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## ADMISSION AND SETTLING-IN

*The nursery operates a waiting list on a first come first served basis. If a place is unavailable for your child on initial enquiry, their details will be taken and added to the list. As soon as a place becomes available parents will be notified by phone or letter.*

*Children are admitted from 0 years - 5 years at the nursery. We are Ofsted registered to provide six places in the baby unit and twenty-nine in the main nursery with the appropriate number of qualified staff caring for the children.*

*Prior to the child starting nursery, parents will be asked to complete and sign a registration form giving the following details:*

- *Child's name, date of birth, home address.*
- *Any allergies, dietary requirements, medical conditions.*
- *Religion, additional language spoken.*
- *Parents contact details, including home, work or mobile numbers, as appropriate.*
- *Names and numbers of people whom we could contact in an emergency if we were unable to contact main carers.*
- *Anyone who is likely to collect the child from the nursery.*
- *Sessions of attendance and start date.*
- *Parental consent on emergency procedures, taking children out of nursery on walks, taking photos/videos.*
- *Any other relevant information.*

*It is important that parents advise us of any changes to this information.*

*Prior to the child starting, we would arrange with parents two or more settling-in visits, usually a few days before the child is due to start the nursery. The parent (or someone familiar to the child) would spend some time with their son/daughter in the nursery and they would have the opportunity to meet the child's key worker to exchange relevant information and familiarise themselves with the surroundings, routine and other children and staff.*

*When a child starts the nursery we are happy to receive phone calls from parents or carers enquiring how their child is at any time. We understand that parents might be concerned about leaving their child, particularly if he/she was upset and we would aim to alleviate any fears or concerns. It is our policy to be honest and let a parent know if their child was distressed, giving them the option to return a little earlier than planned if they wanted.*

*Any information given by parents at any time is strictly confidential and would only be made available to the Nursery Manager/Deputy, and other members of staff on a need to know basis.*

## AIMS AND OBJECTIVES

- *To work within the framework of The Early Years Foundation Stage and other guidance that Ofsted/Havering Early Years might give.*
- *To provide a safe and healthy environment for children and adults.*
- *To progressively develop the full potential of each child as an individual and to carefully monitor their development.*
- *To take a positive interest in children's cultural background and to recognise and respect the aims and values of parents.*
- *To provide a calm, relaxed and stable atmosphere where the children feel secure.*
- *To respect each child as an individual and help to promote a positive self image.*
- *To support parents in child rearing, gather and exchange relevant information and complement changing patterns of family life.*
- *To make time to meet together to discuss; -*
  - 1) *Ways of providing an appropriate curriculum that will enable the children learn and develop new skills.*
  - 2) *Ways of working together to develop a consistent approach to varying patterns of behaviour.*
  - 3) *Review policies, practices and procedures on a regular basis and revise and adapt, as and when necessary.*
- *To keep up to date with current codes of practice and further our professional and personal development by seeking ongoing training opportunities.*
- *To communicate effectively with parents/carers and team members.*
- *To demonstrate and promote an awareness of equal opportunity.*
- *To have up to date understanding and knowledge regarding issues of safeguarding children.*
- *To promote and develop links with local schools and other support agencies.*
- *To work professionally at all times and provide good role models.*

## ARRIVAL AND DEPARTURE OF CHILDREN AND ADULTS

*On arrival and departure all children will have their hours of attendance recorded in the register. It is the responsibility of the member of staff who opens the door to mark the child in or out.*

*Staff, students, volunteers and visitors will also be marked in the register with staff's hours of attendance being recorded on the shift roster. Visitors who are in the building for a short period of time i.e. delivery people, do not need to be marked in the register, but a member of staff must stay with them all the time they are in the building. Visitors will be required to show proof of identity and will not be admitted into the building until they have done so.*

*We will only let children go home with someone whom we know has legitimate access. Parents are required to give information regarding anyone who is likely to collect their child from nursery on their enrolment form and will need to keep us up to date with any changes to that information.*

*If a parent/carer informs a member of staff that someone else will be collecting their child, either when dropping them off or by phone during the day, this will be recorded in the daily diary along with a description of the person.*

## BEHAVIOUR MANAGEMENT

*Children benefit most where adults adopt a consistent and positive approach to the management of their behaviour. By establishing clear boundaries according to the child's level of understanding, children will become aware of the setting's routines and procedures and know what is expected of them.*

*Staff will demonstrate a positive attitude at all times towards the children, each other and the nursery. Staff will be consistent in their expectations of the children and in their approach to dealing with wanted and unwanted behaviour. The passing of negative comments about parents, other staff or children is not acceptable in this setting and staff will not discuss a child's unwanted behaviour in front of him/her or other children/parents.*

*The nursery's philosophy is that by encouraging positive behaviour and a desire in the children to please, incidents of unwanted behaviour will be reduced to a minimum. We would encourage good behaviour by:*

