

MARSWORTH PRE-SCHOOL POLICIES

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Health and Hygiene – Policy and Practice

Our Pre-School promotes a healthy lifestyle and a high standard of hygiene in its day-to-day work with children and adults. This is achieved in the following ways:-

HEALTH:

Food

- All snacks provided will be nutritious and pay due attention to children's particular dietary requirements.
- Fresh drinking water will be accessible to all children at all times.
- All food offered to children during snack time will be updated daily and clearly displayed on the notice board. This will declare any of the 14 allergens listed under food law.
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.
- OFSTED will be notified if two or more children cared for on the premises are affected by food poisoning.

Outdoor Play

- Weather providing, all children will have the opportunity to play in the fresh air throughout every session all year round.
- Staff will ensure all aspects of the curriculum and principles of the EYFS are intertwined and offered to all children during outdoor play.

Illness

- Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents if necessary. Careful observations will be made by staff of any child who seems unwell, and parents will be notified accordingly.
- Parents are asked not to bring any child into the pre-school who has been vomiting or had diarrhoea until at least 48 hours has elapsed since last attack.
- Cuts or open sores, whether on adults or children, will be cleaned with running water, and then covered with sticking plaster or other dressing.
- When administering any medication, either prescribed or non-prescribed, the following procedures will be followed:-
 - If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with the child's name, dosage and any instructions. If the medication is prescribed, it must be in the original box with the child's name and dosage clearly stated on it.
 - All medications will be kept in a fridge or medicine box.

- A medication form must be completed by the parent which contains the following information: name of child in receipt of medication; times that the medication should be administered together with the signature of the person who has administered each dose.
- With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the pre-school's insurance company.
- The pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. It is kept out of reach of children, on the side in the kitchen. Sterile items will be kept sealed in their packages until needed.
- There will always be on the premises at least one qualified first aider at all times.
- This also applies to staff/students and volunteers.

HYGIENE

To prevent the spread of all infections, adults in the group will ensure that the following good practices are observed:

- Hands are washed after using the toilet.
- A large box of tissues available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.
- Children encouraged to cover their mouths when they cough.
- Paper towels used and disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.

Cleaning and Clearing

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet.
- Rubber gloves always used when cleaning up spills of body fluids. Floors and other affected surfaces disinfected. Fabrics contaminated with body fluids thoroughly washed in hot water.
- Spare laundered pants, and any other clothing, available in case of accidents and polythene bags available in which to wrap soiled garments.
- All surfaces cleaned daily or after every meal with an appropriate cleaner.
- Nappies are disposed of in an outside bin.

Food

- Always wash hands with soap and running water before handling food and after using the toilet.
- Always wash fresh fruit and vegetables thoroughly before use.

Accident or Injury

A first aid box will be accessible at all times which holds appropriate content within date. Written records of accidents or injuries and first aid treatment will be recorded. Parents or carers will be advised of such incidences on the same day or as soon as reasonably practicable.

The Manager will report any serious accident, illness, injury or death to both OFSTED and to Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR).

This policy was reviewed by (Chair Person) onand adopted henceforth.

Signed by the Pre-School Chairperson Date.....

Signed by the Pre-School Leader.....Date.....

Date to be reviewed

Safety – Policy and Practice

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

- All children are supervised by adults at all times and will always be within sight of an adult.
- A book is available at each session for the reporting of any accidents/incident.
- Regular safety monitoring will include checking the accident and incident record.
- All adults are aware of the systems in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Children will leave the group only with authorised adults.
- Safety checks on premises, both outdoors and indoors, are made before every session.
- If the main entrance has to be locked, there is a key close by at adults' level.
- Outdoor space is securely fenced, any defects reported to the Village Hall Committee.
- Equipment is checked regularly and any dangerous items repaired/removed.
- The layout and space ratios ensure all adults and children move safely and feely between activities.
- Fire doors are never obstructed.
- Fires/heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Adults do not walk about with hot drinks or place hot drinks within reach of the children.
- Fire drills are held at least twice a term.
- A register of both adults and children is completed on arrival so that a correct record of all those present is available in any emergency.
- There is no smoking in the Village Hall.
- A correctly stocked first aid box is available at all times – stored on the side in the kitchen.
- Fire extinguishers are checked once a year and all staff know how to use them.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking and energetic play receive close and constant supervision.
- On outings, the adult: child ratio will be at least one to four.
- The premises are checked before locking up at the end of the session.
- Daily risk assessments are carried out and recorded.

Tracey Chalkley is the Health and Safety Officer for this setting.

Qualification: Completing Risk Assessments: Health and Safety Guide for Settings.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School Chairperson Date.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Child Protection / Safeguarding Children Policy

We intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:-

Exclude known abusers

It will be made clear to applicants for posts within the pre-school that the position is exempt from the provision of the Rehabilitation of Offenders Act 1974.

All applicants to work within the pre-school, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children. DBS checks are carried out on all staff and committee members every three years.

All staff will also complete a Staff Suitability Declaration form annually which will demonstrate whether they are suitable to work with children. Any false information provided by staff will be investigated and could lead to disciplinary action.

Seek and supply training

The Pre-School Leader will ensure all staff involved in the group has relevant up to date training which enables Practitioners to recognise the symptoms of possible signs of abuse, which include:

- Physical abuse
- Neglect
- Emotional abuse
- Sexual abuse
- Child sexual exploitation
- Domestic violence
(psychological, physical, sexual, financial, emotional)
- Female Genital Mutilation (FGM)

All staff should also understand the setting's Safeguarding Policy and procedures which are in place to protect all children. They should also know what to do if any concerns arise. The procedure is:

- Be alert
- Question behaviours
- Ask for help

- Refer

Prevent abuse by means of good practice

Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child aside – for example for time out after behaviour issues – will leave the door ajar.

Adults who have not had a DBS check completed will not take children unaccompanied to the toilet. (See nappy changing policy/ procedure).

Children will be encouraged to develop a sense of autonomy and independence. This will be conducted through adult support, if required to encourage children to make their own choices. Stage and age appropriate safeguarding activities will be offered to all children on a regular basis (at least once a term). All adults are expected to adopt good listening skills when talking/interacting with the children. This should enable children to develop self-confidence and the vocabulary to resist inappropriate approaches.

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

Respond appropriately to suspicions of abuse and Whistle Blowing

Changes in children's behaviour/appearance will be investigated.

