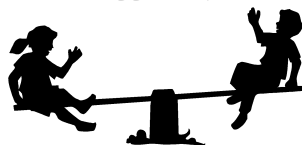


SEE-SAW



PRE-SCHOOL at WINGHAM

A Small and Friendly Learning Environment

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SUMMARY OF POLICIES & PROCEDURES 2018-2019

The complete set of See-Saw Pre-School's Policies and Procedures is available for all parents to read from the setting. For your convenience, we have produced this summary of the policies for you to keep. Please do not hesitate to ask if you would like to see either the full set or just certain policies in full.

SAFEGUARDING AND PROMOTING CHILDREN'S WELFARE

See-Saw Pre-School will take necessary steps to safeguard and promote the welfare of children in our care.

Safeguarding Children

Safeguarding children and child protection policy and procedures

This policy sets out our commitment to safeguard children and the ways in which we will do so. Includes: working with parents, responding to a child who discloses something, ensuring staff & volunteers are appropriately screened, liaison with other agencies, record keeping. A copy is on the noticeboard in the foyer and on the website.

Allegations against a member of staff Policy

This policy is in place to protect children and staff from allegations and outlines the procedure to take should a concern arise. A copy of this policy is attached to the noticeboard in the foyer and on the website.

Confidentiality Policy

It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all families can share their information in the confidence that it will only be used to enhance the welfare of their children. This policy covers how staff, visitors and volunteers should act, what is expected of parents/carers, staff and children, when confidentiality should be broken, record keeping.

Information sharing policy

We recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances, and reasons, when we are obliged to share information. This policy sets out these circumstances.

Uncollected child policy and procedures

This procedure ensures the uncollected child is cared for safely by an experienced and qualified practitioner who is known to the child. See-Saw Pre-School will ensure that the child receives a high standard of care to cause as little distress as possible.

Missing child policy and procedures

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the outings procedures and the systems for the safe arrival and departure of children (see premises & security policy) to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Outings policy and procedures

Children benefit from being taken out of our pre-school to go on visits or trips for activities which enhance their learning experiences. A prior risk assessment will be carried out for each outing. All staff and volunteers are aware of and will follow our procedure to ensure the safety of children on outings.

Premises and security policy and procedures

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. Our systems prevent unauthorised access to our premises and children leaving from our premises unnoticed.

Complaints policy and procedures

We believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of our pre-school. 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 of procedures for dealing with concerns. We aim to bring all concerns about the running of our pre-school to a satisfactory conclusion for all parties. A copy of this policy is on the noticeboard on the wall in the foyer.

Photographing children policy

Photos, video and audio recordings may be taken by staff and children at the setting as a way of celebrating achievements and events. They may also be taken during outings, fundraising activities, nativity plays, sports day and so on as a means of recording events for the staff, children and parents to look at, as evidence when an Ofsted inspection takes place, for newsletters, displays and so on. Safeguarding children is of paramount importance and this policy sets out how this will be achieved.

E-safety and Acceptable Use Policy

We recognise that we need to inform all members of our pre-school community about the safe and responsible use of technology to ensure our pre-school is a safe and secure environment. Parents are kept informed about the importance of protecting children online at the home visit through the digital parenting magazine. See-saw Pre-school recognises that personal communication through mobile technologies is an accepted part of everyday life for staff and parents/carers but requires that such technologies need to be used safely and appropriately within our setting. All members of the pre-school community will be encouraged to engage in social media in a positive, safe and responsible manner at all times. The pre-school ensures that all personal data taken off site is encrypted or accessed via appropriate secure remote access systems.

Home Visit Policy and Procedure

Every child will be given the opportunity of a home visit by their key person before they start pre-school. This visit enables the child's key person to start to build a warm caring relationship with them and yourselves. It gives you the time to share as much information as possible with us about your child to help us plan for their needs. It also gives us the opportunity to share information about the pre-school. Staff have certain procedures to follow to ensure their safety and this is detailed in the full policy.

Equality of Opportunity

Equality and diversity policy

We will ensure that our service is fully inclusive in meeting the needs of all children. We are committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families. We work in accordance with all relevant legislation and have a designated staff member with particular responsibilities for equal opportunities.

Special educational needs policy and procedures

We aim to provide an environment in which all children, including those with special educational needs, are supported to reach their full potential. We have a designated Special Educational Needs Coordinator (SENCO).

Behaviour management policy

We believe that children and adults flourish best when their personal, social and emotional needs are met and where there are clear developmentally appropriate expectations for their behaviour. Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This requires support, encouragement, teaching and setting the correct example and in promoting personal, social and emotional development, children's behaviour will be managed effectively and in a manner appropriate for each child's stage of development and particular individual needs.

Promoting Health & Hygiene

Medicines and first aid policy

While it is not our policy to care for sick children, who should be at home until they are well enough to return to pre-school, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in our pre-school. If a child has not had a medication before it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect. This policy sets out how and when medication will be given, how recorded, stored, etc.

