

**Sunningdale**

**Pre-School**

**Policies**

**and**

**Procedures**

**SUNNINGDALE PRE-SCHOOL**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# ADMISSIONS POLICY AND PROCEDURE

#### Admissions Policy

Sunningdale Pre-School is open to all families within our local community, and welcomes all cultures, ethnic, religious and social groups with and without disabilities.

Places are available for children from 2 years 8 months (at the beginning of a term) until they are admitted into school or in the school year they turn 5 years of age.

Parents/ carers and their child are welcome to visit during a Pre-School session when a Prospectus and Registration Form will be offered. On completion of this form and receipt of a non-refundable £20.00 deposit, the child’s name will be placed on the waiting list.

Sessions are offered at the beginning of the academic year, subject to availability. Children entering Pre-School during the summer term will only be offered 2 sessions. In the event of the Pre-School being over-subscribed priority entry will be given to:

1. Children living within the postal district of Sunningdale
2. Children with siblings already at Sunningdale Pre-School or who have previously attended
3. Length of time the child’s name has been on the waiting list.

In addition special consideration is given to children of age who have moved into the area and to families with special needs, as well as children of past and current staff members and their families.

We monitor the gender and ethnicity, cultural background and beliefs within the family of children joining the group to ensure that all children and families are valued and their religious and cultural needs are meet and make sure that our equal opportunities policy widely known.

#### Admissions Procedure

1. Available sessions will be offered to existing children first
2. Sessions will then be offered to those children on the waiting list as per the Admissions Policy
3. Any remaining sessions will be advertised and offered to the oldest children first and then on a first come first served basis to those children attending Pre-school.

**The Pre-School Committee adopted this policy and procedure on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

CHARITY NO: 1021303

**Out of Hours Babysitting Policy**

Historically it has not been uncommon for Pre-School staff to offer babysitting services to parents/carers whose children attend Pre-school, outside of Pre-School working hours. This policy has been implemented to provide clarification of some key points regarding private arrangements between staff and parents/carers.

* It is up to the individual member of staff if they wish to baby sit for the children from Sunningdale Pre-school in their own time. This arrangement is to be made with that member of staff and the parent/carer outside of working hours and must not interfere with the operation of the Pre-school.
* Sunningdale Pre-school will not be responsible for any private arrangements or agreements that are made.
* All staff members who have arrangements to babysit for parents/carers, must inform the Manager and/or Deputy Manager of Pre-school.
* We require the staff member and parent to sign a copy of this policy, which we will keep on file for the child and staff member.
* Confidentiality and data protection of employment must be adhered to and respected at all times.
* Sunningdale Pre-school has a rigorous recruitment and suitability processes in place to ensure that we employ competent and professional members of staff, and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews, references, full employment history and DBS checks. Whilst in our employment all staff are subject to ongoing supervision, observations and assessment to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no such control over the conduct of staff outside of their employment with us. Parents should make their own checks as to the suitability of a member of staff for babysitting.
* Parents should be aware that other adults accompanying the babysitter may not have the relevant DBS clearance, and it may not be appropriate for them to care for children.
* Sunningdale Pre-school will not be held responsible for any health and safety, safeguarding conduct, grievances or other issues that may arise from these private arrangements. The member of staff will not be covered by Sunningdale Pre-school’s insurance whilst babysitting as a private arrangement.
* Sunningdale Pre-school has a duty of care to safeguard all children attending the setting, so if a staff member has some concerns for a child following a private type arrangement, they need to pass these concerns on to the Designated Safeguarding Lead within Sunningdale Pre-school.
* In some cases, staff members are allowed to take children straight from the Pre-school to the child’s home for them to babysit. In this case you will need to sign a “Permission to Take a Child Home Form” in which you accept that the Pre-school cannot be liable or responsible for any occurrence or eventuality, once your child has left our premises. If a form is not signed prior to this then we cannot let that member of staff take your child off the premises.
* It will be the staff member’s responsibility to ensure they have the appropriate insurance, MOT and child restraints or child safety seats if they are transporting them in a car.

Cont. 1/…..

2/cont…… Out of Hours Babysitting Policy

* Out of hours babysitting arrangements must not interfere with the staff member’s employment at the Pre-school or affect their relationship with the child or other children. The Designated Safeguarding Lead will discuss with the parents/carers and the staff member, should they see any adverse effects on the child or staff members, having an out of hours babysitting arrangement.

Policy Date: 21st September 2023.

Signed on behalf of Sunningdale Pre-school Committee:

**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# BEHAVIOUR POLICY

Sunningdale Pre-School aims to:

* + 1. Provide quality care and play in a safe and stimulating environment which will complement family life and broaden the experience of the children
    2. Foster self-esteem, independence and respect for others
    3. Help the children grow physically, emotionally and intellectually through play activity and care and support from the staff
    4. Nurture a love of learning and an enquiring mind

Our Pre-School Values aim to help children to develop self-discipline and respect for the needs of others and this will be explained to all newcomers both children and adults.

Children will be praised and encouraged in recognition of good behaviour, for example, sharing, helping others and taking turns. Positive methods and guidance will be used, including re-direction, anticipation and the removal of potential problems, which includes one-to-one adult support and where appropriate a period of ‘time out’ with an adult.

No humiliating, aggressive or frightening methods of punishment will be used. No shouting, offensive language or corporal punishment by any adults or children will be allowed within Pre-School boundaries.

A child may need some time out from the others for a short time, especially when their behaviour is disrupting the group’s enjoyment of an activity or in the case of aggressive and violent behaviour. During this time the child will be given the opportunity to explain or discuss his/ her feelings.

Any negative change in behaviour will be discussed with the child’s parent/ carer to establish the source of the problem. 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. Aggressive or violent behaviour will be recorded and signed by two members of staff then shown to the child’s parent for signing.

Adults and teachers will be aware that some kinds of behaviour may arise from a child’s special needs.

**Bullying**

Bullying involves the persistent physical or verbal abuse of another child or children. We take bullying very seriously.

If a child bullies another child or other children:

1. We intervene to stop the child harming the other child or children
2. We explain to the child doing the bullying why her/his behaviour is inappropriate
3. We give reassurance to the child or children who have been bullied
4. We help the child who has done the bullying to say sorry for her/his actions
5. We make sure that children who bully receive praise when they display acceptable behaviour
6. We do not label children who bully
7. When children bully, we discuss what has happened with their parents and work out with them a plan for handling the child’s behaviour
8. When children have been bullied, we share what has happened with their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# CHILD COLLECTION POLICY

At the beginning and end of each session a member of staff stands at the entrance to Pre-School registering all children arriving and leaving. The parent/carer must inform this member of staff with any change to normal pick up arrangements. This information is then put in the register. If the parent/carer wishes to discuss anything else they must approach another member of staff.

Any visitors during these times should be guided to a member of Pre-school staff.

A child will only be allowed to leave Pre-school with authorised adults.

If the person collecting the child is not known to Pre-school staff, the individual will be asked for a password; pre-agreed with the parent/ carer and held on file, before they are allowed to take the child with them. If an unauthorised adult tries to leave with a child then a member of staff must telephone the parent to confirm this is acceptable before allowing the child to leave.

If a child has not been collected within ten minutes of the end of a session then a member of staff should telephone the usual parent/ carer. If they cannot contact them then they should contact the alternative emergency contact to arrange for them to come and collect the child. If this fails, then two members of staff will stay with the child at Pre-School until the usual parent/ carer arrives to collect the child. If the child has not been collected by the time that the hall needs to be vacated then the Duty Social Worker at Social Services must be called on 01628 683234 or 01344 786543.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# CODE OF CONDUCT POLICY FOR STAFF

This policy is in place to ensure and support all staff to dress and behave in a manner that is consistent with the professional expectations of Pre-School.

Clothing:

1. Pre-School will provide an annual allowance, agreed by the committee, towards the cost of the Pre-School uniform.
2. The Pre-School uniform consists of a t-shirt bearing the Sunningdale Pre-School logo and a jumper bearing the same logo. These are ordered by the Manager from a specific company and staff will be able to choose from a wide choice of style and colour of t-shirts and jumpers. We ask that staff wear their uniform when working, unless a valid reason is given that they are unable too. In the summer staff may wear wide strapped vest tops, bearing the Pre-School logo, ordered from the same company.
3. The uniform should be kept clean and presentable. Normal wear and tear is expected.
4. Visitors to Pre-School, such as students on work experience, will not be required to wear the Pre-School uniform. However they will be expected to dress in a manner that is appropriate for the work place and must not wear inappropriate clothing.
5. All staff and visitors (as defined in point 4) must wear suitable footwear that is flat and comfortable.
6. Staff may wear jeans or trousers with their uniform but these should be appropriate for the work place.
7. Staff may wear jewellery such as stud earrings and wedding rings. This should be kept within reason. Large earrings should not be worn due to the risk of being pulled by a child. The same applies to other jewellery such as necklaces, bracelets and rings, where there is a risk that it may be pulled or that a child may become entangled in or injured by it.
8. All rings should be removed before preparing food.

Conduct:

1. Staff at Pre-School are important role-models for young children who are still developing their own behaviour. They must, therefore, always behave in a manner that demonstrates positive and acceptable behaviour for children.
2. Swearing is unacceptable.
3. The use of mobile phones around the children is not permitted and should only be used in the case of an emergency and with permission of the Manager in an agreed room in Pre-School, i.e. the office/kitchen.
4. Staff must not raise their voice at children and should talk to and treat children in a respectful manner at all times.
5. At all times staff must have appropriate conversations around the children. Discussions about what they have done outside of Pre-school, i.e. at the weekend, is allowed as long as this is relevant and that it involves the children in these conversations.
6. Staff must ensure they provide equality of opportunity and employ anti- discriminatory practice for all children.
7. Staff should always be mindful of Pre-School’s behaviour policy. This sets out the expectations of the children’s behaviour and instructions for staff on how to deal with any unwanted behaviour in a positive way. All staff must follow these guidelines to ensure consistency in expectations from the children.

Cont. 1/…

…../2. (Staff Code of Conduct Policy)

1. As well as within the Pre-School premises, staff should be aware of their conduct outside of Pre-School and ensure that it does not reflect badly on Pre-School.
2. Staff and visitors to Pre-School may not, under any circumstances, smoke on the premises or within view of the children.
3. Under no circumstances should staff be under the influence of alcohol, while working at Pre-School or use illegal substances.
4. Staff must inform the Pre-School, as early as possible, and no later than 7.30 am, if they will be unable to come into work that day.
5. Staff should inform Pre-School as soon as possible if they will be late for work.
6. Repetitive lateness or sickness without a doctor’s certificate will be investigated by the Manager and may result in disciplinary procedures.
7. All staff adhere to the risk assessment for removing Learning Journals from Pre-School premises (updated Sept 2023).
8. All staff must treat their colleagues with respect and communicate with each other in a positive way at all times.
9. Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers. Should any disagreements happen, then these should be dealt with immediately. The manager will be on hand to facilitate discussions, if needed.