Parents will normally be the first point of reference, except where the concern is that the child will be at greater risk. Suspicions will also be referred as appropriate to the 1st Response Team. All such suspicions and investigations will be kept confidential. The people most commonly involved will be the keyworker, the pre-school leader and the Chair Person.

Managing Allegations

If a volunteer or member of staff is accused of any form of child abuse, the allegation will be reported to LADO immediately by Jo Kitson, Committee Safeguarding Officer and within at least 24 hours where advice will be followed. The person accused must attend the interview and may choose to be accompanied by a friend or colleague. If the allegation is against the Designated Officer, this will be referred to LADO on **01296 382 070**. The person against whom the allegation is made will be informed of the allegation and it might be appropriate to suspend or review duties i.e. non contact work like administration duties, while the investigation is carried out. Investigations will be in line with Buckinghamshire Safeguarding Children's Board (BSCB) procedures and conducted in conjunction with them. Confidential records will be kept of the allegation and of all subsequent proceedings. If the member of staff is dismissed, DBS and OFSTED will be notified.

Keep records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, separate from the usual records of children's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.

Such records will be kept in a separate file and will not be accessible to people in the pre-school except the leader, Chair and keyworker. The BSCB Thresholds Guidance, The Continuum of Need – Windscreen Model will be followed during such concerns. This will always be visible on the setting's notice board.

Liaise with other bodies

If the setting's Designated Officer feels that adequate explanations have not been provided regarding any such concerns, confidential records will be shared with appropriate relevant agencies.

Unless there is an increased risk of a child suffering significant harm, the setting will always require parental agreement prior to any referrals a professional has recommend relating to that child.

Records will also be kept regarding such child protection issues for OFSTED's recommended time span. Further contact with the organization and BSCB regarding the child may be applicable, even if the child no longer attends the setting in order to provide them with background information.

Support families

The pre-school will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in the group.

Where abuse at home is suspected, the pre-school will continue to welcome the child and family while investigations proceed. Unless the safety of the child is jeopardized, confidential records kept on a child will be shared with the parents.

With the provision that the care and safety of the child must always be paramount, the pre-school will do all in its power to support and work with the child's family.

Nappy Changing

No child is excluded from participating in our setting who may 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 an opportunity to learn with the full support and non-judgemental concern of adults.

Our nappy changing procedure is displayed on the wall where we undertake nappy changes.

If underwear is deemed to be extremely soiled, then we will dispose of the underwear hygienically.

We will endeavour to change a child's nappy at least once (more if soiled) during each session they are with us (excluding lunch club). If the child refuses to be changed, we will contact parent/carer to discuss.

Whilst we endeavour to change all soiled nappies, parents must understand that if, for example, a soiled nappy doesn't smell and the child has already been changed by a member of staff then it may go un-noticed.

Parents must ensure that they provide sufficient nappies, wipes and nappy sacks for their child's requirements. We support toilet training in partnership with parents, and will prompt/take the child to the toilet as required but ask the parents to provide of clean clothes in the event of accidents.

Mobile Phones / Devices

- All staff, committee members, students, visitors and parent volunteers in the setting will keep mobile phones/devices in the kitchen area with their personal belongings.
- Staff to give out the pre-school mobile number to family members so they can be contacted during working hours.
- No pictures are to be taken in the setting with a mobile phone or device other than preschool's camera and tablets.
- No inappropriate material must be shared or viewed on any phones/devices which enter the setting.

Digital Images

- Photographs will be taken during indoor and outdoor play and recorded in their online learning journal.
- Cameras will never be taken into toilets/changing areas. A child will never be photographed when their clothes or nappy are being changed.
- Only members of Marsworth Pre-School staff, who have an Enhanced DBS disclosure, are permitted to take photographs. Parents on a rota duty/settling their children in, volunteers and other visitors are not permitted to take photographs.
- Photographs are only to be taken on the pre-school digital camera and tablet.
- Images will be solely used for pre-school administration purposes only and will never be shared with any outside parties. Images will be kept until the child leaves pre-school.
- During special shows or events, parents/grandparents are allowed to take photos or videos of their children as long as they are for their own family album. Efforts must be made to focus on their own child.
- Any photos published in any media must have written consent from each parent. This also applies to the child's name being published. Names and photos will never be published together.

ICT

- All children will have the opportunity to use ICT equipment. Activities will be differentiated to include all children.
- Online equipment/devices for children will have appropriate parental controls set so that children are unable to access or view inappropriate material.
- Staff tablets will be used for relevant childcare use only. Inappropriate material will never be viewed or searched on these devices.

Social Networking

Staff, committee members, students and parent volunteers at Marsworth Pre-School will never disclose any information regarding any aspect of the setting or any person (adult or child) on the internet. The only exception to this is on the Pre-School's own Facebook page where staff and relevant committee members can add posts relating to the setting. This page is set up as a closed group, therefore not accessible to the public (members only).

Tapestry

Practitioners can work on Tapestry outside the setting in order to plan and assess their key children. However, staff must never allow anyone other than staff members to view any children on our Tapestry package. Photos or any information regarding staff or children must not be screen shot or copied on any device.

The Prevent Duty

In order to comply with The Prevent Duty which came into effect in July 2015, all staff must be able to identify children who may be vulnerable to radicalization, and should know what to do when they are identified. All staff must complete a Prevent Awareness Training online programme which supports all Practitioners in identifying children at risk of being drawn into terrorism and to challenge extremist ideas.

The procedure for the duty is:

- All staff must be aware of our Safeguarding Policies
- All staff must complete Prevent Training in order to identify any child that may be being drawn into extremist ideas or terrorism.
- All devices which access the internet must have appropriate safety settings to keep children safe from accessing extremist material.
- All staff read and are aware of the latest annual edition of the Safeguarding / Child Protection Guidance from BSCB.

Wendy Lewis Pre –School Leader is the Designated Senior Person responsible for Safeguarding for this setting.

Jo Kitson is the Designated Senior Person responsible for Safeguarding for the committee.

Useful contact numbers:

Ofsted – 0300 123 1231

First Response 0845 4600 001 ext. 3963

Out of Hours – 0800 999 7677

Social Services Referral Team - 01296 383 779 / 387 932

LADO – 01296 382 070

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School Chairperson Date.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

British Values Policy

Recent events have resulted in the Government bringing in new guidelines. We recognise the requirement from the Department of Education to ensure children are protected from radicalisation by those wishing to unduly or illegally influence them. For pre-school aged children, we have interpreted those values and reflect them when teaching right from wrong, taking turns, sharing and challenging negative stereotypes.