Allergies, sickness and infectious diseases policy and procedures

*We provide care for healthy children and promote good health through making sure we are aware of allergies and preventing contact with the allergenic substances. We have procedures in place to prevent cross infection of viruses and bacterial infections, and take appropriate action when children are ill. We also follow procedures set out in our Medicines and First Aid Policy. This policy sets out procedures for children with allergies and children who are sick or infectious. **Please note that a period of 48 hours without a bout of sickness and/or diarrhea must pass before a child returns to pre-school.***

Nappy and clothing changing policy and procedures

No child is excluded from participating in our pre-school 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.

No smoking policy

We comply with health and safety regulations and the Welfare Requirements of the EYFS in making our pre-school a smoke free environment – both indoor and outdoor.

Food and drink policy

We regard snack and meal times as an important part of our pre-school's day. Eating represents a social time for children and adults and helps children to learn about healthy eating. We promote healthy snack and meal times and we aim to provide nutritious food, which meets the children's individual dietary needs. We will follow our health and hygiene policy with regard to food.

Sun protection policy

We want staff and children to enjoy the sun safely. This policy sets out how we will work with staff and parents to achieve this.

SUITABLE PEOPLE

See-Saw Pre-School will ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Safer Recruitment policy

We provide a staffing ratio in line with the Welfare requirements of the EYFS to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the DBS in accordance with statutory requirements. A member of staff has undertaken Safer Recruitment training.

Staff Code of Conduct policy

Parents, children and all committee members are entitled to expect the highest standards of conduct from all our staff, and it is regarded as essential part of the safety and wellbeing of children and their individual needs. The aim of this Policy is to provide guidelines which will help us maintain and improve standards and protect all our staff from any misunderstandings or criticism.

Volunteers policy

We welcome volunteers into the pre-school and encourage the involvement of parents within the group. Parents may also like to volunteer to join the pre-school's management committee and should speak to Mary or Karen if they are interested.

Student placements policy

We recognise that qualifications and training make an important contribution to the quality of care and education provided by our pre-school. As part of our commitment to quality, we offer placements to students undertaking early years 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.

SUITABLE PREMISES, ENVIRONMENT AND EQUIPMENT

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

Health and Safety

Safety policy

We believe that the health and safety of children is of paramount importance. We make our pre-school a safe and healthy place for children, parents, staff and volunteers. We have a designated staff member with particular responsibilities for health and safety. Refer also to our accidents and incidents policy.

Fire safety and emergency evacuation policy and lockdown procedures

We ensure our premises present no risk of fire by complying with the Village Hall Committees Fire Risk Assessment. Whilst using the facilities we ensure our activities present no fire risk and that all staff and visitors are aware of fire exit locations in case of an emergency. This policy sets out our procedures for practice drills and emergency evacuation.

We have procedures in place to follow should there be an internal or external incident which could be a threat to the safety of staff and children in the pre-school (lockdown) and all staff are aware of this. Our lockdown procedure has restricted access. If you would like to see a copy please ask Mary or Karen.

Closure due to extreme circumstances policy and procedures

We make every effort to keep the pre-school open where possible. However in the event of extreme circumstances e.g. extreme weather conditions, burst pipe, no heating/water supply, the pre-school may not open. Parents are informed of this unlikely event by email and facebook.

Accidents and incidents policy

This policy covers how we deal with accidents and incidents and how they are recorded and reported. If your child is injured at pre-school a record will be made in our Accident Book and whoever picks up your child will sign to say they have been informed of the circumstances and nature of the injury. If your child arrives at preschool with an injury sustained elsewhere, the person bringing the child in must tell a member of staff and it will be recorded in the Existing Injuries Book which must be signed.

Health and hygiene policy

We promote a healthy lifestyle and a high standard of hygiene in our day to day work with children and adults. This policy sets out how this is achieved.

ORGANISATION

See-Saw Pre-School will plan and organise every day to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Administration

Admissions policy

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. The minimum starting age is 2 years old. This policy sets out the process by which allocation of places are made.

Fees policy

Our pre-school is a non-profit making organisation and is run as a charity. This policy sets out the conditions for our fees.

Childcare Practice

Keyperson and settling in policy

We believe that children settle best when they have a keyperson to relate to, who knows them and their parents well, and who can meet their individual needs. This approach benefits the child, the parents, the staff and our pre-school by providing secure relationships in which children thrive, parents have confidence, staff are committed and the pre-school is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the absence of their parents and 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 our pre-school. We aim to make our pre-school a welcoming place where children can settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

Partnership

Parental involvement policy

We believe that children benefit most from early years education and care when parents and settings work together in partnership. Our aim is to support parents by involving them in their child's education and in the full life of the setting. We will ensure all parents who have contact with them and play a part in their lives are included.

DOCUMENTATION

See-Saw Pre-School will maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children.

Record keeping policy

We have record keeping systems in place that meet legal requirements; the storing and sharing of information take place within the framework of the Data Protection Act 1998 and the Human Rights Act 1998. This policy is taken in conjunction with our Confidentiality and Information Sharing Policies.