This policy cannot cover every eventuality and, for this reason, all staff are required to conduct themselves in a manner that is fitting with a practitioner in a day care setting working with impressionable children. All staff and visitors to Pre-School must ensure, at all times, that their conduct and actions could not cause harm or offence to any other person accessing Pre-School.

Any staff member who may have a concern about a specific staff members conduct should discuss, in confidence, with the Manager or Deputy Manager immediately.

Failure to abide by this policy may result in disciplinary action.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# COMPLAINTS POLICY

Sunningdale Pre-School believes that 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/carers and the community generally and we welcome suggestions on how to improve our Pre-School at any time.

Sunningdale Pre-School takes complaints seriously and finds, in general, complaints are constructive. We aim to resolve all complaints quickly and will deal with them fairly and in confidence.

The Children Act Regulations state that it is mandatory for Sunningdale Pre-School toinvestigate all complaints by parents that are made in writing or electronic form, where these relate to the Early Years Foundation Stage Statutory Framework (EYFS). We will provide the parent who made the complaint with an account of the findings, and of any action taken as a result, within 28 days. We will make a written record of complaints, any action taken, and the outcome of any investigation and provide a summary, on request, to any parent of a child who attends Pre-School. Records must be retained for a period of 21 years from the date on which the record was made. Complaints forms are available to all parents/carers, these are provided by Ofsted, and are stored at Pre-School in the Complaints and Questionnaires folder.

**Making concerns known**

A parent who is uneasy about any aspect of Pre-School’s provision should, firstly, talk over their worries and anxieties with the Manager.

If this does not have a satisfactory outcome within a couple of weeks, or if the problem reoccurs, the parent should put the concerns or complaint in writing and request a meeting with the manager and the chair of the management committee. Parent(s) and the Manager should both have a friend, colleague, partner or independent representative present if required. An agreed written record of the discussion should be made, signed by all parties and copies given to them.

Any complaints should be in writing and we will provide a Complaint Form to be filled in. We will transfer the issue from the Complaint Form onto a Complaint Action Form, which outlines what the complaint was regarding, when it was made and the action taken to resolve this issue. Complaint Forms must be kept for 21years. Completed Parent questionnaires are stored alongside Complaint Forms, to ensure all points of view are available for viewing.

**Most complaints should be resolved informally or at this initial stage.** If the matter is still not resolved to the parent’s satisfaction, the parent should again contact the Chairperson of the Pre-School Committee.

If the parent and Pre-School 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 clarify the situation. Staff or volunteers within the Pre-School Learning Alliance will be available to act as mediator if both parties wish it. The mediator will help define the problem, review the action so far and suggest further ways in which it might be resolved.

The mediator will keep all discussions confidential, s/he will meet with the Pre-School if requested and will keep an agreed written record of any meetings that are held and of any advice s/he has given.

**The role of the registering authority**

Parents may approach Ofsted directly at any stage of the complaints procedure. In addition, where there seems to be a possible breach of our registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure adherence to the EYFS Statutory Framework. Any complaints should be addressed to: 1.Cont/…

…/2 (Complaints Policy)

Ofsted,

Piccadilly Gate,

Store Street,

Manchester.

M1 2WD

Telephone: 0300 1231231

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# CONFIDENTIALITY POLICY

Sunningdale Pre-School will ensure that the Confidentiality of all Pre-School children and staff is respected and maintained in the following ways:

**Pre-School Children**

1. Parents will have ready access to the files of their own children
2. Staff will only discuss individual children with the parent/carer of that child. For purposes of curriculum planning/group management, the child’s name will not be used
3. Any information given by parents/carers to the Manager or Key carer will not be passed on to the other adults without permission
4. All parents are requested that they contact Pre-school via email or the Pre-School telephone number. Communication must not be made about their child via social media or staff personal mobile numbers.
5. Any anxieties relating to a child’s personal safety will be kept in a confidential file and shared with other staff members as appropriate.
6. In the incident of child protection issues, the Child Safeguarding Policy will be followed

**Staff**

1. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
2. Students on recognised courses, who are observing at Pre-School, will be advised of our confidentiality policy and required to respect it.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

**GDPR/Data Protection Policy**

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018. GDPR states that personal data should be ‘processed fairly & lawfully’ and ‘collected for specified, explicit and legitimate purposes’ and that individuals data is not processed without their knowledge and are only processed with their ‘explicit’ consent. GDPR covers personal data relating to individuals.

Sunningdale Pre-School is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data. The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Sunningdale Pre-School is registered with the ICO (Information Commissioners Office) under registration reference: A8270639. Certificates are on display on our notice board.

GDPR includes 7 rights for individuals:

1) The right to be informed. Sunningdale Pre-School is a registered Childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know parent’s names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know children’s’ full names, addresses and date of birth. For parents claiming the free nursery entitlement we are requested to provide this data to Royal Borough of Windsor & Maidenhead; this information is sent to the Local Authority via a secure electronic file transfer system. We are required to collect certain details of visitors to our pre-schools. We need to know visitor’s names, telephone numbers, addresses and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies. As an employer Sunningdale Pre-School is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver’s license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to Capita for the processing of DBS checks.

2) The right of access: Sunningdale Pre-School is a registered charity, charity no: 1021303. Its registered address: Village Hall, Church Road, Sunningdale, Berkshire SL5 0NJ, telephone 01344 623331. At any point an individual can make a request relating to their data and Sunningdale Pre-School will need to provide a response (within 1 month). Sunningdale Pre-School can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) The right to erasure: You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, Sunningdale Pre-School has a legal duty to keep children’s and parents details for a reasonable time. Sunningdale Pre-School retain these records for 3 years after leaving Pre-School, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member of leaves employment, before they can be erased. This data is archived securely and shredded after the legal retention period.

4) The right to restrict processing: Parents, visitors and staff can object to Sunningdale Pre-School processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5) The right to data portability: Sunningdale Pre-School requires data to be transferred from one IT system to another; such as from Sunningdale Pre-School to the Local Authority. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6) The right to object: Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

1/cont…

2/cont….. (Data Protection Policy)

7) The right not to be subject to automated decision-making including profiling: Automated decisions and profiling are used for marketing based organisations. Sunningdale Pre-School does not use personal data for such purposes.

Storage and use of personal information:

All paper copies of children's and staff records are kept in a locked office and/or filing cabinet in Sunningdale Pre-School. Members of staff can have access to these files but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Sunningdale Pre-School collects personal data including the names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child’s file and stored appropriately.

Information regarding families’ involvement with other agencies is stored both electronically on an external hard drive and in paper format, this information is kept in a locked office at Sunningdale Pre-School. These records are shredded after the relevant retention period.

Sunningdale Pre-School completes paper Learning Journal files on each individual child attending Pre-School. These files contain observations and photographs on individual children, sometimes having other children in the photos. For evaluating a child’s learning and planning their next steps these files are sometimes taken out of Pre-School by a member of staff (child’s Keycarer), to their home. If this does happen we ensure all personal information and data is removed from the Learning Journal and stored securely at Sunningdale Pre-School.

Upon a child leaving Sunningdale Pre-School and moving on to school or moving settings, data held on the child may be shared with the receiving school. Such information will be either hand delivered to Holy Trinity School, Sunningdale, or via secure post to other schools.

Sunningdale Pre-School stores personal data held visually in photographs, unless written consent has been obtained. No full names are stored with images in photo albums, displays or on Sunningdale Pre-School website.

Access to all office computers is password protected. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that Sunningdale Pre-School must;

\* Manage and process personal data properly

\* Protect the individual’s rights to privacy

\* Provide an individual with access to all personal information held on them.

**The Pre-School Committee adopted this policy and procedure on**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# DISCIPLINARY AND GRIEVANCE PROCEDURES FOR PRE-SCHOOL EMPLOYEES

#### Minor Disagreements

Minor disagreements among Pre-School staff, or between staff and the Committee, can usually be resolved at regular staff Management Meetings or informally by discussion. The Pre-School Learning Alliance Advisor can help if needed.

#### DISCIPLINARY PROCEDURE

A more serious situation arises when a dispute cannot be resolved, or when the Committee is dissatisfied with the conduct or activities of an employee.

Any disciplinary matter will normally be dealt with using the following procedure. At every stage the employee should be given reasonable notice (5 days) that a disciplinary hearing is due to take place to give him/her the opportunity to prepare his/her case, and he/she should be offered the opportunity to be accompanied by a colleague or another person if he/she so wishes. The Disciplinary Panel in the Committee should consist of the Pre-School Chairperson and two nominated colleagues, who should ensure that confidentiality is maintained within the Panel.

1. **Oral Warning**
2. The employee should be interviewed by the Disciplinary Panel who will explain the complaint.
3. The employee will be given full opportunity to state his/her case.
4. After careful consideration by the Committee, and if the warning is considered to be appropriate, the employee needs to be told:
5. What action should be taken to correct the conduct
6. That she/he will be given (5 days) to rectify matters
7. What training needs have been identified, with a timescale for implementation
8. What mitigating circumstances have been taken into account in reaching the decision
9. That if she/he fails to improve then further action will be taken and that a record of the warning will kept and entered into their file
10. That she/he may appeal against the decision within a limited time period (5 days)
11. **Formal Written Warning**

If the employee fails to correct his/her conduct and further action is necessary or if the original offence is considered too serious to warrant an initial oral warning:

1. The employee will be interviewed at a further Disciplinary Hearing and given the opportunity to state his/her case. Reasonable time (5 days) must be allowed for the employee to prepare his/her case.
2. If a further formal warning is considered appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee. This letter will:
3. Contain a clear reprimand and the reasons for it
4. Explain what corrective action is required and what reasonable time is given for improvement
5. State what training needs have been identified, with timescales for implementation
6. Make clear what mitigating circumstances have been taken into account in reaching the decision
7. Warn that failure to improve will result in further disciplinary action, which could result in a final written warning and, if unheeded, ultimately to dismissal with appropriate notice
8. Explain that he/she has a right to appeal against the decision 1.Cont/…

...2/(Disciplinary and Grievance Procedure)

1. **Final Written Warning**

If the employee fails to correct his/her conduct and further action is necessary or if the original offence is considered too serious to warrant any initial warnings:

1. The employee will be interviewed and given the opportunity to state his/her case. Reasonable time (5 days) must be allowed for the employee to prepare his/her case.
2. If a final warning is considered appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee. This letter will:
3. Contain a clear reprimand and the reasons for it
4. Explain what corrective action is required and what reasonable time is given for improvement
5. State what training needs have been identified, with timescales for implementation
6. Make clear what mitigating circumstances have been taken into account in reaching the decision
7. Warn that failure to improve will result in further disciplinary action which could result in dismissal
8. Explain that he/she has a right to appeal against the decision
9. **Dismissal**

If the employee still fails to correct his/her conduct,

1. He/she will be interviewed as before.
2. If the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons for dismissal and giving details of the right to appeal.