We are committed to promoting the following Government defined “British Values” and have given examples of how we promote these values:

- **Democracy** – Children are treated with respect and their views are listened to. We provide choices for them wherever possible, within their free play and also within adult led activities. They are involved in the rule making process and also with decision making when looking at improving the setting. Their learning journeys reflect the child’s voice and this, in turn, informs planning. Behaviour is dealt with consistently by staff and expectations are made clear.
- **The rule of law** – We teach children how to behave appropriately and discuss behavioural issues. Children are involved in making rules so the Pre-School is a happy and safe place for all. The rules of games are clearly explained and the importance of “fairness” promoted. We foster a respect for people in law enforcement through role play and discussions.
- **Individual liberty and personal responsibility** – We help children understand the need to keep them safe and why we have certain rules. We encourage children to help each other and to respect their environment. We promote and encourage independence from a young age. Children can mainly access their own resources and are aware of other resources available. They are encouraged to ask an adult for other resources if necessary. Children are aware of the boundaries and routines and are expected to follow them (with the support of adults in the setting). They make their own choices at snack time.
- **Mutual respect** – We use stories, puppets etc to teach empathy and understanding. We support children with sharing and taking turns. The adults and other children provide good role models for each other, and adults promote positive behaviour. We speak respectfully to each other with kindness and consideration and promote the importance of good manners and honesty. As part of a balanced range of experiences on offer, we will learn about British festivals/events such as St George’s Day, St David’s Day, St Andrew’s Day and St Patrick’s Day through activities and discussion. As well as British religious festivals such as Christmas and Easter.
- **Tolerance of those of different cultures, faiths and beliefs** – through Knowledge and Understanding of the World, we learn about different religions and beliefs and mark some special days from some of these cultures and countries. We will help children learn about their place in the wider world through books, resources, ICT, food and discussions. We help to develop respect for other cultures whilst fostering a sense of national identity. We also explore traditions from other cultures, such as Diwali and Chinese New Year and explore the similarities and differences with ourselves.

OFSTED guidance states that we should: “promote tolerance of respect for people of all faiths (or those of no faith), cultures and lifestyles; and support through and help, through (our) words, actions and influence...to prepare children and young people positively for life in modern Britain.” We do not promote “news and theories that contrary to established scientific or historical evidence and explanations”.

This policy was reviewed by (Chair Person) onand adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Children Not Collected / Left Behind Policy

Statement of Intent:

Marsworth Pre-School recognises that it has a statutory duty to safeguard and promote the welfare of the children, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day or at the end of a session or lunch club.

On admission of their child to the school, parents must supply:

- Names and full addresses of parents/carers (and confirmation of parental responsibility)
- Home and work telephone numbers
- Mobile phone numbers where appropriate
- Two emergency contacts that may be called in the event of the parents/carers being unobtainable or in the case of an emergency.

This information should be updated annually or whenever circumstances change. It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late.

The Pre-School agrees to care for a pupil who has not been collected from Pre-School, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with the First Response Team, and/or the Police, in order to maintain the child's safety.

The Pre-School's Designated Child Protection Officer will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the pre-school's Child Protection Policy and Procedures.

In situations where the Pre-School Leader considers it appropriate, a letter will be sent to the parent/carer notifying them of the arrangements put into place for their child. An example is shown in **Appendix A**.

Late Collection Procedure

If you are going to be late collecting your child, you should advise the Pre-School at the earliest opportunity by calling **07506 179 658**. Appropriate arrangements can then be made for their ongoing care until you are able to collect them.

If you are arranging for someone else to collect your child, you should advise the Pre-School at the earliest opportunity by calling **07506 179 658**. Please ensure that you speak to a member of staff and do not just leave a message on the answerphone.

This policy was reviewed by (Chair Person) onand adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Children Left Behind Procedure

If a child is not collected by a parent/carer after the school day or at the end of the arranged session/lunch club, within 10 minutes, the Pre-School Leader and/or CPO will be notified. Every effort will then be made to contact the parent/carer, or failing that, the emergency contact.

In the case of a pupil not being collected and no contact being made **WITHIN 20 MINUTES OF THE USUAL COLLECTION TIME**, the Pre-School will ring the First Response Team to discuss the concerns and ask advice. This will allow the First Response Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child.

If the Pre-School is advised to retain care of the child, they will be cared for by 2 members of staff. Messages will be left (where the facility is available e.g. voicemail) at the contact numbers provided by you. You will be able to contact the Pre-School on **07506 179 658** throughout.

Additional Charges

If your child is not collected within 15 minutes of the end of session, lunch club or end of day, you will be charged for the additional care, at the rate applicable to your child's age bracket, in 30 minute segments.

If your child is not collected prior to contact with the First Response team, additional charges may apply as arrangements will need to be made specifically for your child.

Major Incidents

If an incident occurs which results in a large number of children not being collected, First Response will be contacted at the earliest opportunity, because it may be necessary to accommodate the children at a single location until appropriate arrangements can be made. If the nature of the incident is serious, it may be that the arrangements will form part of the Local Authority's emergency plan.

Appendix A

Dear _____ [Parent/Carer's name]
_____ [Child's name] was not collected from school
on _____ day / date
and we were unable to contact you or the emergency contact(s).

As a result, in order to safeguard the welfare of your child/ren, the school was obliged to implement the procedure for dealing with children not collected at the end of the school day or school activity.

Links in with safe guarding children board & guidance.

I am sure that you will appreciate the importance of providing for your child in these circumstances.

I hope that the reasons for your child not being collected are not serious, but would ask you to contact the school as soon as possible to discuss the matter further.

Yours sincerely,

Pre-School Leader

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School Chairperson Date.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Student Placements / Work Experience Policy

Marsworth Pre-School recognises that qualifications and training make an important contribution to the quality of the care and education provided by early year's settings. As part of our commitment to quality, we offer placements to students undertaking early year's qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide for students on placement with us experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

We require students on qualification courses to meet the 'suitable person' requirements of OFSTED , have DBS checks carried out as well as the following:

- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses who are placed in our setting on a long term basis or staff working as apprentices in early education (aged 16 and over) can be counted in our figures depending on suitability, age and experience and this is at the discretion of the Leader and Deputy.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.

- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

This policy was reviewed by (Chair Person) onand adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Staffing & Employment Policy

A high adult: child ratio is essential in providing good quality pre-school care.

In our pre-school:

- We have at least one member of staff to each eight children over three years of age and one member of staff to each four children less than three years.
- Our keyworker system ensures each child and family has one particular staff member who takes a special interest in them.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with or without disabilities, from all religious, social, ethnic and cultural groups.
- Staff training meets all regulatory requirements. The Leader must hold at least a relevant Level 3 qualification and at least half of all other staff must hold a minimum relevant Level 2 in childcare and early years. All staff hold or are encouraged to work towards qualifications appropriate for their position in the group.
- Regular in-service training is available to all staff, both paid and volunteer members, through the Pre-School Learning Alliance.
- We support the work of our staff and identify their ongoing training and development needs by means of regular monitoring/appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Staff Recruitment Procedure

1. Check that current job description and person specification are up to date and amended if necessary.
2. Create the selection criteria to be used to shortlist applications and to select the successful candidate (e.g. work experience, qualifications, relationship with children, knowledge of childcare, professionalism, willingness to train, team working, flexibility, communication skills, enthusiasm etc.).
3. Draw up job advert (including closing date).
4. Advertise post – possible places to advertise are:
 - Marsworth Village Newsletter
 - Marsworth Village Notice boards
 - Marsworth Pre-School website www.marsworthpreschool.org.uk
 - Pre-School Trays / School trays
 - Buckinghamshire County Council Early Years web page
 - Hertfordshire County Council Young in Herts webpage
 - Local shops and notice boards
 - Local colleges e.g. Aylesbury, Dunstable, Amersham and Wycombe
5. Send out job descriptions and application forms to interested candidates (and details of who application should be sent to). Invite and encourage interested candidates to visit the pre-school during pre-school hours.
6. Request references for interested candidates.
7. After the closing date, draw up a short-list of candidates to invite for interview.
8. Decide on an interview date and invite candidates for interview.
9. Decide who is going to conduct the interview (at least 2 people e.g. committee chair and pre-school leader) and decide on interview questions.
10. Conduct interview. At interview, gaps and changes in employment should be fully explored. Candidates should also bring original or certified copies of documents confirming any necessary or relevant educational or professional qualifications. Forms of ID will be required at the interview. The applicant's right to work in the UK will also be checked.
11. Offer job to the successful candidate, subject to a satisfactory DBS check and the receipt of 2 satisfactory references.
12. Confirm the job offer in writing – send 2 copies of the letter, one of which is to be signed and returned to committee chair.
13. Organise DBS check (TMGCRB)
14. Draw up contract.

- 15. Provide 'induction checklist for new staff' form for completion by the new member of staff during the first couple of months in the post.
- 16. New member of staff to complete Staff Suitability Declaration Form prior to starting their new post. This must be completed annually. They must also read all Policies and the latest Bucks Safeguarding Guidance booklet.
- 17. Book new starter on Child Protection course within 4 weeks.

This policy was reviewed by (Chair Person) onand adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Policy on the Recruitment of Ex-offenders

It is a requirement of the DBS's Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to Disclosure applicants at the outset of the recruitment process.

- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Marsworth Pre-School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Marsworth Pre-School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Marsworth Pre-School and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Marsworth Pre-School to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Marsworth Pre-School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s).

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Parental Involvement Policy

Parents are the main educators of their young children. The aim of the group is to support their essential work, not to supplement them. We will:

- Make all new parents aware of the group's systems and policies through our Welcome Booklet.
- As a committee run setting, we encourage parents on an individual basis to play an active part in the management of the group.
- Parents are issued with a written overview of their child's progress once a term. They are also welcome to discuss any matters relating to the child with the Keyworker, Deputy or Leader whenever they feel necessary.
- Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.
- Ensure that all parents are fully informed about meetings, conferences, workshops and training.
- Hold meetings in venues that are accessible and appropriate for all.
- Make known to all parents the systems for registering queries, complaints or suggestions.
- Provide opportunities for parents to learn about the pre-school curriculum and about young children's learning in pre-school and at home.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Admissions Policy

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

- Ensure that the existence of the pre-school is widely known in all local communities. We will place notices advertising the pre-school in places where all sections of the community can see them.
- Arrange our waiting list in order of date of birth. See our Welcome Booklet for further details.
- Describe the pre-school and its practices in terms which makes it clear that it welcomes both Fathers and Mothers, other relations and other carers, including childminders, and people from all cultural, ethnic and social groups with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our equal opportunities policy widely known.
- Be flexible about attendance patterns where appropriate so as to accommodate the needs of individual children and families.
- Our opening times/days are :-

AM Session 9am – 11.30am
Lunch Club 11.30am – 12.30pm
PM Session 12.30 pm – 3pm

On Monday, Wednesday, Thursday and Friday during school term time.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Allocation of Sessions Policy

Once admitted to pre-school and added to the register, as per the Admissions Policy, the following dictates the allocation of sessions to those children on the register.

- Funded 4 year olds
- Funded 3 year olds
- Funded 2 year olds
- Additional sessions (fee paid) for children occupying funded sessions.
- Sessions for non-funded children (generally 2 year olds), in start date order if already attending (not DOB)
- Sessions for non-funded children (generally 2 year olds), in order of start date order (not DOB)

A 2 year old child may already attend a session in one term but, if a higher priority child requests that session in the new term, that takes precedence and the 2 year old will be declined if there is insufficient space.

Newest starters will always be offered spaces last. If a child requests two or more sessions, they must include at least one afternoon session.

Parents / guardians will be asked to request their preferred sessions and a deadline by which this should be done will be indicated.

Funded children will be approached first (with a deadline), followed by all other children on the register, with a separate & later deadline. New starter requests will then be handled after this second deadline irrespective of whether all requests have been received or not.

Children already attending may not receive their preferred sessions, regardless of the above priorities, if they do not request sessions by the given deadline.

This policy was created by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Late Payment Policy

Statement of Intent

Marsworth Pre-school is a registered charity and is not permitted to operate at a loss, nor to operate as a profit making organisation. We charge fees for each session of the Pre-School to cover our costs and to benefit children at the Pre-School.