- *Giving praise and encouragement for good behaviour.*
- *Gentle explanations to children as to why their behaviour was unacceptable.*
- *Encouraging the children to share toys and equipment and to negotiate with others.*
- *Ensuring that all adults working with the children provide good role models.*
- *Early intervention by staff to prevent disagreements children cannot handle.*
- *Anticipation and elimination of potential problems.*
- *Redirection of children.*
- *Helping children to understand the consequence of their actions on others.*
- *Encouraging children to take on responsibilities, i.e. helping to tidy away toys or looking after younger children.*
- *Promoting self esteem and confidence in children, in order that they can challenge name calling and bullying behaviour that might be directed at them.*
- *The nursery staff will ensure that clear simple rules that can be understood by children are constantly given.*
- *If a child repeatedly ignores warnings from staff regarding their unwanted behaviour they may be given a short period of 'time out'.*

*If a child consistently behaves inappropriately, e.g. physically or verbally abusing staff or other children, the manager will arrange a meeting with the parents and the child's key worker to discuss the problem and work out best how to deal with it. Staff and parents will need to work together co-operatively to resolve the problem.*

*Staff must not use any physical punishment (or threat of it), practices that frighten or humiliate the children or shouting. Nor will they use any form of physical intervention e.g. holding, unless it is necessary to prevent injury to an adult or child, or damage to property.*

*If any member of staff does use any form of violence or abuse on a child, he/she will be disciplined.*

## COMPLAINTS AGAINST STAFF OF ABUSE

*At Fledgelings we take our responsibility very seriously when appointing staff and will always make sure that new staff are thoroughly vetted in accordance with Ofsted guidelines. We will always ask for at least two references from new staff, one being from their most recent employer, an up to date CRB check and proof of qualification i.e. an appropriate certificate or diploma relating to childcare.*

*We will also investigate any gaps in the applicant's career history. Newly appointed staff are placed on a six-month probationary period during which time they will be closely supervised. In addition, the open plan set up of the nursery means that staff would rarely be left completely on their own with a child.*

*Students and volunteers are also carefully vetted. Students will only be accepted from reputable training colleges and students and volunteers will need to provide references and a current CRB check. They will be closely supervised by a member of staff at all times, will not be counted in the staffing ratio and will never work with children unsupervised.*

*If an allegation of abuse is made against a member of staff, immediate steps will be taken to reassure the child and to separate the children and the adult concerned. Should the child be injured, his/her parents will be contacted immediately and appropriate medical treatment will be sought.*

*The Nursery Manager will be responsible for an initial investigation into the allegations and will speak to the person who has made the allegations. This might be a parent who is acting on complaints made by their child about a member of staff or has noticed unexplained marks or injuries on the child, a member of staff at the nursery who has witnessed another member of staff behaving inappropriately, or a child making a complaint about a staff member.*

*The Manager will take detailed notes regarding the alleged incident, speak to the member of staff concerned and any one who may have been a witness. If she/he is completely satisfied that no abuse has taken place she/he will inform the child's parents that no further action will be taken.*

*If the child's parents are unhappy with this decision, or there is any evidence that the child might have been abused, the Child Protection Agency will be informed and will be responsible for co-ordinating an investigation into the alleged incident.*

*The member of staff against whom the allegation is made will be asked to return home whilst further investigations are carried out. This is seen to be in the best interests of the staff member and the child involved.*

*The Manager will make a full and detailed report and Ofsted will be informed of the incident and outcome.*

## COMPLAINTS PROCEDURE

*At Fledgelings, we recognize the importance of working in partnership with parents. We endeavour at all times to provide a happy, caring and stable environment for the children and a place where parents feel confident leaving their children. We aim to form good relationships with parents so that nursery staff and parents can easily exchange information regarding the children. However we do recognise that very occasionally things can go wrong. In the event of any complaint from a parent every effort will be made to respond quickly and appropriately in order to resolve the matter.*

*If a parent feels they have cause for complaint regarding the care of their child, or practices within the nursery, they should initially speak to the child's key worker or Manager/Deputy.*

*In the event of any complaint made to a member of staff, the Manager/Deputy and proprietors will be informed of the complaint immediately afterwards and be given full details of what had been said by all parties concerned.*

*If the key worker feels able to deal with the complaint by reassuring the parent, explaining a certain procedure, or by asking if the parent would like to speak to senior member of staff then they will do so.*

*If the matter cannot be resolved at this stage then the parents will be given the opportunity to meet with the manager and/or proprietors when both parties will be given the opportunity to voice their views and every effort made to resolve the problem.*

*Written notes will be kept detailing the initial complaint and any subsequent conversations relating to the complaint, along with any correspondence from the parents and the nursery. These will be kept in the child's file.*

*Whilst we would be anxious to resolve any complaints quickly and do appreciate that a parent who felt they had a grievance might be angry, in any situation where a parent was rude, abusive or behaved in a threatening manner toward any members of staff, the meeting would immediately be stopped and the parent asked to leave the building. The meeting would be continued at a later date.*

*Following any complaint relating to the welfare requirements, a complaints form will be completed by the manager/deputy, giving full details of the investigation, action taken and outcomes. Individuals will not be named on the form.*

*In accordance with Ofsted regulations, we will give a full account of the investigation to the parent who made the complaint, within 28 days of the complaint. We will also make available to all other parents, an account of the complaint within 28 days.*

*A record of complaints made will be kept for at least three years.*

*In the event of a parent feeling that they have not received a satisfactory response to their complaint, they have the right to take the matter further and can contact Ofsted at,*