If progress is satisfactory within the time given to rectify matters, the record of warnings in the individual’s file will be destroyed after a discussed period of time.

1. **Suspension**

If the circumstances appear to warrant instant dismissal, an employee may be suspended with pay while investigations are being made. These investigations should consist of obtaining written statements from all witnesses to the disciplinary incident, and from the employee who is being disciplined. Obviously these investigations should be carried out within as short time as possible. Instant dismissal is possible only in extreme circumstances of gross misconduct. Examples of such misconduct would be:

1. Theft or fraud
2. Ill-treatment of children
3. Assault
4. Malicious damage
5. Gross carelessness which threatens the health and safety of others
6. Being unfit through use of drugs or alcohol
7. The case of an updated police check being unsatisfactory.

Otherwise, an employee should not be dismissed without the appropriate aforementioned warnings.

**Allegation of abuse against a member of staff**

1. A member of staff will be suspended immediately following an allegation of abuse against another member of staff, while investigations by Preschool, Ofsted and the Child Safeguarding team take place.
2. Written statements from staff members and any witnesses will be gathered,
3. Staff may have to report on a colleague in order to safeguard children.
4. Parents will be kept informed.
5. The staff member will be allowed to return to work if the allegation is unfounded.

2.Cont/…

…/3 (Disciplinary and Grievance Procedure)

#### Appeals

At each stage of the disciplinary procedure the employee must be told he/she has the right to appeal against any disciplinary action, and that the appeal must be made in writing to the Pre-School Chairperson, within five days of a disciplinary interview. The Appeal Hearing should be heard, if possible, within 10 days of receipt of the appeal. In a community group, two or three Committee members - not the same members who were involved in the initial disciplinary procedures – will serve as an appeals committee. The employee may take a colleague or another person to speak for him/her. All findings will be entered into the employee’s file.

At an appeal;

1. The employee will explain why he/she is dissatisfied and may be asked questions
2. The Chairperson will be asked to give their point of view and may be asked questions
3. Witnesses may be heard and may be questioned by the appeals committee and by the employee and the chair.
4. The Committee will consider the matter and make known its decision.
5. A written record of the meeting will be kept.

### GRIEVANCE PROCEDURE

If an employee is dissatisfied he/she must have the opportunity for prompt discussion with his/her immediate Manager. For the Manager of a Pre-School this would normally be the Committee Chairperson. For other Pre-School staff it would be the Pre-School Manager. If the grievance persists, a Management Panel should be set up for the purpose of further discussion. The employee may, if he/she wishes, be accompanied by a colleague during this discussion.

There must be a right of appeal to the full Pre-School Committee. At this level also, the employee’s colleague or representative may be present.

The aim of the above procedure is to settle the grievance fairly and as near as possible to the point of origin. It is intended to be simple and rapid in operation.

**The Pre-School Committee adopted this policy on**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed on behalf of Sunningdale Pre-School Committee**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# DISCLOSURE POLICY

**General principles**

As an organisation using the Disclosure Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Sunningdale 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.

**Storage and access**

Only the DBS date and number will be kept on record. Disclosure informationshould 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 acknowledge 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, giving full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will be respected.

**Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, e.g. 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, 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.

#### The Pre-School Committee adopted this policy on

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#### Signed on behalf of Sunningdale Pre-School Committee by

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# EMERGENCY CLOSURE POLICY

We will endeavour to open Pre-School as normal in the event of adverse weather conditions. However, if circumstances prevent staff getting to Pre-School, we cannot open Pre-School for any other emergency, or we have a shortage of staff due to illness, the Emergency Closure Procedure will be followed.

There will be a cost implication to Pre-School should we have to close during an emergency, as staff, rent and other bills still have to be paid. Although Pre-School does hold insurance to cover costs for certain emergencies, in the event we have to close due to adverse weather conditions, we are not covered by our insurance policy.

It is the Pre-School’s policy not to refund any fees on days which Pre-School has had to close due to adverse weather conditions. It is at the discretion of the Committee to decide when those conditions are adverse.

All staff that are unable to work due to Pre-School closure will be paid their normal wage.

**EMERGENCY CLOSURE PROCEDURE**

We will endeavour to open Pre-School as normal in the event of adverse weather conditions, however if circumstances prevent staff getting to Pre-School, or in the event we cannot open Pre-School for any other emergency, we will contact Parents/Carers by a text or telephone call. If you would rather be contacted by a phone call please let a member of staff know. The text message will be sent from the Pre-School Manager’s personal mobile and we would request that replies and future texts asking if Pre-School is open are not made to the mobile. If for any reason the Pre-School Manager is unable to send a text message regarding the closure of Pre-School you will be contacted by a phone call.

If there is any doubt as to whether Pre-School is open then please telephone Pre-School on 01344 623331 after 8.30am. If there is no answer this means that no staff are present and Pre-School is closed.

Please also check the website where possible closures will be posted:

www.sunningdalepreschool.co.uk

#### The Pre-School Committee adopted this policy and procedure on

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#### Signed on behalf of Sunningdale Pre-School Committee by

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# EPILEPSY POLICY

This policy has been written in line with information provided by Epilepsy Action, the Department for Education and Skills, and the RBWM.

Sunningdale Pre-School recognises that epilepsy is a common condition affecting children and welcomes all children with epilepsy to the Pre-School.

Sunningdale Pre-School supports children with epilepsy in all aspects of Pre-School life and encourages them to achieve their full potential. This will be done by having a policy in place that is developed in conjunction with the local authority and understood by all Pre-School staff. This policy ensures all relevant staff receiving training about epilepsy and administering emergency medicines. All new staff with also receive appropriate training.

When a child with epilepsy joins Sunningdale Pre-School, or a current child is diagnosed with the condition, the Manager will arrange a meeting with the child’s parents to establish how the epilepsy may affect the child’s Pre-School life. This should include the implications for learning, playing and social development. They will also discuss any special arrangements the child may require.

Arrangements will be made for an epilepsy specialist nurse to visit the Pre-School to talk through any concerns and/or implications as to whether the child requires emergency medicine. During this meeting the Manager will agree and complete a record of the pupil’s epilepsy, learning and health needs. This document may include issues as agreeing to administer medications and any staff training needs. If the child does require emergency medicine then the Pre-School’s policies will also include an ‘administering medicines’ policy.

Sunningdale Pre-School also has clear procedures for dealing with Tonic-Clonic and Absence Seizures.

**This policy was adopted by the Pre-School Committee on:**

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**Signed on behalf of Sunningdale Pre-School Committee:**

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**Procedure for dealing with child who has an absence or tonic-clonic seizure**

**Definition of absence seizure:**

During an absence seizure (also known as petit-mal) the child will briefly lose consciousness, but will not lose muscle tone or collapse. They will appear to be daydreaming or distracted for a few seconds. While these episodes may seem unimportant, they can happen hundreds of times a day. This can cause the child to become confused about what is happening around them.

**Definition of full seizure (tonic-clonic):**

Children who have a full seizure (also known as grand-mal) lose consciousness and fall to the ground. Their body goes stiff and their limbs jerk. When their seizure is over, their consciousness returns, but they may be very confused and tired. It’s important that you stay calm at this point, to make sure they are alright.

The following procedure gives basic first aid following a tonic-clonic seizure:

* Stay calm
* If the child is convulsing then put something soft under their head; call on additional staff to assist with this rather than leave the child.
* Protect the child from injury (remove any harmful objects from nearby)
* NEVER try and put anything in their mouth or between their teeth.
* Try and time how long the seizure lasts - if it’s longer than usual for that child or continues for more then 5 minutes then call for medical assistance (999).
* Do not try and move the child unless they are in danger.
* Do not try and restrain the child.
* Do not give them food or drink until they have fully recovered from the seizure.
* Aid breathing by gently placing the child in the recovery position once the seizure has finished.
* Additional staff to contact parents to inform them of seizure.
* Additional staff to remove other children from area.

(Information obtained from www.epilepsy.org.uk)

All staff should be aware of the following procedure should a child have an absent seizure:

* Stay calm
* If possible, pre-empt when the child may have an absence, i.e. during eating, water play and other sensory play/situations.
* Be on hand to support child if needed.
* Do not leave the child alone.
* Remove any harmful objects.
* Seek additional staff support if needed.
* Note when the child has absences.
* Inform parents of absences seen.
* Consideration needs to be made of the other children and staff in the setting.

(Procedure linked to a specific child in Pre-School)

**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# EQUAL OPPORTUNITIES POLICY

At Sunningdale Pre-School we have a full Equal Opportunities programme regarding staff, parents/ carers and children.

When a child enters Pre-School whose first language is not English, every effort is made to encourage and promote communication in the most useful way. Guidance is regularly sought from parents/ carers. Information written and spoken will be clearly communicated in as many languages as necessary. Bilingual/ multilingual children and adults are an asset, they are valued and their languages recognised and respected in the Pre-School.

Special attention is given to festivities and celebrations from around the world and from different religious backgrounds.

We ensure that our equipment features a variety of multi-cultural books, toys, games etc. and are not racist or sexist in content.

We aim to develop children’s awareness, empathy and understanding of those different from themselves. We encourage respect and tolerance of differences in colour, ability, appearance and gender.

We recognise the wide range of special needs of children and families in the community and will consider what part Pre-School can play in meeting these needs. Planning for Pre-School meetings and events will take into account the needs of people with disabilities.

Discriminatory behaviour and remarks are unacceptable at Pre-School, the response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

The time, place and conduct of meetings will ensure that all families have an equal opportunity to be involved in the running of Pre-School. If requested home visits can take place.

Sunningdale Pre-School will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed.

Commitment to implementing Pre-School’s Equal Opportunities Policy will form part of the job description for all workers.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# FEES POLICY

#### Payment and Invoicing

Fees are charged every half term in advance. Payment is due by the final day of each term for the following half term sessions.

Invoices will be issued two to three weeks before the end of each half term. Any Parent/Carer not receiving an invoice at this time should enquire at Pre-School as to the reason.