Late payment of fees adversely affects our cash flow and increases our administration costs. This policy sets out how we handle unpaid invoices to protect the financial position of the Pre-school, for the benefit of all children in the setting.

Procedure

- Invoices for each half term will be issued in the first week of the September half term and in the last week of the of that half term and each one thereafter, for the following half term.
- Payment of fees should be made within 14 days. Payment by bank transfer is preferred. Bank details are provided on the invoice. Cash payments are also acceptable. Cash payments must be handed to a member of staff and a receipt obtained. Cheques are accepted but a surcharge of 50p per cheque will be levied. Payment can also be made with childcare vouchers.
- If the fees are not paid on time, the Pre-school will notify the parent/carer in writing and request payment at the earliest possible opportunity. A charge of 5% per week will be levied for all payments made after the invoice due date.
- If the fees are not paid on time, the Pre-school will notify the parent/carer in writing
- Payments for increased sessions agreed after the start of term will be invoiced separately and are due for payment 7 days from the invoice date. A late payment fee 5% per week will also apply to these supplementary invoices.
- A third & final reminder will be issued. Thereafter, the matter will be passed to our solicitors and the Pre-School will be forced to withdraw the child's place. Under exceptional circumstances, the Chair may agree to allow the child to continue attending the Preschool for a specified period.
- The Pre-school will be sympathetic to parents/carers who are having or who anticipate having difficulty in paying and it may be possible to arrange an individual payment plan. However, this must be negotiated between the Pre-school and parents/carers, preferably in advance. Any family in this situation should contact the Pre-School at the earliest opportunity to arrange a confidential meeting. All information will be treated in the strictest confidence.
- Once in the hands of our solicitors, the Pre-school will pursue payment of unpaid fees in the small claims court.

This policy was created by (Chair Person) on 2 August 2014 and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Confidentiality Policy

The pre-school's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the pre-school can do so with confidence, we will respect confidentiality in the following ways:-

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the pre-school leader or keyworker will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's keyworker/pre-school leader and the Chair.

All the above undertakings are subject to the paramount commitment of the pre-school, which is to the safety, and well being of the child.

Please also see our policy on child protection.

This policy was reviewed by (Chair Person) onand adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Staff Policies

Any member of staff not adhering to these policies could face disciplinary action.

Child Protection / Safeguarding

- All permanent staff must read all the setting's policies and procedures as part of their induction. They must familiarise themselves with the documents annually or as any amendments are made.
- All permanent staff must be DBS checked. This must be applied for immediately to starting employment and must be chased after two weeks if not received by applicant.
- All permanent staff must complete or be booked on a child protection course within 4 weeks of their start date.
- All staff must read the Bucks Safeguarding Guidance booklet annually as it is updated.
- All staff must complete a Staff Suitability Declaration Form annually or as they start.
- All staff must read and adhere to our Tapestry Policy. If using Tapestry outside the setting, staff must never allow non staff members to see or have access to any information on the package.
- Remember confidentiality at all times. Any issues from parents need to be brought to Leader's attention where the matter will be addressed.

Safety

- A First Aider must be on site during all open hours.
- A Health and Safety Officer must be appointed at all times. They must have up to date certificates in Health and Safety and Food Hygiene.
- Two members of staff are required to be outdoors or in the quiet room with children at all times. Music time generally only requires one member of staff. However, if the practitioner carrying out the session obviously needs assistance, please help accordingly.
- A Fire Drill must be carried out at least once a term.
- Daily risk assessments must be conducted prior to opening.

General

- When using TOIL, please check with Leader and staff that it is convenient. You are responsible for finding your own cover.
- When setting up in the morning, all staff must concentrate on the hall before other areas.
- Only one member of staff needs to be in the kitchen at any one time.
- After lunch, **all** staff must clear away food area before parents come in at 12.30pm.
- Only one member of staff should be documenting observations at any one time. Please check with your colleagues so all staff have equal opportunities to do so.
- Time keeping is important. Contact Leader if you may be late.
- An appraisal will be conducted annually (July) for all staff.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Selecting Equipment and Toys Policy

The toys and equipment in pre-school provide opportunities for children to learn new skills and concepts in the course of their play and exploration. This is at times assisted with adult support.

The equipment we provide:-

- Is appropriate for the ages and stages of the children.
- Offers challenges to developing physical, social, personal and intellectual skills.
- Features positive images of people, both female and male, from a range of ethnic and cultural groups, with and without disabilities.
- Includes a range of raw materials that can be used in a variety of ways and encourages an open-ended approach to creativity and problem solving.
- We enable children, with adult support, to develop individual potential and move towards required learning goals – see our Welcome Booklet for full list.
- Conforms to all relevant safety regulations and is sound and well made.
- We regularly check our toys and throw away any that are broken or damaged.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Settling in Pre-School - Policy and Practice

We want the children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school.

In order to accomplish this, we will:-

- Encourage parents to visit the pre-school with their children during the weeks before an admission is planned.
- Introduce new families into the group on a staggered basis.
- Introduce flexible admission procedures, if appropriate to meet the needs of individual families and children.
- Make clear to families from the outset that they will be supported in the pre-school for as long as it takes to settle their child there.
- Reassure parents and children who seem to be taking a long time settling into the pre-school.
- Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
- Introduce parents and children to their key-worker.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling-in procedures aim to help parents to help their children to feel comfortable in the pre-school, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Whistle Blowing Policy

It is our intention that staff feel confident about coming forward and reporting any issues/concerns that they may have regarding the areas below, whilst remaining protected from any subsequent discrimination.

Aim

- Ensure staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity.
- Provide avenues for staff to raise concerns and receive feed back on any action taken. Ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- Reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosures in good faith.

Any concerns can be reported without this leading to any harassment or victimisation, and every effort will be made to keep both the concern and the member of staff's identity confidential.

What should be reported?

- The inappropriate treatment or care of a child – If it is a Safeguarding concern the **Managing Allegations** section of our **Child Protection/ Safeguarding Children Policy** will be used.
- Any breach in the behaviour of Manager, Staff, Student or Volunteer.
- Discrimination of any kind.
- Concerns that could impact on the health and safety of the children or adults.
- Inappropriate use of settings assets.
- Decision making for personal gain.
- Abuse of position.
- Inappropriate use of budget.
- Deceit.
- Tampering with documents.

