines is available for staff and parents who may refer to if needed.

- All staff have completed / or will complete the Prevent Duty online training course to help identify if there are concerns regarding a child and parents risk to being radicalised within 6 months of induction training completed.
- A staff member must inform another member of staff if they are leaving the room to attend to another child, ie; nappy changing, clothes changing etc. These details are then recorded in the intimate care book.
- All staff, parents and visitors are made aware of who to contact should they witness or have concerns that a child is not being cared for appropriately. See also whistleblowing policy.

Disciplinary Action

Where a member of staff or a volunteer has an allegation made against them the Setting manager or Safeguarding lead will contact the LADO (Local Authority Designated Officer) to ensure that the correct process is followed and recorded. They will also report findings to Ofsted and Police All staff are informed of implications of any allegations and the processes that follow an allegation at the time of their interviews and annually at their supervision meetings. When signing their appraisals, they are aware that they also hold responsibility to highlight any concerns to their manager.

Training

We seek out safeguarding children training and refresher opportunities for all adults involved in the Setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the Setting.

Planning

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group this is done away from the other children and are supervised at all times in line with the ratios set out earlier in this policy.

Environment

- We create within the Setting a culture of value and respect for the individual by allowing freedom for each child to be what they want to be, to explore all areas of play and development open to them.
- We ensure that we provide a fun, free, stimulating and open environment by ensuring that the activities, toys and books cover a variety of age ranges and stages of development. We also offer adult support to access these areas.

Complaints

- We ensure that all parents know how to voice their concern/s about a member of staff, which may include an allegation of abuse. The full

complaints process is part of this document. At the time of complaint, timescales and form of communication are agreed with the parent.

- We follow the Local Authority Designated Officer (LADO) when investigating any complaint that a member of staff or volunteer has abused a child. They can be contacted on 03001231650 or LADO@surreycc.gov.uk the LADO will instruct process and paperwork to be completed. We will also report this to Ofsted pending the outcome of the investigation.

Responding to suspicions of abuse

- As previously stated abuse of children can take different forms - physical, emotional, sexual and neglect. When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the Setting will initially observe the child, share observations and discuss any concerns between them and then approach the parents to discuss. Should concerns not be alleviated by discussions with parents/carers then the levels of need will be assessed by using the Effective Family Resilience indicators of need document, this will then assist in finding the correct course of action.
- We allow investigation to be carried out with sensitivity. Staff in the Setting take care not to influence the outcome either through the way they speak to children or ask questions of children.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child;
- Listens to the child: and;
- Gives reassurance that she or he will take action.

Recording suspicions of abuse and disclosures

Staff make a record of:

- The child's name
- The child's address
- The age of the child
- The date and time of observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child'
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other person present at the time.

These records are signed and dated and kept in a separate confidential file and if required passed on to outside agencies, or kept with the child's confidential records.

All members of staff know the procedures for recording and reporting concerns, issues or significant events confirmation of current process is kept on show on the inside of the store cupboard for ease of access.

Surrey Children's Single point of access : 0300 470 9100

Or csmash@surreycc.gov.uk

Emergency out of hours 5pm-9am and 24 hours weekends and bank holidays : 01483 517898

Informing Parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local C-SPA does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform the parents.

Confidentiality:

All suspicions and investigations are kept confidential and share only with those who need to know. Any information is shared under the guidance of the Surrey Safeguarding children partnership

Support to families.

- The Setting takes every step in its power to build up trust in and supportive relations among families, staff and volunteers in the group
- The Setting continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only is appropriate under the guidance of the C-SPA

With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

Settling in Policy

Statement of Intent

We want children to feel safe, stimulated and happy in the Setting and to feel secure and comfortable with staff. We also want parents to have confidence in the staff and with their children's wellbeing.

We want your child to feel happy and safe at the Setting. To make sure that this is the case, we will work with you to decide on how to help your child to settle into Incy Wincys.

Aim

We aim to make the Setting a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children.

- Before a child starts to attend the Setting, we provide parents with information about the Setting including access to the policies and procedures we follow.
- We also encourage parents to come and visit us with their child where we take time to discuss any information or questions they may have and allow their child to meet us and join in if they feel they would like to.
- When a child starts to attend, we work with his/her parents to decide on the best way to help the child settle into the Setting.
- We allocate a key person to each child and his/her family.
- We keep the parent informed at the end of every session how their child is doing, what activities they have been involved with and allow parents time to ask any questions.
- Should a child be finding it difficult to settle throughout their first few sessions we will contact the parent and discuss next steps, even if this means that the child will do shorter sessions for a few days.