#### Late Payment of Fees

Sunningdale Pre-School will always try and recover late payment, but will give the Parent/Carer every opportunity to pay for the childcare as flexibly as possible.

When fees are owing for more than two weeks the Treasurer must be notified by the Fees Secretary with full details of the fees due. The Policy for Recovering Overdue Fees will come into effect. Collection of fees will be in complete confidence.

**Notice Periods**

A complete half terms notice is required for children being withdrawn from Pre-School. Therefore, if notice is handed in part of the way through a term, fees will be chargeable at the end of the following half term. It is difficult to fill places at short notice, so this enables Pre-School to commit to cover its costs, including staff salaries.

#### Tax-Free Childcare Schemes

Sunningdale Pre-School will accept fees paid via employers’ tax-free childcare benefit schemes.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# FIRE SAFETY POLICY AND PROCEDURE

#### Fire Safety Policy

1. Fire doors are clearly marked, never obstructed and easily opened from inside.
2. Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer
3. Our fire procedure is clearly noted in the visitors book where all visitors sign in
4. Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
   * + Clearly displayed in the premises**;**
     + Explained to new members if staff, volunteers and parents; and
     + Practiced regularly, at least once every half term
5. Records are kept of fire drills and the servicing of the fire safety equipment.

If a fire breaks out at Pre-School, evacuation of the building is to take place as described in the Fire Procedure. A register of all adults and children is completed as people arrive so a record of all present is available in an emergency.

#### Fire Procedure

If the fire is small and isolated, the staff can use the fire extinguisher/fire blanket to put out the fire. If this is not possible, the fire brigade is to be called from a mobile phone or from the office at Holy Trinity Primary School (next door).

A whistle (located at exits) will be blown 3 times to tell everyone to evacuate. The staff will guide all children to a safe exit. If the fire is in the main kitchen area of the large hall they will leave through the garden doors and proceed through the garden gate to Holy Trinity School playground. If the fire is in the Pre-School kitchen area they will go to the main Pre-School entrance and wait at the bottom of the car park. The register will be called to ensure that everyone has evacuated safely.

If is it not possible for the children to return to Pre-School then their parents/carers will be contacted to come and collect them from the fire evacuation point or Holy Trinity School. (All contact numbers are kept at the back of the register as a matter of course)

**The Pre-School Committee adopted this policy and procedure on**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# FOOD AND DRINK POLICY

Sunningdale Pre-school regards snack time as an important part of the Pre-School’s session. Eating represents a social time for children and adults and helps children to learn about healthy eating.

At snack times we aim to provide nutritious food, which meets the children’s individual dietary needs. We aim to meet the full requirement of Ofsteds’ Care Standards on Food and Drink. Our procedures are as follows:

1. Before a child starts to attend Pre-School we find out from the parents their children’s dietary needs, including any allergies.
2. We record information about each child dietary needs in her/his registration record and parents sign the record to signify that it is correct.
3. We regularly consult with parents to ensure that our records of their children’s dietary needs – including any allergies – are up-to-date. Parents sign the updated record to signify that it is correct.
4. Current information about individual children’s dietary needs are held on the premises so that all staff and volunteers are fully informed about them.
5. We implement systems to ensure that children receive only food and drink which is consistent with their dietary needs and their parent’s wishes.
6. We provide nutritious snacks, avoiding large quantities of fat, sugar and salt and artificial additives, preservatives and colourings.
7. We include the following elements in meals that are offered: protein for growth and essential minerals and vitamins in raw foods, salads and fruits.
8. We include foods from the diet of each of the children’s cultural backgrounds, providing children with familiar foods and introducing them to new ones.
9. Through discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups, to which children and their parents belong, and of vegetarians and vegans and about food allergies. We take account of this information in the provision of food and drinks.
10. We require staff to show sensitivity in providing for children’s diets and allergies. Staff do not use a child’s diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
11. We organise snack times so that they are social occasions in which children and staff participate.
12. We use snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
13. We provide children with utensils which are appropriate for their ages and stages of development and which take account of the eating practices in their culture.
14. We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the session. Children are encouraged to bring a bottle / beaker of water to Pre-school.
15. We have rules about children not sharing and swapping their food with one another in order to protect children with food allergies.
16. For children who drink milk, we provide whole and pasteurised milk. We provide alternative milk drinks for those who cannot drink cows milk.
17. We encourage parents to bring an alternative healthy snack, if a child wishes to give sweets or cakes on their birthday.

**The Pre-School Committee adopted this policy on**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# HEALTH AND SAFETY POLICY

Sunningdale Pre-school believes that the health and safety of children is of paramount importance. We make Pre-school a safe and healthy place for children, parents, staff and volunteers alike.

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

**Risk Assessment**

Our risk assessment process includes:

* Checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
* Deciding which areas need attention; and developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues that are checked:

* Daily before the session begins
* Each Term as necessary
* All risk assessments are reviewed on an annual basis

**Insurance Cover**

We have public liability insurance and employers’ liability insurance. The certificate is displayed at Pre-school.

**Awareness Raising**

* Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
* Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
* Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of Pre-school.
* As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
* We have a no smoking policy.
* Children are made aware of health and safety issues through discussions, planned activities and routines.

**Children’s Safety**

* Only persons who have been checked for criminal records by an enhanced disclosure from the DBS have unsupervised access to the children, including helping them with toileting.
* Adults supervise all children at all times.
* Whenever children are on the premises at least two adults are present.

**Security**

* Systems are in place for the safe arrival and departure of children. The times of the children’s arrivals and departures are recorded.
* The arrival and departure times of adults – staff, volunteers and visitors – are recorded.
* The outside main door is locked at all times and visitors ring the bell to gain a member of staffs attention
* The inside door is kept locked and the key placed above the door, clearly visible enabling staff to unlock the door if needed.
* The door alarm to the kitchen alerts staff that a child has opened the kitchen door.

1.Cont/…

…/2 (Health & Safety Policy)

**Windows**

* Low-level windows are made from materials that prevent accidental breakage or are made safe.
* Windows above the ground floor are secured so that children cannot climb through them.

**Doors**

We take precautions to prevent children’s fingers from being trapped in doors, i.e. door guards.

**Floors**

All surfaces are checked daily to ensure they are clean and not uneven or damaged. Any spillage is mopped and cleaned immediately making it safe.

**Kitchen**

* Children do not have unsupervised access to the kitchen.
* All surfaces are clean and non-porous.
* There are separate facilities for hand washing and for washing up.
* Cleaning materials and other dangerous materials are stored out of children’s reach.
  + 1. When children take part in cooking activities, they are supervised at all times;
    2. are kept away from hot surfaces and hot water;
    3. do not have unsupervised access to electrical equipment.

**Electrical/Gas Equipment**

* All electrical/ gas equipment conforms to safety requirements and is checked regularly.
* Our boiler/ electrical switchgear/ meter cupboard is not accessible to the children.
* Storage heaters are checked daily to make sure they are not covered.
* There are sufficient sockets to prevent overloading, which are all covered when not in use.
* The temperature of hot water is controlled to prevent scalds.
* Lighting and ventilation is adequate in all areas including storage areas.

**Storage**

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

**Outdoor Area**

* Our outdoor area is securely fenced and gates locked.
* Our outdoor area is checked for safety and cleared of rubbish before it is used.
* Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
* Where water can form a pool on equipment, it is emptied before children start playing outside.
* Our outdoor sand pit is covered when not in use.
* Our outdoor activities are supervised at all times.

**Hygiene**

* We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
* Our daily routines encourage the children to learn about personal hygiene, e.g. ensuring hands are washed after toilet use and before eating food / drink
* We have a daily cleaning routine for Pre-School, which includes play room, kitchen, toilets and nappy changing areas.
* The toilet area has a high standard of hygiene, including facilities for hand washing and drying and the disposal of nappies.
* We implement good hygiene practices by:
  + 1. cleaning tables between activities;
    2. checking toilets regularly;

2.Cont/…

…/3 (Health & Safety Policy)

* + 1. wearing protective clothing as appropriate – such as aprons and disposable gloves
    2. providing sets of clean clothes; (where possible parents are encouraged to provide this)
    3. providing tissues and wipes;
    4. providing throw away paper towels for hand drying.

**Activities**

* Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending Pre-School.
* The layout of play equipment allows adults and children to move safely and freely between activities.
* All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
* All materials, including paint and glue, are non-toxic.
* Sand is clean and suitable for children’s play with.
* Physical play is constantly supervised.
* Children are taught to handle and store tools safely.
* Children who are sleeping are checked regularly.
* Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

**Food and Drink**

* Staff that prepare and handle food, receive appropriate training and understand – and comply with food safety and hygiene regulations.
* All food and drink is stored appropriately.
* Adults do not have hot drinks in the play area and do not place hot drinks within the reach of children.
* All staff and children are made aware if hot drinks are carried through the main room, i.e. from the kitchen to the office.
* Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
* Fresh drinking water is available to the children at all times.
* We operate systems to ensure that children do not have access to food/ drinks to which they are allergic.

**Outings and Visits**

We have agreed procedures for the safe conduct of outings.

* A risk assessment is carried out before an outing takes place.
* Parents always sign consent forms before major outings.
* Our adult to child ratio is high, normally one adult to two children.
* First aid, mobile phone and emergency contact numbers, will be taken when leaving the premises with children.
* Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover. Confirmation of age appropriate seat belts for every child travelling will be needed.
* For those children remaining at Pre-School, the adult to child ratio conforms to the requirements of the EYFS framework.

**Animals**

Pre-School ensures that animals visiting are free from disease, safe to be with children and do not pose a health risk. Where possible, information will be obtained from the handler confirming this.

**Fire Safety**

* Fire doors are clearly marked, never obstructed and easily opened from inside.
* Smoke detectors/ alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
* Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  + 1. Clearly displayed in the premises
    2. Explained to new members of staff, volunteers and parents;
    3. Practiced regularly at least once every six weeks.
* Records are kept of fire drills and the servicing of fire safety equipment. 3.Cont/…

.../4 (Health & Safety Policy)

**First Aid and Medication**

All staff have a current first aid training certificate (relevant to infants and young children) who are on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children. Should any child need specific medication that requires staff to be trained then appropriate training will be sought.

Our first aid kit:

* Complies with the Health and Safety (First Aid) Regulations 1981;
* Is regularly checked by a designated member of staff and re-stocked as necessary;
* Is easily accessible to adults; and
* Is kept out of the reach of children.

At the time of admission to Pre-School, parents’ written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our Accident Book:

* is kept safely in a location that is known and accessible to both staff and volunteers, all of whom know how to complete it.
* is reviewed at least every half term to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or in the event of the death of a child or adult.