Methods of reporting

- A concern can be initially raised by any staff member to their line manager in the event the concern is about your line manager contact the owner /committee or OFSTED.
- Discuss the nature of the concern together with the background, history of the concerns and provide relevant dates of incidents.

- There is no expectation that staff prove beyond a doubt the truth of their suspicion, however they will need to demonstrate that they are acting in good faith and there are reasonable grounds for their concern.
- All employees will be treated fairly.

Concerns will be dealt with in the following way:

- Initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take.
- The incident will be investigated by the Leader /Committee Safeguarding Officer/LADO or OFSTED.
- If it is a safeguarding concern, procedures will be followed including those already mentioned that relate to allegations against staff and may form the subject of an independent inquiry.
- Within ten working days of the concern being raised, the member of staff will receive in writing:
 - Acknowledgement that the concern has been received an indication as to how the setting will proceed to deal with the matter.
 - Supply the member of staff with information on staff support mechanisms.
 - Inform the member of staff concerned as to whether any further investigation will take place and if not, why not.

It may be necessary for the setting to interview staff to ensure that their disclosure is fully understood. Any meeting can be arranged away from the workplace, if so wished, and a representative or a friend may accompany the involved member of staff for support.

If there are any difficulties experienced as a result of raising a concern, support will be offered.

Staff will be kept informed of the progress and outcome of any investigation to assure that any disclosure has been properly addressed unless legal reasons determine otherwise.

Confidentiality- will be maintained and every effort will be made not to reveal a member of staff's identity if they so wish. If however a member of staff makes an allegation frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action may be taken.

The Public Interest Disclosure Act 1998 seeks to protect employees from discrimination as a result of "blowing the whistle" on their organisation, or individuals within it, through amendments to employment law.

If you are not satisfied with the outcome of the investigation, you may elevate your concerns directly to OFSTED Tel: 0300 123 1231 or email: whistleblowing@ofsted.gov.uk

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Behaviour Management Policy

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this:-

- Staff in the pre-school will help the children to challenge bullying behaviour appropriately. Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the pre-school and explained to all newcomers, both children and adults.
- All staff in the pre-school will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up good behaviour.
- All staff will try to provide a positive model for the children with regard to friendliness, care and courtesy and to offer strategies for handling any conflict. However, staff will encourage children to participate in all activities.
- Staff in the pre-school will praise and endorse desirable behaviour such as kindness and sharing.
- Situations will be avoided when children receive staff attention only when showing undesirable behaviour.

When children behave in unacceptable ways:-

- Physical punishment, such as smacking or shaking, will be neither used nor threatened.
- Children will not be sent out of the room by themselves.
- Techniques intended to single out and humiliate individual children such as the “naughty chair” will not be used.
- Physical restraint, such as holding will be used only to prevent physical injury to children or staff and/or serious damage to property. Any significant event of this sort will be recorded, and the parent informed when collecting the child.
- Children who misbehave will be given one-to-one adult attention in seeing what was wrong and working towards a better pattern.
- Where appropriate this might be achieved by a period of “time out” with a member of staff.
- In cases of misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitude will be made clear immediately, but by means of explanations rather than personal blame.

- In all cases of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is at fault.
- Staff may need to raise their voices to control behaviour situations.
- Staff in the pre-school will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Recurring problems will be tackled by the whole pre-school, in partnership with the child's parents, using objective observation records to establish an understanding of the cause.
- Staff will be aware that some kinds of behavioural problems may arise from a child's special needs.

This policy was reviewed by (Chair Person) on
and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Special Educational Needs and Disability (SEND) Policy

The SEND policy is written in response to the Code of Practice 2015. Marsworth Pre-School has regard for this Code and has written policy outlining our aims and procedures.

Inclusion Statement: Our aim is to welcome families and, to the best of our ability, we will include all children and offer relevant support for all needs.

Definition:

At Marsworth Pre-School we recognise the following DCSF statement:

“A child has a special educational need if he/she has a learning difficulty which calls for special educational provision to be made for him/her” .

Special Educational Needs Coordinator (SENCO):	Louisa Whitson
Date Appointed:	1 st December 2015
Qualifications:	Level 4 – Early Years Certificate in Higher Education

Valuing parents

Our aim is to ensure that parents are informed of any concerns, that their contributions are valued whilst maintaining confidentiality and sensitivity. The SENCO will oversee any issues raised in consultation with all concerned. Records of all meetings will be documented and Parents will be given copies. Parent’s views will be respected.

Information gathering

It is the SENCO’s responsibility to be aware of all information regarding any SEND children within the setting. This information could include observations, day care records, meetings between parents and SENCO discussions with other professionals.

Monitoring and recording

We operate a system of observations and record keeping for all children within the setting, enabling us to monitor children’s needs and progress on an individual basis. In addition to this the children with SEND have individual education plans that, with parents input, are regularly reviewed and updated.

Liaising with other early years settings

The SENCO liaises in a number of ways including attending Link Groups and Cluster Groups to share best practice and seek support. We may send records to a child’s next setting with parents permission.

Liaising with Local Education Authority

We acknowledge the support of, and will maintain close links with Early Years through Cluster Groups and area SENCO visits.

Liaising with outside agencies

While working with parents we aim to liaise with and welcome involvement from relevant agencies including speech and language therapists, educational psychologists, paediatricians etc.

Children's views and opinions

We consider child's views important and, by seeking their opinion and through observations. We aim to apply teaching in their favoured area of learning.

Supporting colleagues

The SENCO aims to support and be reference point for colleagues on all SEND matters including identifying and working with children who have SEND.

Commitment to attend training

THE SENCO will attend relevant training and ensure that the information is shared with colleagues.

The role of the other staff

All practitioners should be fully aware of the procedures for identifying and assessing and making provision for children with SEND (SEND code of practice)

The role of the Management Committee

The above will support the SENCO in their role on SEND issues, and where appropriate, make provision for extra resources to support a child with SEND. Confidentially must be observed at all times. The management committee will support the SENCO in further training as required.

Support available within the setting for children with SEND: Ramp – Visual Display Boards, additional teaching programmes, such as PECS (Picture Exchange Communication System) may be used.

The SENCO may need to be given time to carry out the following:

- Talking to parents
- Information gathering
- Talking to all members of staff
- Ensure all targets are carried out consistently
- Paperwork – writing Individual Education Plans and recording any outcomes
- Applying for additional funding or Educational Health and Care Plans (EHCP)
- Review and recording
- Speaking to outside agencies for ongoing support
- Group size and resources may need to be re-organised following the writing of an IEP. This will be considered when such issues arise.