*National Business Unit  
Royal Exchange Buildings  
St Anne's Square  
Manchester, M2 7LA  
Telephone: 08456 404040*

## CURRICULUM

*The curriculum at Fledgelings Day Nursery is based around the Early Years Foundation Stage framework.*

*There are four guiding themes in the framework and they describe how practitioners should support the development, learning and care of young children. The themes are in turn broken down into four commitments describing how to put the principles into practice.*

*They are as follows;*

- *A Unique Child - recognises that every child is a competent learner from birth who can be resilient, capable, confident and self-assured. The commitments are focused around development; inclusion; safety; and health and well-being.*
- *Positive Relationships - describes how children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person. The commitments are focused around respect; partnerships with parents; supporting learning; and the role of the key person.*
- *Enabling Environments - explains that the environment plays a key role in supporting and extending children's development and learning. The commitments are based around observation, assessment and planning; support for every child; the learning environment; and the wider context - transitions, continuity, and multi-agency working.*
- *Learning and Development - recognises that children develop and learn in different ways and at different rates, and that all areas of learning and development are equally important and inter-connected.*

*There are six areas of Learning and Development, they are all equally important and depend on each other to support a rounded approach to child development and learning.*

*They are as follows;*

- *Personal, Social and Emotional Development*
- *Communication Language and Literacy*
- *Problem Solving, Reasoning and Numeracy*
- *Knowledge and Understanding of the World*
- *Physical Development*
- *Creative Development*

*In the over two's area, the curriculum is planned around monthly topics which are linked to different seasons, festivals, the environment, families, etc. The topic for the month is displayed on the notice board and children will be given 'homework' each week which is linked to the topic. The activities for each day are also displayed on the notice board so you can see what your child has been learning that day.*

## DEVELOPMENTAL REPORTS

*After your child has been at the nursery for six to eight weeks a progress report will be completed to assess how well your child has settled into the nursery. You will be given a copy of the report and invited to make comments if you wish.*

*Thereafter, developmental reports will be completed every four months for the under one's and every six months for the one to five year olds. We ask that you return all reports after reading them so that your child's key-worker can add to the report. You will be given the reports when your child leaves the nursery.*

*The reports detail the six areas of learning and how your child is progressing in each of these areas.*

*If you would like to arrange a meeting with your child's key-worker to discuss your son/daughter's progress this will be arranged at your convenience.*

## EQUALITY OF OPPORTUNITY

*We welcome all children of an appropriate age into our setting. Every child is encouraged to participate in the range of activities provided, in order that they will reach their full potential. For children who have difficulties, for whatever reason, in participating fully or with learning we will develop strategies which will support those children. This might include adapting equipment, one-to-one support for the child, or support from outside agencies.*

*Fledgelings Day Nursery aims to demonstrate through its work, that it positively values and respects people of all ethnic origins/racial groups, religions, cultures, linguistic backgrounds and abilities. Children of both sexes are positively encouraged by staff to participate in all activities.*

*This establishment considers it important to provide a range of experiences and an environment that will instil in the children a positive outlook towards people in our society whom they may see as different from themselves. Through praise and encouragement from adults, children will learn to value and respect others as well as themselves.*

*The curriculum will be planned to allow all children full access to the wide range of activities on offer. Children will be praised for their participation in an activity rather than an end result.*

*Toys and equipment will be chosen with the differing needs and abilities of children in mind. If necessary, equipment will be adapted and positioned to allow all children equal opportunity and access.*

*Displays and posters will show and reflect a positive image towards the world in which we live, and the people who share that world. Children will be encouraged to contribute towards displays either creatively or by voicing their ideas.*

*Books will be chosen to meet all the children's ages and abilities. They will reflect the many differing lifestyles there are in our society and will include books written in other languages and scripts than English.*

*The home corner will be changed regularly to show different cultures, races, occupations and ways of life. Traditional costumes, cooking utensils used by different cultures, and working clothes and uniforms will be available for the children to use.*

*Staff will speak to parents during the child's settling in visits and on a regular basis to discuss the child's routine and care. This will include gathering information regarding religion, dietary requirements, additional languages, additional needs and any other relevant information. For parents with whom we have difficulty in communicating, maybe because English is not their first language or due to physical difficulties, we would seek advice and support from elsewhere. This might be by using an interpreter, having letters translated, or bringing in someone who can use sign language.*

### **Staff**

*It is the policy of this nursery to positively value and respect people irrespective of their gender, ethnic origins/racial groups, religions, cultures and linguistic backgrounds. A member of staff is employed because that person is considered to be the best person for the job.*

## FEES/GOVERNMENT FUNDING

*Fees are payable monthly, in advance and should be paid by the 10<sup>th</sup> of each month. Parents may pay by cheque (made payable to Fledgelings Day Nursery), standing order or childcare vouchers.*

*Monthly fees are calculated as follows,*

*E.g. 3 days attendance per week =  $3 \times £38 \times 52 \div 12 = £494$  per month.*

*Fees are payable for the full 52 weeks of the year including bank holidays, Christmas week closure, sickness and holidays.*