Any injury requiring a General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

* Any accident to a member of staff requiring treatment by a General Practitioner or hospital
* Any dangerous occurrences

Children’s prescribed drugs are stored in their original containers in the office, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

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

**Sickness** (please see our Sickness & Illness Policy for more details)

If your child is not feeling well, please do not bring her/him to Pre-School and telephone the Pre-School to let us know. If you are unsure as to whether you should bring your child to preschool, please contact us **before** bringing them in. A child should not attend preschool if:

* + - He or she has had a temperature at any point during the preceding 12 hours (regardless of whether it is being controlled with medication).
    - He or she has vomited or has an upset tummy. You should allow 48 after last episode of vomiting or diarrhoea before allowing him/her to return to Pre-School
    - He or she is suffering from any infectious illness
    - Has been given Calpol or other similar medication, prior to being brought to Pre-school

An ill child is unlikely to have any interest in playing and would probably crave constant attention from one or more of the staff. This would not be fair on the child concerned, on the other children in Pre-School, or on the staff. If your child has a serious infection please inform us so that other parents can be alerted.

5.Cont/…

…/6 (Health & Safety Policy)

Circumstances for the exclusion of ill or infectious children as stated in our prospectus and welcome pack, which is given to all new parents. This includes procedures for contacting parents or other authorised adults. A child will have to be collected if he/she becomes ill at Pre-School.

Ofsted is notified of:

* Any food poisoning affecting 2 or more children looked after on the premises
* Any child having meningitis
* The outbreak on the premises of any notifiable diseases identified as such either in the Public Health (Control of Disease) Act 1984, or because the notification requirement has been applied to them by regulations (the relevant regulations are the Public Health (Infectious Diseases) Regulations 1988)

**Safety of Adults**

* Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
* When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
* All warning signs are clear and in appropriate languages.
* Adults do not remain alone in the building or leave on their own after dark.
* The sickness of staff and their involvement in accidents is recorded. The records are reviewed each term to identify any issues that need to be addressed.

**Records**

In accordance with the EYFS framework, we keep records of:

* Adults authorised to collect children from Pre-school;
* The names, addresses and telephone numbers of emergency contacts in case of children’s illness or accident;
* The allergies, dietary requirements and illnesses of individual children;
* The times of attendance of children, staff, volunteers and visitors;
* Accidents and Incidents.

In addition, the following policies or documentation in relation to health and safety are in place:

* Risk assessment
* Record of visitors
* Fire safety policy
* Fire safety records and certificates
* Operational procedures for outings
* Administration of medication
* Prior parental consent to administer medicine
* Record of the administration of medicines
* Prior parental consent for emergency treatment
* Accident record

**The Pre-School Committee adopted this policy on**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# LOST CHILD POLICY

If a child goes missing from Pre-school, the below procedure will be followed:

1. **Find out quickly who is missing**. Staff will know how many children are in session and the register system will identify immediately which child is not there.
2. **Search systematically for the child**. Ask the children whether they have seen the child who is missing. Check that all adults are present and all know the problem. Try and establish who last saw the child, when and doing what. Gather the remaining children together for a story with one/ two teachers whilst the others help to search. Check every room in the building and any accessible outside areas. If the large hall is being used, inform the users and seek their co-operation, if appropriate.
3. **Call the child’s parents/ carers** to advise they may be trying to get home. If they are out, call the alternative number in an emergency. If the child lives within walking distance of Pre-School, one adult should make the journey on foot to catch up with or intercept the child.
4. **If the above steps fail to locate the child, the police must be called**.
5. **If the police are called, the Duty Social Worker at Social Services must be informed** on 01628 683150. Ofsted, Pre-School’s Chairperson and insurance company must also be informed as soon as possible.
6. **Record the event in the Accident & Incident book** along with anything unusual about the behaviour of the child or other children.
7. **Appoint a Spokesperson for the group** and direct all enquiries (e.g. press) to them.
8. **Inform other parents and reinforce the measures** in place to ensure this does not happen again.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# MANAGING MEDICINES POLICY

#### Prescribed Medicines

* These should only come to Pre-School if it would be detrimental to the child’s health if they were not administered.
* Medicines will only be accepted if a doctor, dentist, pharmacist or nurse has prescribed them.
* Medicines must be in their original container as dispensed and include the instructions for administration.
* Pre-School will NOT accept medicines that have been taken out of their original container nor make any changes to dosages on parental instructions.
* The NSF (National Service Framework) suggests doctors use types of slow release drugs and prescribe two sets of medication – one each for Pre-School and home.

#### Non-prescription Medicines

* Never give non-prescription medicine to a child unless there is specific prior written permission from the parents.
* Non-prescription medicines should only be taken to Pre-School if it would be detrimental to a child’s health if not administered during Pre-School hours.
* A child under 16 years should NEVER be given aspirin or medicines containing ibuprofen unless prescribed by a doctor. It is dangerous for anyone who has or has the potential to suffer from asthma.
* Calpol should not be given to a child in a setting if they are slightly feverish. It can mask the onset of Meningitis.

#### Long term medical needs

* Staff need to have sufficient information about the medical condition of a child in order to offer full support to the child
* Side effects must be known and an awareness of how certain medicines may impact on a child’s behaviour and learning.
* Staff need to know what constitutes an emergency and what to do/ who to contact if an emergency arises.
* Staff must know their roles.
* Where possible, and dependent on age and medication, children should be encouraged to take responsibility for their own medicines with the support of staff.

**The Pre-School Committee adopted this policy on**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed on behalf of Sunningdale Pre-School Committee**

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1.Cont/…

…/2 (Managing Medicines Policy)

## ADMINISTRATION OF MEDICINES

#### Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child’s Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date to be administered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Prescribed medicine/Non prescribed medicine (delete as appropriate)**

**Name of Medicine administered\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Quantity of Medicine administered\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Given with food / water / nothing**

**Any reaction to the medicine – physical \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Name of staff member who administered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witnessed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed by Parent / Carer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# PROCEDURE FOR NAPPY CHANGING

Some children coming into the setting may be in nappies, pull ups or are in the process of toilet training. We aim to support all children and parents/carers with this process.

In the event of a child being in a nappy or pull up, the following procedure will take place for changing them;

1. At the morning planning meeting it will be discussed which children are in that may need changing and what staff member/s will change the child
2. Children are to be changed as and when necessary, at any time during a session. This will be left to the discretion of each staff member, and for all staff to discuss if they feel it necessary to change a child. If in doubt speak with the Deputy in charge or Manager
3. Children are to be changed, as a matter of course, if they are staying for Lunch; change to take place before lunch club starts
4. Children are to be changed, as a matter of course, if they are staying all day: change to take place after lunch club

Parents/carers are to supply a change of nappies or pull ups. Aprons, wipes and nappy sacks are stored in the disabled toilet. Nappy changes must take place in the larger disabled toilet, where the changing mat is kept. Staff must make other staff members aware that they are changing a child and gain support if needed. The changing mat must be cleaned down with antibacterial spray after use. The used nappy or pull up must be placed in the nappy disposal unit, which should be emptied, on a daily basis, into the outside green refuse bin.

**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# OPEN DOOR POLICY

In accordance with the ethos of the Early Years Foundation Stage, the Pre-School employs an open door policy. This serves to welcome parents into Pre-School, allowing them to take an active part of their children’s development and learning within Pre-School. Many parents find that the time their child spends at Pre-School is a void as children rarely remember all the details of the day to tell at the end. This policy allows parents an opportunity to see for themselves how their child plays, learns and socialises within the Pre-School.

* An open door policy does not refer to the door being physically open. The door will continue to be locked in a fashion that means people cannot open the door externally and enter the Pre-School without the knowledge of the staff.
* Pre-School and its staff always welcomes the participation of parents and values their input into their children’s learning and development. Perhaps a parent may be able to come and read a story to the children, help in the garden or help the child show something from home. This will not only be satisfying for the parent and advantageous for other children attending Pre-School, but will also foster pride in the child whose parents is visiting!
* All visitors to Pre-School must sign in the visitors book for reasons of health and safety.
* Parents of children currently attending Pre-School are invited to participate in one of their child’s sessions in order to spend some time with their child and gain experience of how the Pre-School nurtures their children.
* Parents of children who will be attending Pre-School in the next term are welcome to arrange with the manager, a visit to Pre-School for the purposes of familiarising themselves and their children with Pre-School.
* When a parent of a child attending Pre-School attends a session, the responsibility for the care and welfare of the child will remain with the Pre-School. In the case of children visiting with their parents, prior to starting, the responsibility for the child’s welfare will remain with the parents.
* All visitors to Pre-School must be within sight of the staff at all times and under no circumstances, be left alone with a child unless an enhanced DBS has been undertaken by the setting and been returned satisfactorily.
* In the rare circumstance that the presence of the parent is disruptive or distressing to the child, the parent may be asked to leave and to attend another time.
* If you would like to know more about our open door ethos please speak to the Pre-school Manager.

**The Pre-School Committee adopted this policy on**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# OUTING/LEAVING PREMISES PROCEDURE

1. Inform all the children what is going to happen next and where we will be going.
2. Enquire and/or encourage if any of the children need the toilet.
3. Ensure all the children have appropriate footwear and clothing.
4. Manager/Deputy Manager to assign a member of staff to collect all personal belongings to be locked securely in the office.
5. Manager/Deputy to ensure that the First Aid kit, mobile phone and register are collected.
6. Place all the children in pairs, allocate a member of staff to 2/3 children and line up by the door.
7. Take the register to ensure all children and staff are present.
8. Last adult to leave the premises to check that all the children have vacated and lock the door.
9. When arriving at destination, re-take the register to ensure all children and adults are present.
10. Before leaving to return back to Pre-School, re-take register.
11. When arriving back at Pre-School, re-take register.

Members of staff must stay with their 2/3 allocated children at all times during the outing, ensuring they are aware of their whereabouts and safety.

**The Pre-School Committee adopted this procedure on**

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**Signed on behalf of Sunningdale Pre-School Committee**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# PARENTAL INVOLVEMENT POLICY

Parents are the first educators of their young children. The aim of Pre-School is to support their essential work, not to supplant them.