Admissions

We welcome all children to our setting and will do our utmost to provide a suitable environment and suitable equipment. All children will be admitted to our setting with due regard to our admissions policy.

Complaints procedure

Complaints about SEND provision follow the normal complaints procedure.

Marsworth Pre-School aims to have regard to the DFEE Code of Practice on the identification and assessment of SEND, and to provide welcome and appropriate learning opportunities, for all children.

- Children with SEND, like all other children, are admitted to the pre-school after consultation between parents, pre-school leader and keyworker.
- Our system of observation and record keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.
- Our keyworker system ensures that each adult is especially responsible for, and close to, a list of children, so each child receives plenty of adult time and attention.
- We work in liaison with staff outside the group, including therapists, health visitors, psychologists, social workers and paediatricians to meet children's specific needs.
- Our staff attends, whenever possible, in-service training on special needs arranged by Buckinghamshire County Council Early Years Department and other professional bodies.
- All children in the group, irrespective of their special needs, are encouraged wherever possible, and appropriate to participate in all the group's activities.
- Our aim is to provide for the developmental needs of each child in the group.
- The needs and progress of children who have SEND are monitored by our groups' Special Educational Needs Co-ordinator (SENCO).

This policy should be accompanied by a list of procedures, which show how the policy is implemented within the group.

- The name of the SENCO this would be Louisa Whitson – (Pre-School Deputy).
- Details of how concern about a child is dealt with.
- Arrangements for the assessments of individual children.
- Record keeping.
- The way children will be offered a broad and balanced curriculum.
- The way resources within the group's budget will be allocated to SEND requirements.
- Arrangements for reviewing policies and procedures relating to SEND.
- Links between the pre-school and external support services, including the local authority and voluntary organisations.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School Chairperson.....Date.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Complaints Procedure

As a member of the Pre-School Learning Alliance, we aim to provide the highest quality education and care for all children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.

We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community generally and we welcome suggestions on how to improve our group at any time (a suggestions box is available for parents/staff comments). Many concerns can be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, the following procedures should be used.

How to complain

- A parent who is uneasy about any aspect of the group's provision should first talk over any worries and anxieties with the pre-school Leader.
- If this does result in a satisfactory outcome within a couple of weeks, or if the concern recurs, the parent should put the concerns or complaint in writing to the pre-school Leader or Chairperson.
- The next stage is to request a meeting with the pre-school Leader and the Chairperson of the group. Both parties may be accompanied by one other if required and an agreed written record of the discussion should be made by the pre-school Leader and signed by both parties.
- If the matter is still not resolved satisfactorily, the parent should again contact the Chairperson. At this point, if parent and group cannot reach agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties, to listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved. Staff or volunteers within the Pre-School Learning Alliance will be available to act as mediator if both parties wish it.
- The mediator will keep all discussion confidential and will meet with the group if requested and keep an agreed record of any meetings that are held and of any advice that has been given.
- The involvement of a mediator represents the final stage in the complaints procedure.

In some circumstances it will be necessary to bring in the registering body, which has a duty to ensure laid down requirements are adhered to and with whom the Pre-School Learning Alliance works in partnership to encourage high standards. The registering authority 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 pre-school would be informed and the Pre-School Learning Alliance fieldworker would work with the registering authority body to ensure a proper investigation of the complaint followed by appropriate action.

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 both pre-school and parents that complaints should be taken seriously and dealt with fairly and in a way that respect confidentiality.

If you feel that the committee has not resolved the issue to your satisfaction then you should contact the governing body OFSTED. They can be contacted on 0300 123 1231, or in writing to OFSTED, National Business Unit, Piccadilly Gate, Store Street, Manchester, M1 2WD.

This policy was reviewed by (Chair Person) onand adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Equal Opportunities Policy

The Pre-School Learning Alliance is committed to helping pre-schools provide equality of opportunity for all children and families and take positive action to eliminate discrimination in all areas of their work. As a member of the Alliance, Marsworth Pre-School works in accordance with all relevant legislation, including:-

- Race Relations Act 2000
- Children Act 2004
- Equality Act 2010

We believe that the group's activities should be open to all children and families and to all adults committed to their education and care. We aim to ensure that all who wish to work in, or volunteer to help with, our pre-school have an equal chance to do so.

Admissions

The pre-school is open to every family in the community. The waiting list is not operated on a first come, first served basis, but on date of birth. For full details of our admissions policy, please see our Welcome Booklet.

Families joining the pre-school are made aware of its equal opportunities policy, which is regularly reviewed.

Employment

Any permanent vacancies will be advertised. The pre-school will employ the best person for each job and will treat fairly all applicants for jobs and all those appointed.

Commitment to implementing the group's equal opportunities policy will form part of the job description for all workers.

Families

The pre-school recognises that many different types of family group can and do successfully love and care for children. The pre-school aims to offer support for all families.

Festivals

Our aim is to show respectful awareness of all major events in the lives of all the children and families in the pre-school and our society as a whole, and to welcome the diversity of backgrounds from which they come.

In order to achieve this:-

- We aim to acknowledge all the festivals that are celebrated in our area and/or by the families involved in the pre-school.
- Without indoctrination in any specific faith, children will be made aware of the festivals that are being celebrated by their own families or others and will be introduced where appropriate to the stories behind the festivals.

- Before introducing a festival with which the adults in the pre-school are not themselves familiar, appropriate advice will be sought from parents and other people who are familiar with that festival.
- Children and families who celebrate at home festivals with which the rest of the pre-school is not familiar will be invited to share their festival with the rest of the group.

The Curriculum

All children will be respected and their individuality and potential recognised, valued and nurtured.

Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Management of resources within the pre-school will ensure that both girls and boys have full access to all kinds of activities and equipment and are equally encouraged to enjoy and learn from them.

Appropriate opportunities will be given to children to explore acknowledge and value similarities and differences between themselves and others.

Resources

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society.

Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and by using images and words that reflect positively the contribution of all members of society.

Special Educational Needs and Disabilities (SEND)

The pre-school recognises that the children have a wide range of needs which differ from time to time, and will consider what part it can play in meeting these needs as they arise.