Sickness Policy

Statement of Intent

At Incy Wincy's we endeavour to provide an environment where the importance of health and infection is controlled to the best of our ability, and that the emotional and physical well-being of the children comes first.

Aim

We aim to make children, parents and staff aware of the importance of general hygiene and control of infectious illness.

- We follow the guidelines set out by the Health Protection Agency
- We operate a policy where 48 clear hours after any bout of sickness and/or diarrhoea has passed before any child or staff member returns to Setting.
- No attendance to Setting by any child suffering from chicken pox, mumps, measles, whooping cough or such is allowed until specified time period has elapsed.
- Any child or staff member suffering from swine flu should be kept away from Setting until such time as contagious period has passed and child is well enough to attend.
- All tables are cleaned between activities with an antibacterial spray.
- Children are encouraged to wash hands before snack time and after toileting.
- Each child has his or her drink at snack time.
- If any child appears unwell parent/carer will be informed and whilst awaiting the arrival of parents, the staff will ensure the comfort of the child, taking appropriate action, including seeking medical advice if necessary.
- If any child requires emergency assistance then an ambulance will be called and staff member will remain with child until parent/carer arrive at hospital.
- Staff will report any worries about a child's health to the parents/carers immediately. Parents are responsible for keeping the Setting informed about the child's health.
- Coughs and colds do not normally require the child to be excluded but this does depend on the severity and how the child is able to cope with the Setting routine.
- If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (infectious diseases) regulations 1988, the GP will report this to the Health Protection Agency. When the preschool becomes aware, or is formally informed of the notifiable disease, the manager informs Ofsted and acts on any advice given by the Health Protection Agency.

- Nits and head lice are not an excludable condition, although in exceptional cases a parent maybe asked to keep the child away until the infestation has cleared. On identifying cases of head lice, all parents are informed and asked to treat their child and all the family if they are found to have head lice.
- Incy Wincys operates an 'Open Door' policy towards parents/carers so feel free to discuss any concerns about your child.

Special Educational Needs Policy

Statement of intent

Our Pre-School aims to welcome and provide appropriate learning opportunities for all children, and to have regard to the DfE Code of Practice (2001) in the Identification and Assessment of Special Educational Needs (SEN).

We have appointed a Special Educational Needs Co-ordinator (SENDCo), who is responsible for the day-to-day operation of the SEN policy.

Aims

- ensure that all children have the same entitlement to a broad based curriculum irrespective of their SEN and adapt activities to allow children with special needs to take part and learn as part of the wider group;
- explore all opportunities to provide extra resources to match the child's individual needs, making sure that specialist equipment is available if needed;
- regularly review with the parents and any appropriate professionals, the child's progress and the way forward, which will ensure a planned, co-ordinated approach for the provision of the child's needs;
- provide appropriate opportunities for the development of every child's self esteem and encourage full integration into the Setting, valuing and acknowledging their individuality and helping them feel good about themselves;
- have regard for the Disability Discrimination Act (DDA) requirements for making reasonable adjustments if able to our premises to make sure they are accessible;
- look at ways in which other children's awareness might be raised, for example, positive images of disability in books and toys;
- support parents/carers in obtaining help and advice from outside agencies, such as health visitors, paediatricians etc;
- offer and make available appropriate training to all staff and make sure that staff are aware of each individual child's needs, to give consistency of care;
- encourage staff to establish relationships with other local Settings to share expertise and training; and
- in conjunction with parents, our observations and record keeping will enable us to monitor the child's needs and progress on an individual basis.

When a child has been identified and before any further action is taken, there will be full and ongoing discussion with parents. Other professional agencies concerned with the child will be consulted as appropriate. The SENDCo is responsible for managing this process.

Graduated Approach

Staff members will perform regular observations and record keeping in conjunction with parents, which will enable staff to monitor children's needs and progress on an individual basis. If a parent or member of staff is concerned about a child's progress they should liaise with the SENDCO, who will observe the child in Pre-School and offer advice to staff members and parents.

Following consultation with the parents, if it is deemed necessary, the child will be placed on the Monitoring List at which stage it may be necessary to intervene through Early Years Action.