Sunningdale Pre-School endeavours to:

1. Make all new parents/carers aware of Pre-School’s systems and policies.
2. Encourage parents/carers on, an individual basis, to play an active part in the management of Pre-School.
3. Ensure that parents/carers are regularly informed about their child’s progress through newsletters, notice boards and meetings with Key carers. Parents are invited to meet with their child’s keycarer at least every term, but are informed that meetings can take place as and when parents choose.
4. Ensure that all parents/carers have opportunities to contribute to the activities of Pre-School from their own cultural, ethnic, religious background, using their own skills, knowledge and interests
5. Involve parents/carers in shared record keeping about their own child either formally or informally.
6. Ensure that all parents/carers are fully informed about meetings, conferences, workshops and training. Consult with families about the times of meetings to avoid excluding anyone. Hold meetings in venues that are accessible and appropriate for all.
7. Welcome the contributions of parents/carers whatever form these may take.
8. Make known to all parents/carers the systems for registering queries, complaints or suggestions.
9. Provide opportunities for parents/carers to learn about the Early Years Foundation Stage Framework and about young children’s learning in Pre-School and at home.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# RECOVERING OVERDUE FEES POLICY

Sunningdale Pre-School will always try to recover late payment, but will give the parents/ carers every opportunity to pay for the childcare service, as flexibly as possible.

When fees are owed for more than two weeks, the Treasurer must be notified with full details of fees due. The Fees Secretary will send a reminder that fees are now overdue and speak to the family involved. If personal contact with the fees secretary does not have a satisfactory conclusion, then a second reminder will be sent a week later stating the following:

If the fees are not paid within the following week, the Treasurer contacts the parent in private, asks when they intend to pay and establishes if there are any difficulties with payment in general terms.

A period of one week from the contact is allowed for payment, or a re-arranged payment agreement is established with the parent.

If the parent fails to pay by the due date or method agreed, they are contacted in private again and asked for payment.

If they have no intention of paying then they receive a letter from the Treasurer, on behalf of the Management committee. This letter will inform them that their child’s unfunded sessions will be withdrawn, within five days of the date of the letter, if payment is not made. If still available, the unfunded hours will be re-instated once all outstanding monies have been settled.

Any outstanding monies owed by parents may be recovered through legal action, subject to a review of the circumstances and the decision of the Management Committee.

Strict confidence is adhered to when discussing late payment with only key people (treasurer, fees secretary, chairperson and manager) being aware of the family name. When fees are discussed at Committee meetings the family name is never used.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# RECRUITMENT OF EX-OFFENDERS POLICY

##### As an organisation using the Disclosure and Barring Service (DBS) to assess applicants’ suitability for positions of trust, Sunningdale 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.

Sunningdale 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 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 at Sunningdale 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 Sunningdale 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 Sunningdale 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.

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 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 offences.

#### The Pre-School Committee adopted this policy on

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#### Signed on behalf of Sunningdale Pre-School Committee by

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# RISK ASSESSMENT POLICY AND PROCEDURE

Sunningdale Pre-School believes 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 by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment. Pre-school Learning Alliance risk assessment processes follow five steps:

* Identification of risk: Where is it and what is it?
* Who is at risk: Childcare staff, children, parents, visitors etc?
* Assessment of the risk of the likelihood of it happening, as well as the possible impact if it did.
* Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
* Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

**Procedures**

Our risk assessment process covers adults and children and includes:

* Checking for and noting hazards and risks indoors and outside, both on Pres-school premises and outside of Pre-school when external activities are planned.
* Assessing the level of risk and who might be affected;
* Deciding which areas need attention; and
* Developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
* All risk assessments are written and checked on a regular basis and, as the EYFS statutory framework states, all risk assessments will be reviewed annually.
* We have daily checks before the session begins.

Sunningdale Pre-School seeks advice and information on reviewing and implementing risk assessment from the Pre-School Learning Alliance and HSE.

**The Pre-School Committee adopted this policy and procedure on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# SAFEGUARDING CHILDREN POLICY

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

**The Legal framework for this policy**

* Children act (2004/1989)
* Keeping Children Safe in Education (2022)
* Working together to safeguard children (2018 / 2020)
* Safeguarding Vulnerable Groups Act (2006)
* Counter-Terrorism Act and Security Act (2015)
* Multi-Agency Practise Guidelines
* Female Genital Mutilation Act 2003
* Serious Crime Act 2015

**Responding to Suspicions of Abuse**

* If a member of staff is concerned that there may be any form of abuse to a child they will inform the Designated Safeguarding Lead (DSL), **Sharon Thompson and Kirsty Wheatley**. Any conversation with the child will be recorded accurately and written in the child’s own words. In the event of there being actual marks to the child’s body, a drawing called a body map should be produced and marks recorded.
* The Designated Safeguarding Lead and at least one member of staff will then monitor the situation and possibly contact the parent/ carer to discuss their concerns. The DSL can contact the RBWM MASH/SPA team for advice on 01628 683150, or out of hours on 01344 786543. If the situation is believed to endanger the child, the Duty Officer in the Children’s Social Care Services will be informed immediately, or the Police.
* At all times full support will be given to the child and parent/ carer to try and deal with the situation quickly and responsibly.
* If a child’s general welfare is of concern, not necessarily because of suspected abuse, the DSL may contact the Health Visitor. Low level concerns will be recorded and securely stored; noting any discussions, support given, actions, decisions and outcomes.

**Disclosures**

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

* Offers reassurance to the child
* Listens to the child
* Gives reassurance that he/she will take action
* Does not question the child
* Keeps a written record of the disclosure signed and dated in a secure place

**Liaison with Other Bodies**

* Pre-School follows the guidelines of the Multi Agency Safeguarding Arrangements for Children and Young People and Social Care.
* We notify the Local Authority and Ofsted of any incident or accident and any changes in our arrangements that affect the well-being of children.

1./cont…..

…/2 (Safeguarding Children Policy)

**Staffing & Volunteering -**

* It will be made clear to applicants for posts within Pre-School that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
* All applicants who work within Pre-School, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least two references. All references will be followed up.
* In the case of applicants with unexplained gaps in their employment history or who have moved rapidly from job to job, another explanation will be sought.
* All staff will be subject to a DBS check and until this has been carried out they will not be allowed to be alone with any child at any time.
* All appointments, both paid and voluntary, will be subject to a probationary period of half a term and will not be confirmed unless Pre-School is confident that the applicant can be safely entrusted with children.
* All existing staff will be expected to disclose any convictions, court orders, reprimands and warnings which may have occurred before or during the time in which they started at Pre-School, which may affect their suitability to work with children.
* All staff are required to complete a ‘confidential declaration of disqualification’ form annually.
* All staff, volunteers and visitors will be made aware of our no mobile phone and camera policy. All staff should store their mobile phones securely in the staff area (kitchen or office), and should they need to receive or make calls they should make the manager/deputy manage aware and take/receive calls in the privacy of the main office.

**Training**

We will seek training opportunities for all adults involved in Pre-School, to ensure that they recognise and report safeguarding concerns such as:

* Significant changes in children's behaviour which may be linked to signs of abuse.
* Deterioration in children's general well-being.
* Unexplained bruising, marks or signs of possible abuse or neglect.
* children's comments which give cause for concern
* Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
* Female Genital Mutilation (FGM); is a form of physical abuse against female girls and young women. FGM is also known as female circumcision or female genital cutting. FGM has no health benefits for girls and women and procedures can cause severe bleeding and problems urinating, and later cysts, infections, infertility as well as complications in childbirth. The Female Genital Mutilation Act was introduced in 2003 and came into effect in March 2004. It was made illegal to: practice FGM in the UK; take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in that country and aid, abet, counsel or procure the carrying out of FGM abroad. The sign that children may be at risk of FGM are as follows: Child is female, from a culture where FGM is practised, and parents request an extended summer holiday to the country of origin. If staff are concerned that a child is at risk of FGM, they must tell the safeguarding lead. The safeguarding lead must request to meet parents in private, and ask them directly if they are seeking to take their daughter abroad to have FGM carried out on her. If the safeguarding lead is dissatisfied with their response and has real concerns that FGM may be imminent, they should refer the matter to the Police. The parents should be told about the referral only if it is felt that it will not bring further risk to the child. All staff will receive FGM awareness training.

2./cont…..

…/3 (Safeguarding Children Policy)

* The Prevent Duty; We have a duty to keep children safe from the dangers of radicalisation and extremism. The EYFS focuses on children’s personal, social and emotional development and supports children in age appropriate ways to learn right from wrong, mix, and share with other children and value others views, know about similarities and differences between themselves and others and challenge negative attitudes and stereotypes. Protecting children from the risk of radicalisation is part of our safeguarding duty and should be responded to as such. All staff will receive prevent awareness training.

**Complaints**

* We ensure that all parents know how to complain about staff or volunteer action within the Pre-School, which may include an allegation of abuse.
* We follow the guidance of the Multi Agency Safeguarding Arrangements for Children and Young People and Social Care, when investigating any complaint that a member of staff or volunteer has abused a child.
* We follow all the disclosure and recording procedures as set out by MASA RBWM, when investigating an allegation that a member of staff or volunteer has abused a child, as if it were an allegation of abuse by any other person.
* All complaints will be reported to Ofsted.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**Sunningdale Pre-School’s Designated Safeguarding Leads:**

**Sharon Thompson (Manager) & Kirsty Wheatley (Deputy Manager)**

**Useful Numbers:**

**Local Authority Designated Person (LADO): Amanda Burrows (01628) 796693 or 07774332675**

**RBWM Children’s Social Care Referral & Assessment Team: MASH/SPA (01628) 683150, out of hours 01344 786543**

**Thames Valley Police 0845 8 505 505 or 101**

**Ofsted: 0300 123 1231**

**MASA Multi Agency Safeguarding Arrangements for Children and Young People**

**NSPCC: 0800 028 3550**

(Safeguarding Children Policy amended 13.04.2023)

**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# SETTLING IN POLICY

We want the children to feel safe and happy at Sunningdale Pre-School, 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 at Pre-School.

Pre-School will endeavour to:

Encourage parents to visit Pre-School with their children during the weeks leading up to admission.

Arrange for the Pre-School Manager or Key carer to gain more insight into the child’s background and needs by discussion with the parents and child and allow the child to become familiar with Pre-School adults.

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 for as long as it takes to settle their child in.

Reassure parents whose children seem to be taking a long time settling in to Pre-School.

Introduce new families into the group on a staggered basis for example two new children a day for a week rather than 10 new children all at once.

Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Children cannot play or learn if they are anxious and unhappy. Our settling in procedures aim to help parents to help their children to feel comfortable at 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.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

**SICKNESS & ILLNESS POLICY**

We strive to limit the spread of communicable disease at Sunningdale Pre-School and are committed to implementing policies that balance and respect the needs of children, families, and staff in these circumstances. For working family’s alternative arrangements should be made for occasions when children must remain at home or be picked up due to illness.

Exclusion from Pre-School is sometimes necessary either to reduce the transmission of illness or because we are not able to adequately meet the needs of the child/children.