*Please note that we require a minimum of 4 weeks written notice should you wish to reduce sessions or terminate your child's place at Fledgelings. The initial 2 weeks deposit will be deducted from the final month's fees.*

*All parents are entitled to receive Government Funding from the term following their child's 3<sup>rd</sup> birthday. The entitlement depends on the number of sessions attended and the payment is split over each term. As of September 09 the full entitlement is £2029 per year.*

*The maximum entitlement is paid for children who attend five ½ day sessions or more a week. Parents can claim funding from two settings if they wish, up to a total of five sessions. Please advise us if your child attends another setting and you would like to claim some of your entitlement there.*

## FOOD AND DRINK

*We provide meals and snacks for the children as follows,*

*For the over two's, breakfast is served from 8:00-8:45, morning snack from 10:00 - 10:30, lunch from 12:15 - 1:00 and afternoon tea from 3:15 - 4 pm.*

*The babies' meal times are similar to above but there is more flexibility with times to take into account younger babies who require more frequent feeds.*

*We aim to provide healthy, balanced and nutritious meals; these are prepared and cooked on the premises by our cook. Food is supplied to us weekly from a local supermarket and is checked for use-by dates and condition when delivered and when used.*

*We endeavour to work closely with parents with regard to any specific dietary requirements a child might have. Lists detailing children's individual requirements will be kept in the kitchen, in the baby room kitchen and near the food serving area in the main nursery and will be updated as necessary.*

*Any staff involved in the preparation and cooking of meals will be required to undergo a Basic Food Hygiene course which will be updated on a regular basis. All staff, including students, who are involved in serving food, will be given food handling training on their induction when starting work here.*

*The menu for each week is displayed above the children's storage box area and on the notice board opposite the baby room door.*

*Wherever possible, children are encouraged to make choices with the food offered, i.e. cereal or toast for breakfast. Discussions with the children regarding healthy eating will be on a regular basis to encourage children to understand why they need to eat, and which foods might be considered to be good or bad for them. Although children will always be encouraged to eat their meals, staff will not make them eat if they were reluctant or did not like a particular food. Praise, encouragement and support will always be given at mealtimes as appropriate.*

*For younger babies in particular, staff will work closely with parents with regard to following routines already established when feeding babies.*

## HEALTH & SAFETY

*It is our policy to provide at all times, a healthy and safe environment for staff, children and any visitors. It is the responsibility of all staff to be aware of and implement health and safety guidelines.*

*Each room/area has its own health and safety checklist which identifies any potential hazards in that particular area, i.e. socket covers not in place, fire doors blocked. It is the responsibility of all members of staff to monitor these potential hazards continually and take appropriate action when necessary. Any areas of concern, which cannot be amended at the time, will be reported to the manager/proprietor and recorded on the health and safety checklist. It will then be the responsibility of the manager/proprietor to address the problem as soon as possible.*

*Each member of staff will be responsible, at the end of each month, for completing a health and safety checklist for a particular room, changing rooms each month. It will also be their responsibility to identify any other hazards or risks in that room.*

*It is our aim that all employed staff will hold a current Paediatric First Aid certificate, thereby ensuring that there will be someone in each area who has appropriate, up to date training.*

*Accident forms will be completed for any child or adult who sustains an injury whilst on the premises. Details of where, when and to whom the accident happened and treatment given, will be recorded by the member of staff who witnessed and dealt with the accident. Parents/carers will be asked to sign the accident form when they come to collect their child. Parents will be informed at the time, should a child sustain a head injury or other injury that we have any concerns about.*

*Completed forms will be kept in a file in the office, and there will be a continual monitoring of accidents to ensure that there are no areas of the nursery that give cause for concern regarding safety. Accident forms will be used when carrying out risk assessments. In the event of any serious injury to a child, Ofsted will subsequently be provided with full written details.*

*The street and entrance hall door will be kept closed at all times, with notices up to remind parents not to let anyone in as they leave. Visitors to the nursery will need to provide some form of identification before being admitted into the building. Staff would need to be satisfied that anyone visiting the nursery for a look round is genuine.*

*Fire drills will be carried out regularly, in accordance with the Fire or Emergency Procedure notices displayed around the building. A record sheet will be completed for each fire drill held and any points of concern will be recorded and addressed.*

*In the event of an incident or emergency happening in the area surrounding the nursery; if outside in the garden the children will be called in and the outside doors locked until the incident was resolved. Once inside, children would be kept away from windows and doors if considered necessary.*

*The manager will be responsible for carrying out regular risk assessments, using information recorded on accident forms, health and safety checklists and fire drill records, along with any other relevant information.*

## ILLNESS AND EXCLUSION POLICY

*The nursery operates an illness/exclusion policy in line with Social Services and Ofsted guidelines on a number of infectious diseases, such as Chicken Pox, Measles, Mumps, etc.*

*Please refer to pages 22-25 for further information and advice on these guidelines.*

*If a child is absent from the nursery through illness, we would appreciate a phone call to advise us what is wrong with them and how long they are likely to be absent.*

*If a child becomes unwell whilst at the nursery, every effort will be made to contact parents to advise them that their child is ill and ask them to make arrangements for the child to be collected as soon as possible. In certain instances we may take a 'wait and see' approach, i.e. if a child has a slightly raised temperature but otherwise seems well, when we will contact a parent to tell them what is wrong and advise them that we will ask them to collect the child should the condition worsen.*