Planning for pre-school meetings and events will take into account the needs of people with SEND.

Discriminatory Behaviour/Remarks

Any discriminatory language, behaviour or remarks by children, parents or any adults are unacceptable in the pre-school.

Our response will aim to support the child, to help those responsible to understand and overcome their prejudices to make it clear that such behaviour/remarks will not be tolerated.

Language

Basic information, written and spoken will be clearly communicated in as many languages as are necessary and possible.

Bilingual/multilingual children and adults are an asset to the whole group. Parents will be encouraged to speak to children in their first language at home.

Children and parents who have English as a second or additional language will be valued and their languages recognised and respected in the pre-school.

Food

Working in partnership with parents, children’s medical, cultural and dietary needs will be met.

Meetings

The pre-school will make every effort to ensure that the time, place and conduct of meetings enable the majority of parents to attend so that all families have an equal opportunity to be involved in and informed about the pre-school.

This policy was reviewed by (Chair Person) onand adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Children Left Behind and Lost Child Policy

Children will be kept at the pre-school with staff for 15 minutes after the session has ended, (i.e. until 11.45am, 12.45pm or 3.15pm) after this time the parent/guardian will be contacted. If contact with parent/guardian and other given emergency contacts is not made, then the following procedure will commence:

At 11.50am/12.50pm/3.20pm social services will be contacted and informed of the situation. We will then follow their advice.

Procedures for lost child: Look in hall and outside areas; if not found contact 999 and parents.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Children's own Toys Bought into Pre-School

- Children may bring in toys from home for show and tell time – these should be left in the quiet room.
- All toys are bought in at owners own risk – the pre-school accepts no responsibility for children's belongings while at pre-school.
- It is recommended that children do not bring in valuable toys – or toys which are particularly special to them.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Smoking, Drugs and Alcohol

- As a public building the pre-school premises are non-smoking. Visitors to the building and staff are asked not to smoke on the premises, and would encourage smokers to move away from the perimeter of the building. Signs are clearly displayed indicating where it is appropriate to dispose of cigarettes and other smoking materials.
- The welfare of the children is paramount importance to the pre-school, and as such the use of drugs and alcohol at the pre-school premises is not allowed. Any staff who report to work under the influence of either drugs or alcohol will be asked to leave and could face disciplinary action by the committee.
- Social events to be held within pre-school hours will not serve alcohol.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information Policy

It is a requirement of the DBS's Code of Practice that all Registered Bodies must have a written policy on the correct handling and safekeeping of Disclosure information. It also obliges Registered Bodies to ensure that a body or individual, on whose behalf they are countersigning Disclosure applications, has a written policy.

General principles

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Marsworth Pre-School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we

may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy. We will also ensure that anybody or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Privacy Policy / Data Protection

How we use your information:

Marsworth Preschool are a data controller for the purposes of the Data Protection Act 1998. We collect personal information from you about your child and may receive information about your child from previous Preschools, the Local Authority, and the Department of Education (DfE).

The Preschool holds this personal data and uses it to:

- Support our pupils' teaching and learning
- Monitor and report their progress
- Provide appropriate pastoral care
- Assess the quality of our services

The information that we hold includes children's contact details, Early Years Foundation Stage obtainments, attendance information, any exclusions information, where they go after they leave us and personal characteristics such as ethnic groups, any special education needs they may have as well as relevant medical information.

We will not give information about your child to anyone without your consent unless the law and our policies require us to.

We are required by law to pass some information about your child to the Local Authority (LA) and the Department for Education (DfE).

Accident records are kept for 25 years and registers are kept for 5 years.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Marsworth Preschool's Tapestry Policy

Marsworth Preschool uses Tapestry, an online journal to record the development of each child in our setting. We enter the following data about your child on tapestry.

- Name and date of birth
- Early Years Foundation Stage obtainments
- If a child has an EYPP (Early Years Pupil Premium)
- If a child receives SEN (Special Education Needs Support)
- If a child has EAL (English as additional language)

This information is analysed termly to help the Preschool monitor and improve your child's learning, enable appropriate pastoral care when needed, and to self-assess the service we provide.

Tapestry creates a learning journal for your child with written comments and assessments and photos/videos taken during your child's education with us. You will be given a copy of your child's journal via a PDF (or a printed paper version if require) when your child leaves Marsworth Preschool. Your child's data will be deleted by us from Tapestry within 1 month of them leaving and a copy of your child's learning journal will be kept by us in a pdf file for 6 months and then deleted.

Our staff will access Tapestry on a tablet or PC or laptop so they can upload observations and photographs taken daily. Each staff member has a secure pin log-in number for the Tapestry App and a secure password for the Tapestry online program. Occasionally your child's keyworker and Tapestry managers will be required to access Tapestry from home to update records. Staff will record and assess children linking each observation to the EYFS curriculum uploading photo or video media as evidence. Some of these photos/videos will be as they are playing alongside other children and will appear in another child's private journal without their name.

When a member of staff leaves Marsworth Preschool their access to Tapestry will instantly be removed.

Staff follow a 'Using Tapestry Securely Policy" and "Confidentiality policy" and regularly attend Safeguarding Children courses.

This policy was reviewed by (Chair Person) onand adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed

Using Tapestry Securely Policy for Staff

The Pre-School has overall responsibility for complying with the Data Protection Agency requirements.

You will be given the following policies to read:

- Safeguarding Children Policy
- Confidentiality Policy
- Staff Policy
- Marsworth Pre-Schools Tapestry Policy
- Privacy Policy / Data Protection

Keyworkers must check their child's profile and read the image consent form and permissions form, (so that you know what you can and can't do. If a parent doesn't want any photos of their child in another child's journal, then discuss with Wendy).

Each member of staff will be given a new password. Do not log in under anyone else in the app or program. Keep your password to yourself. Do not tell anyone your password. If you forget your password, Wendy can look it up. It is your responsibility to log off after you have used the program each time.

Only use the Tapestry Program and Tapestry App on work tablets at preschool and home, and on home computers at home. Do not access Tapestry from inappropriate places where it can't be kept appropriately confidential. i.e. at a friend's home.

Please take care not to install software on computers that may compromise security at home or at preschool.

This policy was reviewed by (Chair Person) on
.....and adopted henceforth.

Signed by the Pre-School ChairpersonDate.....

Signed by the Pre-School Leader..... Date.....

Date to be reviewed