Reasons for Pre-School to exclude children include (but are not limited to) the following:

* Illness that prevents the child from participating comfortably in Pre-School activities.
* Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children and staff.
* Illness that poses a risk of spreading diseases to others.
* Severely ill appearance.
* High temperature.
* Diarrhea; watery stools or decreased form of stool not associated with change of diet; child unable to reach the toilet; or stool frequency that exceeds 2 or more stools above normal for that child.
* Vomiting more than 2 times in the previous 48 hours.
* Abdominal pain that continues for more than 1 hour; intermittent abdominal pain associated with fever, dehydration, or other signs of illness.
* Rash with fever or behavioural changes.
* Skin sores weeping fluid on an exposed area.
* Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) until on antibiotics for 24 hours.
* Impetigo until 24 hours after treatment has been started, or until lesions are crusted or healed.
* Head lice or nits until no longer present.
* Chickenpox, until all lesions have dried or crusted (usually 6 days after onset of rash).
* Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.
* The final decision on whether a child should be excluded from Pre-School due to illness will be made by Pre-School Manager and/or Deputy Manager.

If your child becomes unwell during Pre-School, for your child's comfort and to reduce the risk of contagion, we ask that children be picked up immediately; your child will be kept comfortable and will continue to be observed for symptoms until they are collected. Children need to remain home for 24 hours, or in the case of sickness and/or diarrhea 48 hours, **without symptoms** before returning to Pre-School. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child’s GP may be required before the child can return.

Cont. 1/….

Cont./2…. Sickness & Illness Policy.

Children who have been excluded may return when:

* They are free of fever for a full 24 hours.
* They are free from vomiting and diarrhea for a full 48 hours.
* They have been treated with an antibiotic for a full 24 hours.
* They are able to participate comfortably in all usual Pre-School activities, including outdoor time.
* If required, the child’s GP signs a note stating that the child's condition is not contagious.
* The final decision on whether a child can return to Pre-School due to illness will be made by Pre-School Manager and/or Deputy Manager.

Pre-School adheres to and is guided by the Health Protection Agency; Guidance on Infection Control in Schools and other Child Care Settings.

**The Pre-School Committee adopted this policy and procedure on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# SOCIAL NETWORKING, MEDIA, MOBILE PHONE & SMART WATCH POLICY

Sunningdale Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody who enters or works within Pre-school to share this commitment.

This policy covers the use of media and social networking sites in relation to Pre-School. Social networking sites are those such as Twitter, Facebook and Instagram (although this is not exhaustive). Social Media includes, but is not limited to, camera phones, smart watches, photographs and comments published in the public arena such, as on YouTube, television and in blogs, newsgroups and email discussion lists.

This policy does not intend to prohibit members of the Pre-School from using social media, its aim is merely to flag up areas in which conflicts can arise and prevent such conflicts from occurring.

* All staff and members of the Pre-School must refrain from engaging in activities on the internet which may bring Sunningdale Pre-School or its associated members into disrepute.
* Staff, parents, visitors and members of the committee must not make derogatory comments on a social networking site, which may refer or be misconstrued to refer to a child or other members of the Pre-School.
* When making comments on social networking sites, all staff should be aware of how their comments may be received and understood and any possible negative implications.
* No photographs, videos or similar images of children and/or parents may be uploaded to a media or social networking site
* No photographs, videos or similar images of staff may be uploaded to a media or social networking site without the express permission of the person.
* Under no circumstances should any member of staff upload images of children attending the Pre-School currently or in the past onto the internet, with the exception of photographs uploaded to the Pre-School website, following written permission from the relevant parents/guardians.
* Staff may not use their phones within the Pre-School room. It is expected that staff may wish to use their phones whilst on their break but this must be done in the kitchen or outside the premises and be agreed with by the manager and/or deputy manager.
* Smart watches must have notifications disabled during working hours; receiving notifications may cause staff to be distracted from their work with the children.
* Absolutely no photographs of the children are to be taken by a camera phone, within the Pre-School, or outside of the premises when children are under the care of Pre-School, with the exception of the Manager (Sharon Thompson), who may take photos which are immediately emailed to the Pre-School email address and then deleted from the phone.
* The computer and internet within Pre-School should only be used for the purposes of Pre-School, not to be access social networking and media sites, unless directly relevant to the development of the children attending.
* It is important that staff are aware of the privacy settings on their social networking accounts and adjust them as necessary. Staff, parents and committee members may wish to ensure their privacy settings are set so that only their friends may view their page.
* Staff should not request or accept online ‘friend requests’ from a parent of a child attending the Pre-School, as this may lead to comments made being misunderstood and possible conflicts arising. If, however, a staff member and a parent already have a personal friendship before the child started at Pre-school, and had already shared social media platforms, this would be allowed; staff should still adhere to all the points in this policy. Friendships may be accepted/requested once a child has left Pre-school.

Cont. 1/……

2/cont…..

* All staff are reminded of the confidentiality agreement within their contract and should bear this in mind when reading this policy and accessing social networking sites and social media.
* Staff and parents should not communicate about matters relating to Pre-school, via social media or texting. If parents contact staff, about their child or Pre-school matters, via social media platforms, staff should not enter into conversation and must ask parents to contact Pre-school directly via email or telephone.
* If who breach these terms, causing conflict, upset or harm to a member of the Pre-School, disciplinary action will be taken resulting in verbal or written warning or termination of contract in relation to the breach.

This policy is in place to protect all those who access Pre-School from having their image uploaded to the internet or having comments made about them as well as to prevent conflicts from arising.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# CARE OF CHILDREN WITH SPECIAL NEEDS POLICY

All staff at Sunningdale Pre-School are willing and capable of caring for a child who has special needs.

Each child joining Pre-School is individually assessed and any particular requirements would be carefully discussed prior to admission.

The Pre-School premises have favourable facilities such as an entrance ramp and a large toilet for the disabled. If necessary we will adapt our environment to meet specific needs.

Pre-School has regard to the DfES Special Educational Needs Code of Practice 2014.

All children are observed and their progress recorded. Regular meetings will be held between staff and family to monitor the provision of care and to ensure that any particular needs of the child were being met. Confidentiality will be respected at all times.

We will work in liaison with staff outside of Pre-School, including therapists, health visitors, psychologists, social workers, paediatricians and portage workers to meet children’s specific needs.

Wherever possible, our staff members attend in-service training on special needs, arranged by the Royal Borough of Windsor & Maidenhead Education Authority and other professional bodies.

The named Special Educational Needs & Disability Coordinator (SENDCO) for Sunningdale Pre-School is Sharon Thompson (Manager).

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# STAFFING AND EMPLOYMENT POLICY

A high adult/child ratio is essential in providing good quality Pre-School care and one which Sunningdale Pre-School prides itself on. We have at least one member of staff to each six to eight children and more if there are younger children present.

Our Key carer system ensures each child and family has one particular staff member who takes a special interest in them, recording their development in their Learning Journey (Key Carer File). If a member of staff is off sick the manager/deputy manager ensures that another member of staff is on hand to settle their keycarer children and support the child and their family where needed.

Daily staff planning meetings provides opportunities for staff to undertake planning linked to the principles of the EYFS Framework (Sept 2021) and to discuss the children’s progress and any concerns.

**Staffing & Volunteering -**

* It will be made clear to applicants for posts within Pre-School that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
* All applicants who work within Pre-School, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least two references. All references will be followed up.
* In the case of applicants with unexplained gaps in their employment history or who have moved rapidly from job to job, another explanation will be sought.
* All staff will be subject to a DBS check and until this has been carried out they will not be allowed to be alone with any child at any time.
* All appointments, both paid and voluntary, will be subject to a probationary period of half a term and will not be confirmed unless Pre-School is confident that the applicant can be safely entrusted with children.
* All existing staff will be expected to disclose any convictions, court orders, reprimands and warnings which may have occurred before or during the time in which they started at Pre-School, which may affect their suitability to work with children.

We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

All staff members have relevant qualifications as set out in accordance with The Children’s Workforce Development Council (CWDC). Pre-School is registered with the CWDC and regularly audits their staff qualifications. All staff will have First Aid Certificates that are renewed when expired.

Regular in-service training is available to all staff members, whether paid or voluntary, with the support of the Royal Borough of Windsor & Maidenhead Early Years team. Sunningdale Pre-School’s budget includes an allocation towards training costs.

…./2 Staffing & Employment Policy cont.

Pre-School manager regularly meets with staff. This enables all staff to have regular 1:1 supervision meetings. These meetings will take place every 4-6 weeks (or at least half term) providing opportunities for staff to:

* Discuss any issues, but particularly those concerning children’s development and well being.
* Identify solutions to address issues as and when they arise.
* Receive coaching to improve their personal effectiveness.

These meetings will then provide the Manager with the opportunities to:

* Foster a culture of mutual support, teamwork and continuous improvement.
* Encourage a confidential discussion of sensitive issues.
* Provide coaching support, in house training, as well as other training opportunities to develop all staff.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# STAFF RECRUITMENT PROCEDURE

In the event that an opportunity to employ a new member of staff arises, the procedure to be adopted will be as follows:

1. Set up a recruitment panel to deal with the whole procedure. This will ensure that appropriate resource levels are allied to the process. The panel should include the Chair, the Manager and at least one other committee member. Anyone with recruitment experience should be involved where possible.
2. Establish the job description and job specification. This will dictate the qualifications and experience required for the job.
3. Advertise the job as widely as possible. Ads should be placed in/on:
   1. Pre-school notice boards
   2. Children’s buckets, so all parents are aware
   3. Local libraries and Doctors surgeries
   4. Local free papers and magazines
   5. Newsagents’ windows
   6. Shop notice boards e.g. Budgens in Ascot
   7. Internet e.g. Employer Direct at www.jobcentreplus.gov.uk
   8. Local colleges (including those that offer childcare courses).

(All of the above are free sources of advertising and should be utilised before paid for advertising.)

1. Specify in the advert that an Enhanced DBS will be required in the event of a provisional job offer. The Equal Opportunities policy must be invoked and be adhered to throughout the process.
2. Issue standard application forms to all applicants. These should include details of the job and person specification.
3. Establish a shortlist of applicants who will be called for interview. (This is the responsibility of the recruitment panel)
4. Use a standard format for interview questions and a consistent approach for all candidates. It is the responsibility of Sunningdale Pre-school to safeguard the welfare of the children, so every effort must be made to ensure that any potential employee is suitable for the post. This should include notice that a Criminal Records check will be carried out; reference to the Rehabilitation of Offenders Act on the application form; a request for two references, all interview applicants to bring proof of identity as well as qualifications;
5. Advise successful applicant that they will have a probation period of 3 months.
6. Ensure the suitability of staff is properly assessed. During an inspection, Ofsted may check how well recruitment decisions have been made and can request evidence of the following:
   1. An enhanced DBS disclosure, including the number and date of issue, following the DBS code of practice on handling Disclosures
   2. References
   3. Full employment history
   4. Qualifications
   5. Interviews
   6. Medical suitability
   7. Any other checks that have been undertaken
7. Ensure any formal offer is put in writing and includes a suggested start date and pay details. The letter should state that the offer is subject to references being taken up and DBS check
8. Advise the EYFS team and Ofsted of any new member of staff.
9. When the DBS has been received add the details to the proforma and destroy the copy of the disclosure, if given.
10. Request that the successful applicant signs up to the DBS Update Service.

Cont. 1…..

2./…… (Safer Recruitment Procedure)

**The Pre-School Committee adopted this procedure on**

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**Signed on behalf of Sunningdale Pre-School Committee**

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Checklist of paperwork as listed above:

Adverts

Job description

Job specification

Application form

Interview questions

Request for references

DBS check via agency unless Manager role or committee role

**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# STUDENT PLACEMENT POLICY

Every effort is made by the staff of Sunningdale Pre-School to accommodate students (over 16 years of age) for a placement period during their training.

Before acceptance every student will have relevant security checks, i.e. ID, DBS check if age relevant, references. They will not have access to children without a member of staff being present until these checks are completed and registered as fit person.

During the placement, meetings will take place between the Manager, student and tutor as required to monitor progress.

Students required to conduct child studies will obtain written permission from the parents of the child to be studied.

Any information gained by the student, about the children’s families or other adults in Pre-School must remain confidential.

#### Definitions

A young person (16-18 years of age) is defined as any person who has not attained the age of 18 years (The Management of Health and Safety at Work Regulations, 1999).

A child (under 16 years if age) is defined as someone who has not yet attained school leaving age (The Education Act 1996 (England and Wales)).

Please refer to the Student Placement/Young Persons Procedure.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# STUDENT PLACEMENT/YOUNG PERSONS PROCEDURE

Procedures have been implemented to ensure the safety of a Young Person/ Child that may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity.

The following procedures are implemented to ensure their safety:

1. Risk assessments undertaken should take into account the lack of experience of the young person.
2. Additional training, instruction and supervision will be provided until the young person has demonstrated a satisfactory degree of competence. This is signed and retained for future correspondence if required
3. Careful attention will be paid by both the young person and manager, to any restrictions placed on the type of work that may be undertaken.
4. If the young person is exposed to a specific hazard, this shall be for training purposes, and then only under supervision and on the basis that the risks shall be reduced as much as possible.
5. Processes are in place to ensure that young persons are properly inducted into the workplace, advising them of the specific risks identified in the assessment and the safety measures adopted.
6. A competent person carries out supervision.

**DEFINITIONS**

A young person (16 – 18 years of age) is defined as any person who has not attained the age of 18 years (The Management of Health & Safety at Work Regulations, 1999).

A child (under 16 years of age) is defined as someone who has not yet attained school leaving age (The Education Act, 1996 (England and Wales)).

**The Pre-School Committee adopted this procedure on**

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**Signed on behalf of Sunningdale Pre-School Committee**

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1.Cont/…

…/2 (Student Placement/Young Persons Procedure)

**Checklist for Young Person’s Risk Assessment**

**Identifying young persons**

1. Have the young person’s age and date of birth been verified and recorded? Yes/No

2. Is the young person of compulsory school age (under 16 years)? Yes/No

3. If yes to 2 above, have his/her parent(s) or guardian(s) been consulted and informed about health and safety arrangements? Yes/No

4. Does the young person work during the period 10pm to 6am? Yes/No

5. If yes to 4 above, has a health and safety capacities assessment been carried out, taking account of the physique, maturity and experience of the worker and his/her competence to undertake night work? Yes/No

**Rest and break requirements**

6. Does the young person work for two or more days or nights in a row? Yes/No

7. If yes to 6 above, is the young person given an uninterrupted period of 12 hours rest in every 24 -hour period worked? Yes/No

8. If yes to 6 above is the young person given 2 days rest in each week worked? Yes/No

9. Is the young person’s daily working time more than 4.5 hours? Yes/No

10. If yes to 9 above, is the young person given a break of 30 minutes for every 4.5 hours worked? Yes/No

11. Has the young person been assigned a supervisor/manager who is responsible for the supervision of his/her health and safety? Yes/No

12. Does the young person work alone? Yes/No

13. If yes to 12 above, is the young worker adequately trained and supervised taking particular account of any machinery he/she may be required to operate? Yes/No

**Specific risk assessments**

14. Has the young person’s job/placement been assessed in order to identify any potential exposure to physical, biological and chemical agents? Yes/No

15. If such exposure has been identified, have steps been taken to eliminate or reduce the exposure? Yes/No

16. Has a specific risk assessment been carried out on the young persons workplace/workstation which takes particular account of

* the fitting and layout of the workplace/workstation? Yes/No
* the nature, degree and duration of exposure to physical, biological and chemical agents? Yes/No

1.Cont/…

…/2 (Check list for Young Persons Risk Assessment)

* the form, range and use of work equipment and the way it is handled? Yes/No
* the organisation of processes and activities? Yes/No
* the level of risk from extremes in cold/heat, noise and vibration? Yes/No

17. Have any preventative and protective measures which could be employed to eliminate or

reduce the hazards and risks identified been implemented, such as:

* modifications of the workstation? Yes/No
* provision of equipment to enhance comfort/access at workstation, such as footrests / document holders? Yes/No
* reorganisation of work tasks to eliminate exposure to physical, biological or chemical agents? Yes/No
* provision of additional training or supervision to assist in the safe handling of work equipment? Yes/No
* provision of protective clothing or apparatus to assist with the safe handling of work equipment? Yes/No
* reorganisation of work activities to eliminate risks from unsafe handling of work equipment? Yes/No
* modifications of extremes in temperature, noise and vibration? Yes/No
* reorganisation of work activities to eliminate risks from exposure to extremes in temperature, noise and vibration? Yes/No

**Training and communication**

18. Has the young person been inducted and trained adequately taking account of his/her inexperience, lack of awareness of risks and immaturity and identified risks? Yes/No

19. Have the results of the general and specific risk assessments been presented and explained to the young person adequately? Yes/No

Signed: (Manager)

Date:\_\_\_\_\_\_\_\_\_\_\_

**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# TOYS & EQUIPMENT POLICY

The toys and equipment at Pre-School provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play.

The equipment we provide:

* Is appropriate for the ages and stages of the children
* Offers challenges so as to develop physical, social, personal and intellectual skills.
* Features positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
* Includes a range of raw materials, which can be used in a variety of ways encouraging an open- ended approach to creativity and problem solving.
* Will enable children, with adult support, to develop individual potential and move towards required learning outcomes focusing on the Early Years Foundation Stage profile.
* Conforms to all relevant safety regulations and is sound and well made.

**The Pre-School Committee adopted this policy on**

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**Signed on behalf of Sunningdale Pre-School Committee**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# WHISTLEBLOWING POLICY

This policy applies to all employees and applies equally to those designated as casual, temporary or work experience students.

As childcare provider’s it is our individual responsibility to maintain the welfare of both the children and staff. It is our duty to express any concerns or issues to a senior member of staff as soon as we notice anything that could raise concern.

What is whistleblowing?

Whistleblowing is a term used when someone who works in or for an organisation wishes to raise concerns about malpractice in the organisation. Whistleblowing encourages and enables staff to raise serious concerns within the Pre-School, rather than overlooking a problem or “blowing the whistle” outside.

Pre-School is committed to the highest possible standards of openness, probity and accountability.

Making a disclosure in the public interest (whistleblowing) is essential for keeping children safe in the setting and to ensure good quality practice across the setting.

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

· A criminal offence

· Failure to comply with any legal obligation

· A miscarriage of justice

· Danger to health and safety of an individual and/or environment

· Bullying, humiliation, discrimination, poor practice, unsafe practice, abuse or neglect

· Deliberate concealment of information about any of the above

Aim of the policy

· To encourage you to feel confident in raising concerns and to question and act upon concerns and practise

· To provide avenues for you to raise concerns in confidence and receive feedback on any action taken

· To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

· To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.

Sunningdale Pre-School recognises that the decision to report a concern can sometimes be a difficult one to make. If what you are saying is true, then you should have nothing to be worried about as you will be doing your duty to your employer and those for whom you provide a service.

Fear of getting information incorrect or being disbelieved may lead to concerns being ignored and an issue not raised.

Any employee or volunteer who, acting in good faith, wishes to raise such concern should normally report the matter to their supervisor or manager immediately.

Concerns will be investigated and resolved as quickly as possible. If an employee or volunteer feels that the matter cannot be discussed with the Manager or Deputy Manager then Ofsted can be contacted by email- whistleblowing@ofsted.gov.uk or by phone on 0300 123 1231. Or the RBWM LADO on 01628 796693

Cont./1…..

2./cont…..Whilstleblowing Policy

Don’t think “what if I’m wrong?”, think, “what if I’m right?!”

Sunningdale Pre-School will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith, that you will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the setting.

This policy should be read in conjunction with the staff code of conduct, safeguarding policy and complaints.

**The Pre-School Committee adopted this policy and procedure on**

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**Signed on behalf of Sunningdale Pre-School Committee by**

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**SUNNINGDALE PRE-SCHOOL**

**CHARITY NO: 1021303**

# COVID-19 POLICY

# Sunningdale Pre-School (Pre-School) aim to provide care for healthy children through preventing cross infection of viruses and bacterial infections and promote health through identifying symptoms which maybe signs of Covid-19, and following government guidelines, to ensure all children and staff are safe at all times. Please note this policy will change in accordance to government guidelines whenever these changes take place.  This policy DOES NOT replace our Health and Safety or Sickness policies.  This policy is for Covid-19 only.   Following government guidance on 24th February 2023 the following will be in place:

# Regular asymptomatic testing is no longer advised (lateral flow testing). However, if any member of staff suspects they may have been in contact with someone who has tested positive, or that they have any symptoms, they will be testing to stop the potential spread to other staff members and children.

# Please continue to keep your child at home if they are unwell.

# Children under 5 are not required to take a COVID test; however, if they have been in contact with someone who has tested positive, we ask that you let us know and be vigilant of COVID symptoms.

# For positive cases, self-isolation is no longer a legal requirement but advisable for at least 5 days.

# Should we experience an outbreak of the virus, we will inform you of any changes to procedures.

**This policy was adopted by Sunningdale Preschool on:**

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**Sunningdale Pre-School Committee:**

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