*If we are unable to contact either parent we will use the emergency contact numbers on the child's enrolment form.*

*No child suffering from a disease or complaint likely to be infectious will be permitted into the nursery. This would include vomiting, diarrhoea and conjunctivitis. If your child has had an upset stomach you must keep them off nursery for at least 48 hours from the last bout of vomiting/diarrhoea. If your child has a sticky or discharging eye we ask that you take him/her to your GP. We will not let a child who appears to have conjunctivitis into the nursery unless you have sought advice from a doctor, as this can be a highly contagious condition.*

*We appreciate that during the winter months in particular, children will suffer from coughs and colds and it is not practical to exclude every child who has a minor sniffle or cough. However if your child has a raised temperature, heavily discharging nose or is constantly sneezing or coughing, we would ask that you keep them off nursery until the symptoms ease. The Manager/ Deputy will have the final say with regard to allowing a child to come in.*

*Please note; if, due to a raised temperature, a parent administers Calpol or other Infant Suspension (IS) to their child before coming in to the nursery it is likely that once the effects of the IS wear off, the high temperature will return. If your child has a raised temperature it is often due to a viral or bacterial infection and we would appreciate you keeping your child off nursery unless you are certain it is nothing serious, as we will contact you to collect your child if they develop a raised temperature at the nursery. If you do administer an Infant Suspension to your child before bringing them to nursery, please let a member of staff know when you drop your child off.*

*This policy is enforced to ensure the health of other children and staff attending nursery and to lessen the spread of infection and we would appreciate your cooperation in these matters.*

## LATE CHILD-COLLECTION POLICY

*When a child starts at Fledgelings it is important that parents provide us with as many contact numbers as possible. These would include home, work and mobile phone numbers of both parents if applicable. It would also be helpful if we could have the name, address and contact number of at least two other people who would be prepared to take responsibility for your child if we are unable to contact you. It is also important to keep us informed of any changes to contact numbers.*

*If you know that you are going to be delayed and are unlikely to be able to collect your child before the nursery closes, we would appreciate a phone call to advise us when you are likely to get here. It would also be helpful that if you are likely to be more than fifteen minutes late you could arrange for someone else to collect your child. Please remember to phone us with the name and description of the person.*

*If a child is left after closing time, two members of staff will stay to care for the child. If we have not received a message from the child's parents by 6.15 pm we will phone the contact numbers for both parents and if unable to contact either parent, we will use the other emergency contact names on the child's enrolment form and ask that they come and collect your child. We will keep trying the contact numbers until we are successful.*

*If we are unable to contact you or the emergency contact names, we will remain at the nursery until such time as the parent or other authorised person arrives to collect the child.*

*As a last resort, we would contact Havering Duty and Referral team if we had no contact from parents by an hour after the nursery had closed, and would be guided by their advice.*

## LOST CHILD POLICY

*It is highly unlikely that a child could go missing from the nursery, however we are required by Ofsted to have procedures in place in the event of a child being 'lost'.*

*In the event of a member of staff realising that a child is missing she/he must inform the Manager, or in his/her absence the Deputy Manager immediately. The Manager/Deputy Manager will then make a search of the road and front gardens near to the Nursery, initially in the direction of the ring road. Other members of staff will make a thorough search of the nursery premises including first and ground floors, garden area, toy sheds and playhouse.*

*All members of staff will be asked for information on the movements of the child in the nursery, before his or her disappearance. This will include contacting staff who have finished their shift and left the premises. If necessary they will be asked to return to the nursery and assist in the search, or to help care for the remaining children.*

*If not already on the premises the proprietors will be informed.*

*The child's parents will be contacted to determine whether they, or someone else has already collected the child without a member of staff being informed. If this were not the case then we would then advise them that their child was missing. The police will be informed and they would take responsibility for continuing the search.*

*In order to avoid confusion regarding who is in the building, it is imperative that the arrival and departure times of children are recorded in the register as they arrive/leave. It is the responsibility of the member of staff answering the door to a parent/carer to record this information.*

*In the event of a member of staff realising that a child has gone missing during an outing from the nursery, she/he will inform the Manager/deputy manager and other staff members as appropriate, by phone or verbally, depending on the situation. An immediate search of the vicinity will be made, calling on members of the public if deemed necessary. The Police /other security services will be informed and would be responsible for continuing the search.*

*Other measures as stated above would be taken appropriate to the circumstances/situation.*

*Ofsted and Childcare and Information Services will be informed in due course.*

## MEDICATION

*It is important for parents/guardians to ensure that any child attending nursery is fit and well and does not present any threat of infection to another child or adult.*

*Situations may arise when nursery staff are asked to administer medication to children and the following procedures will be adhered to.*

- *Once a child has been prescribed medication, they should not attend nursery for the first 24 hours following the first dosage. There may be circumstances when a child would be admitted before this time but it will be at the discretion of the Manager/ Deputy Manager, who must be satisfied that the child is well enough to be in the nursery and does not pose a risk of infection to others.*
- *In order to reduce the risk of a child having an adverse reaction to their medication at the nursery, we would not give the first dose here.*
- *Oral medication will only be given if the child's GP or other doctor has prescribed it. Applications such as Bonjela or Sudocream, which are not on prescription, can be applied at our discretion, providing they are supplied by the child's parent and have the child's name on the container.*
- *Parents will be required to complete and sign a medication form stating the name of the medication, reason for taking it, dosage and time of administration. This will be countersigned by a member of staff and signed by the parent again at the end of the day.*
- *Medicine brought in must be its original container, labelled with the child's name, dosage instructions and issue and expiry dates.*
- *A senior member of staff will be responsible for administering the medication and signing the medication form.*
- *All medication will be stored out of reach of children and refrigerated if appropriate.*
- *There are times when a parent/carer might bring in non-prescription medication for someone to administer to the child after leaving nursery. This must not be left in the child's bag/storage box where they or other children can get to it. Please give it to a member of staff who will put somewhere safe until the child goes home.*
- *The Manager/Deputy will have the final say in allowing a child to be in the nursery whilst receiving medication.*
- *Whilst we would normally only administer prescription medication brought in by parents, we will, in an emergency administer one dose of an Infant Suspension. This would most likely be in a situation where a child's temperature was rising rapidly and we thought the child might be in danger of suffering from a febrile convulsion. We would only do this if we could contact either parent, or one of the emergency contact numbers detailed on the child's Enrolment Form and the child would need to be collected within an hour of us contacting parents. Please keep us up to date with contact numbers.*
- *During the warmer weather we ask that parents supply appropriate sunscreen for their child. If a parent forgets to bring in sunscreen, rather than keep a child indoors, or send them outside without adequate protection, we would apply a high factor, hypoallergenic sunscreen to the child's exposed skin. If you think this could cause a problem please let us know.*

## NO SMOKING POLICY

*At Fledgelings we recognise that smoking is an activity that many parents disapprove of and one to which they do not want their children exposed. We recognise also that employees here have a right to expect to be able to have periods of rest in a smoke free environment.*

*We have therefore designated all of the nursery premises a smoke free area. No one is permitted to smoke at any time on nursery premises. Any members of staff who wish to smoke are prohibited from doing so in nursery grounds, thus reducing the chance of any child seeing a member of staff smoking.*

*Staff are not permitted additional breaks for the purpose of smoking, smokers and non-smokers will have the same length of breaks.*

*Parents and visitors are not allowed to smoke anywhere on nursery premises, this includes when parents are waiting outside the building to drop off or collect their child.*

## OUTINGS

*Before embarking on outings, either short outings by foot, i.e. local shops, park etc, or using public, hired or staff transport, some or all of these procedures would be followed.*

*Ensure that written parental permission had been given on the child's registration form.*

*For all day outings involving hired transport, notification will be given in advance to parents with regard to venue, times, cost, etc. They will also be given the opportunity to be accompany their child on the trip if they wish.*

*There will normally be a ratio of two children to each member of staff when taking children off the premises. A member of staff or a parent known to the child and his/her family will supervise any child not being accompanied by their own parent/carer.*

*The manager will carry out an initial visit and trial run to assess the suitability of the venue and any potential risks or hazards en-route or at site. She/he will also ensure that the venue is accessible for any child or adult in the party who might have a disability.*

*Staff/adults will carry mobile phones and contact details of other staff, for use in an emergency. The children will wear wrist tags or labels with the carer's mobile phone number and nursery name and phone number.*

*Buggies, reins or wrist straps will be used if deemed appropriate and close supervision of children will be maintained at all times.*

*If using transport, a list of all passengers' names will be held by the nursery manager and deputy manager and a copy left at the nursery. All adults and children will be counted before setting off and before returning to the nursery. All staff and parents will be advised of the meeting time and place for the return journey.*

*Staff will ensure correct use of seat belts, child/booster seats, with particular regard to their use in conjunction with air bags. Children will not be left alone in any vehicle. Checks will be made to ensure that insurance for private and hired transport covers business use, and the maximum seating capacity for the vehicle will not be exceeded.*

*Several first aiders will be present and essential equipment such as first aid kits, spare clothing, buckets, will be taken. Any child who has an allergy or chronic illness i.e. asthma, and is not being accompanied by their parent/relative, will be cared for by a member of staff, who will also be responsible for the safe keeping and administration of any medication that might be required for that child.*

*Food and drink will be provided at similar times to those in the nursery and additional drinks offered throughout the day, particularly if the weather is warm. Toilet facilities or nappy changes will be provided for the children at regular intervals.*

*On completion of the outing all staff will be involved in a review of the outing, taking into account:*

- *Whether the children enjoyed the outing.*
- *Any problems with transport.*
- *Any problems with individual children.*
- *Any problems with the venue.*
- *Comments from parents.*
- *Suitability for future visits.*

## SAFEGUARDING CHILDREN

*All day-care establishments are required to have a member of staff who has responsibility for safeguarding children. At Fledgelings the person responsible is Lesley Jarvis and in her absence, Barbara Killick.*

*We have a duty and commitment to protect all children who come into our care, and it is the responsibility of all staff to be aware of the possible indications of abuse or neglect and of the procedure for dealing with suspected cases of abuse or neglect. Staff will have the opportunity to receive regular in-service training relating to child protection.*

*If a child arrives at the nursery with injuries, the member of staff who noticed the injuries will immediately inform Lesley Jarvis/Barbara Killick who will:*

- *Seek medical attention if necessary.*
- *Speak to the parent/carer to ascertain how the injuries occurred.*
- *Explanations would be accepted and no accusations made.*
- *An incident form will be completed, detailing any conversations with parent, child, and member of staff who had initial dealing with the incident. A description including diagrams will be made of the injuries.*
- *If the member of staff is satisfied that the injuries were not caused deliberately or due to neglect then the information gathered will be placed in the child's file. Should another similar situation occur then she might need to consider making a referral to the child protection agency (usually local children's services or the police).*

*Any practitioner who is informed or suspects that a child in their care is being subjected to physical, emotional or sexual abuse, or neglect will immediately inform LJ/BK and the following steps will be taken.*

- *The child will be comforted and reassured if necessary, although he/she should not be questioned further. Parents should not be contacted at this point.*
- *Notes taken of any relevant information given, including comments made by the child. A description of injuries including diagrams, if appropriate.*
- *If the child is in need of urgent medical attention then arrangements would be made for the child to be taken to A& E Dept at Queen's Hospital.*
- *LJ/BK will discuss concerns with staff and may consult, informally, with the duty officer of the Child Protection Agency. Details of the child concerned will be provided to enable CPA to check whether or not the family is known.*
- *If at this point LJ/BK considers that a Child Protection referral is necessary then they will contact the child's parents and advise them that they are taking this course of action.*
- *LJ/BK will make a referral to the Child Protection Agency in accordance with Havering guidelines. Where a child lives outside the borough, then a referral will be made to the Child Protection Agency responsible for the area in which the child lives.*

## **SLEEP POLICY**

*Any child who needs it, may have a rest period after lunch, or earlier if they are tired. All children will have their own cot or mattress and sheets and blankets, which will be laundered daily.*

*Children will sleep for as long as they need unless parents have advised us to the contrary. A member of staff will be present during the sleep period.*

*Babies will sleep according to their own requirements and routine.*

## SPECIAL EDUCATIONAL NEEDS

*If difficulties in certain learning areas are brought to our attention by parents, or identified by your child's key worker we would implement the following procedure, which would:*

- *bear in mind the fundamental principals reflected in the Code of Practice on the Identification and Assessment of Special Educational Needs (S.E.N.)*
- *give consideration to the particular learning difficulty in relation to the resources available to us.*

*The procedure would be as follows:*

1. *Consultation between parents/carers and staff to discuss the particular problem and devise a programme to encourage progress in that area, or consultation between parents/carers and staff to determine where best to seek advice.*
2. *Child's progress monitored regularly and records kept.*
3. *Staff would give as much one-to-one attention as was practical within the setting.*
4. *A programme would be drawn up with regular meetings with parents and assessments carried out by staff and other professionals to decide how best to meet the needs of the child.*

*Once a child has been identified as having additional needs, the setting's Special Educational Needs Co-ordinator will intervene through Early Years Action and the child would be given additional support within the setting. Individual Educational Plans will be written detailing support given, equipment used, etc.*

*When reviewing the child's progress, it might be considered necessary to involve professionals from outside the setting. This is classed as Early Years Action Plus.*

*The needs of all children who may have S.E.N. either throughout, or at any time during their school careers must be addressed; the Code of Practice recognises that there is a continuum of need and provision, which may be made in a wide variety of forms.*

*Even before they reach compulsory school age a child may have S.E.N. requiring the intervention of outside agencies, including the area SENCO.*

*The knowledge, views and experiences of parents are vital. Assessment and provision are most effective where there is a genuinely close partnership between parents, their children and people from other agencies.*

*For your information the following are the summary of parents' rights under the Code of Practice.*

- *to give consent for assessments for children under 2 years of age.*
- *to be consulted about which stage is appropriate for your child.*
- *to participate in decision making about provision.*
- *to be given reasons for L.E.A. decision.*
- *to be provided with all relevant professional reports.*
- *to expect the L.E.A. to follow the timetable for assessments.*
- *to attend all your child's examinations.*
- *to be invited to case conferences and to take a partner or friend if required.*
- *to appeal to a tribunal if you disagree with a decision.*

*The SENCO for this setting is Lesley Jarvis.*

## SYMPTOMS, TREATMENT, AND EXCLUSION PERIODS FOR INFECTIOUS DISEASES

<u>Chickenpox</u> Exclusion period:	<i>Cold symptoms, temperature, itchy rash, blister like spots. For five to seven days from onset of rash and when no new spots.</i>
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<u>Cold sores</u>  Treatment: Exclusion period:	<i>Tingling, burning or itching in the area where the cold sore is going to appear. Reddening and swelling, resulting in one or more fluid filled blisters, which can be painful and uncomfortable. These break down to form ulcers, which weep and crack. They then dry up and crust over. Ask advice from GP or pharmacist. If lesions are sore, weeping or discharging exclude until healed.</i>
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<u>Conjunctivitis</u>  Treatment: Exclusion period:	<i>Itching/gritty feeling in one or both eyes, a sticky yellow or green discharge, eye(s) red and swollen. Topical treatment prescribed by GP Until better or improving on treatment from GP</i>
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<u>Diarrhoea &amp; vomiting</u> Exclusion period:	<i>If symptoms severe or prolonged then advisable to visit GP who may give treatment and request a stool sample Until at least 48 hours after diarrhoea/vomiting has stopped.</i>
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<u>Fifth disease</u>  Treatment: Exclusion period:	<i>An infectious disease of children caused by a virus, which is spread by coughing and sneezing. A rash appears on one or both cheeks that looks like a slap mark. The child is only slightly unwell and the rash spreads over the body then fades. The rash may come back, on and off for several weeks. Advisable to visit GP for confirmation of the disease. Pain and temperature control in some cases. Exclude until feeling well.</i>
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<u>Hand, foot and mouth disease</u>  Treatment: Exclusion period:	<i>An acute, self-limiting viral disease. It is spread by direct contact with nose and throat discharges, by coughing or sneezing or direct contact with the faeces of infected persons. Small greying blister-like lesions appear in the mouth and may also occur on the palms, fingers and soles of feet. Seek advice from GP None necessary if feeling well.</i>
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Head lice                      *Head lice are small insects, which live in the hair, close to the scalp. The female lays eggs at the base of a hair, which hatch in about seven days. Symptoms can include itching of the scalp and occasional secondary bacterial infection of bites.*

*Treatment:*                      *Chemical insecticide, available from chemist or the wet combing method or a combination of both.*

*Exclusion period:*              *None once treatment has started.*

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Impetigo                      *An infectious skin disease caused by bacteria. It consists of vesicles which appear particularly on the face and which dry up leaving a yellowish-brown scab from which the discharge is infectious. The scabs fall off, leaving no scars, but the disease can spread from place to place all over the skin and may last for months if untreated.*

*Treatment:*                      *Seek advice from GP, as antibiotics may be required.*

*Exclusion period:*              *Until lesions are healing and there is no discharge.*

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Measles                      *Measles is a highly infectious virus spread by direct contact with nasal and throat secretions and by coughing and sneezing. Symptoms include, runny nose, conjunctivitis, cough, inflamed tonsils, temperature and a red blotchy rash.*

*Treatment:*                      *Seek advice from GP. Treatment may consist of pain/temperature control and TLC.*

*Exclusion period:*              *Five days from onset of rash and when well.*

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Meningitis                      *Meningitis not due to meningococcal infection can be caused by both bacteria and viruses. The illness is characterised by a sudden onset of fever, headache, vomiting, dislike of light, confusion, drowsiness, and unconsciousness.*

*Treatment:*                      *Consult GP or A & E department urgently. Bacterial meningitis can be treated with antibiotics.*

*Exclusion period:*              *None once better.*

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Meningococcal Disease                      *The course of meningococcal disease can be very rapid. Urgent medical attention should be obtained for any child with rapidly declining health.*

*Symptoms of meningococcal meningitis can include, a red pinprick rash, which does not fade on pressure, fever, vomiting, drowsiness, severe headache, stiff neck, and dislike of bright lights.*

*Treatment:*                      *Seek medical advice urgently. Urgent treatment in hospital is essential.*

*Exclusion period:*              *None once better.*

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Molluscum  
contagiosum

*This is a benign self-limiting disease caused by a virus and is common in infants and children. Lesions may be single or multiple and appear anywhere on the body as discrete raised pearly papules with a central dip. Occasionally giant solitary lesions occur. Infection is spread by close skin to skin contact and can last for many months.*

*Treatment: Seek advice from GP  
Exclusion period: None necessary.*

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Mumps

*Mumps is a highly infectious virus spread by coughing and sneezing and by direct contact with the saliva of an infected person. Symptoms include headache, temperature, and general malaise followed by painful swelling of the glands under the jaw, on one or both sides of the face.*

*Treatment: Seek advice from GP  
Exclusion period: For five days after onset of swollen glands.*

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Ringworm

*Ringworm is a fungal infection of the skin, which can affect the feet, body or scalp. On the body it usually produces circular rashes, which spread in ever enlarging circles while healing in the centre. The edge is the active growing area of the rash.*

*Treatment: Ringworm of the skin - anti-fungal cream.  
Ringworm of the scalp - a special antibiotic taken by mouth.  
Exclusion period: None once GP has initiated appropriate treatment.*

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Roseola

*Roseola is an acute illness caused by a virus and is usually seen in the under four age group, but is most common in two year olds. It is spread by direct contact with nose and throat discharges and by coughing and sneezing. Symptoms include a fever, which lasts for three to five days, followed by a rash which appears on the trunk and spreads to the rest of the body but not the face. This fades quickly.*

*Treatment: Seek advice from GP to confirm disease.*

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Rubella

*Rubella (German Measles) is an infectious virus spread by coughing and sneezing and by direct contact with nasal and throat discharges. Symptoms include sore throat, cough and runny nose, the glands at the back of the neck may also be enlarged. A fine pink rash appears on the face and spreads to the rest of the body over 24 hours.*

*Treatment: Seek advice from GP.  
Exclusion period: Five days from onset of rash.*

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