When the child has been placed on the Monitoring List, an Individual Education Plan (IEP) will be drawn up. The IEP will be drawn up by the SENDCO and the child's Key person, in consultation with the child's parent, if appropriate.

The SENDCO, the child's key person and the child's parents will meet regularly to review the IEP and determine whether it continues to meet the child's needs. The child's IEP may be revised in the light of reviews held. The child will move on to Early Years Action Plus, If, following a further review:

- the child still fails to make progress;
- the parents or key person have on-going concerns about the child; and
- more information or advice is needed regarding the child.
- The Early Years Action Plus involves accessing external support services, which can:
 - provide more specialist assessments;
 - help with advice on new IEP and targets;
 - give advice on the use of new or specialist strategies or materials; and
 - in some cases, provide support for particular strategies.

Special Educational Needs Co-ordinator

The Role of the Special Educational Needs Co-ordinator is:

- to liaise with staff and primary carers to ascertain which children are giving cause for concern;
- to take the lead in observation and assessment of identified children and identification of their strengths, weaknesses and consequent needs;
- to take the lead in planning future support for children with SEN, in discussion with staff;
- to liaise with outside agencies where necessary;
- to offer support and advice to staff and primary carers. This will include:
 - attendance at meetings between staff and primary carers;
 - attendance at meetings between staff and outside agencies;
 - provision of written Individual Education Plans, containing targets for the child, review date and strategies to be used; and
 - taking the lead in monitoring and reviewing the action taken.

- to maintain an up to date Register of Special Needs;
- to ensure that relevant background information about individual children with Special Educational Needs is collected, recorded and updated; and
- to keep up to date with changes in legislation and methodology regarding Special Educational Needs and to attend training as required in order to so do.

Staffing and Employment Policy

Statement of Intent

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education to a high quality.

Aims

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

- We use the ratio of 1 adult : 4 children
- A minimum of 3 staff/adults on duty at any one time.
- We hold regular staff meetings to discuss matters in hand.
- Our staff are checked for criminal records through the DBS.
- Our staff are required to supply suitable contact information for professional and character references.
- A minimum of half our staff hold NVQ level 2 in childcare and a third also hold a level 3.
- We provide opportunities for training to all staff through a variety of early years training companies, e-learning and distance learning, Statutory updates on training will happen within best practice time scales ie - safeguarding refreshers will be completed within 3 years. Further training on areas of interest can be arranged as part of the appraisal and supervision process or as something comes to light. As a manager I welcome all staff to pursue their interests to support the children and their knowledge.
- We welcome applications from all sections of the community. Applications will be considered on the basis of suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.

Whistleblowing Policy

Statement of Intent

At Incy Wincy's we are committed to delivering a high quality Setting, promoting accountability and maintaining public confidence.

Aim

We aim to ensure that all staff, parents and visitors are confident in raising questions or concerns regarding the practices, care and staff within our Setting and ensuring that feedback on a actions taken are provided. This policy also protects individuals with protection from victimisation or punishment when they raise a genuine concern about misconduct or malpractice in the Setting.

The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest. The Act covers behaviour, which amounts to:

- A criminal offence;
- Failure to comply with any legal obligation;
- A miscarriage of justice;
- Danger to health and safety of an individual and/or environment; and
- Deliberate concealment of information about any of the above.

It is not intended that this policy be a substitute for, or an alternative to, the Settings formal complaints procedure. It is designed to nurture a culture of openness and transparency within the Setting, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice. Incy Wincys strongly supports measures which protect whistle-blower's from any form of victimisation.

- An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to the Manager who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed.
- Concerns may be raised verbally or 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.
- Although a member of staff/parent 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.

- Incy Wincys will respond to any concerns raised as quickly as possible. 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 (i.e. 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.
- Staff/parents will be told how Incy Wincys proposes to deal with a concern within ten working days of the concern being raised.
- If an employee or volunteer feels the matter cannot be discussed with the Pre-School Manager, he or she should contact Surrey County Council Early years team on 01372 833811 for advice or Ofsted (whistleblowing@ofsted.gov.uk or 0300 1233155) for advice on what steps to follow.
- Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the Setting.
- 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 or her. If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

Staff signatures confirming this document has been read and understood:

Name: Position:

Signed: Date:

Name: Position:

Signed: Date: