



# MINI BEES CHILDCARE

Policies & Procedures

*Reviewed on 06/06/2022*

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## Access and Storage of Information

We believe that an open access policy is the best way of encouraging participation.

Parents are welcome to view the policies and procedures file that governs the way in which our provision operates. These can be viewed at any time when the nursery is open, simply by asking the nursery manager, by accessing the file at the Main Office or on the nursery website.

Parents are also welcomed to see and contribute to all the records that are kept on their child's file; however, the nursery will adhere to Data Protection laws.

The nursery ensures that it is registered in adherence with data protection and a copy of the certificate can be viewed at the reception. All the parent, child and staff information are stored securely according to Data Protection registration including details, permissions, certificates, and photographic images.

The nursery's records and documentation are kept and stored in accordance with the minimum legislative archiving time. We currently archive records for at least 5 years.

This will be reviewed annually and amended according to any change in law/legislation.

Internal use only

<b>This policy was adopted on</b>	10 <sup>th</sup> June 2022
<b>Signed on behalf of the nursery</b>	Muhammad Zain Abbas
<b>Last reviewed on</b>	
<b>Date for next review</b>	

## Accidents and First Aid

Accidents can be very distressing for anyone involved therefore at Mini Bees we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the nursery.

### Accidents

Location of accident files: Main Office

- The person responsible for reporting accidents, incidents or near misses is the member of staff who witnesses the incident. They must record it on the Accident, Incident and First Aid Form and report it to the nursery manager/director. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the report and asked to sign it as soon as they collect their child
- Accident forms are checked monthly for patterns e.g., one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager
- The nursery manager will report serious accidents to the registered person for investigation for further action to be taken (i.e., a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
- The Accident, Incident and First Aid File records will be kept for at least 7 years
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately
- Where medical treatment is required the nursery manager will also inform the insurance company in writing
- The nursery manager will report any accidents of a serious nature to Ofsted where necessary.

### Transporting children to hospital procedure



- If the injury is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent and arrange to meet them at the hospital
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team must also be informed immediately
- Always remain calm. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance.

### **First aid**

The first aid boxes are located in: Kitchen Area (Preschool Room, Toddler Room and Baby Room).

**The appointed persons responsible for first aid are: Mr M Zain Abbas &**

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All of the staff are trained in paediatric first aid and this training will be updated every three years to ensure this remains current.

All first aid trained staff are listed in each room. When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid and who carries an appropriate first aid box at all times.

### **Personal protective equipment (PPE)**

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for the handling of chemicals and other tasks. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

### **Dealing with blood**

Always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.

Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

The nursery will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

### **Needle puncture and sharps injury**

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, ALL NEEDLES, BROKEN GLASS etc, SHOULD BE TREATED AS CONTAMINATED WASTE. If a needle is found the local authority must be contacted to deal with its disposal.

The nursery treats its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training to all members of staff which reflects best practice, and which shall be in line with current health and safety legislation.

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## Admissions

At Mini Bees we provide care for children between the ages of 3 months and 5 years old.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

- Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The nursery's ability to provide the facilities for the welfare of the child, including appropriate staffing arrangements
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy, and room availability
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief, or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a contract and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

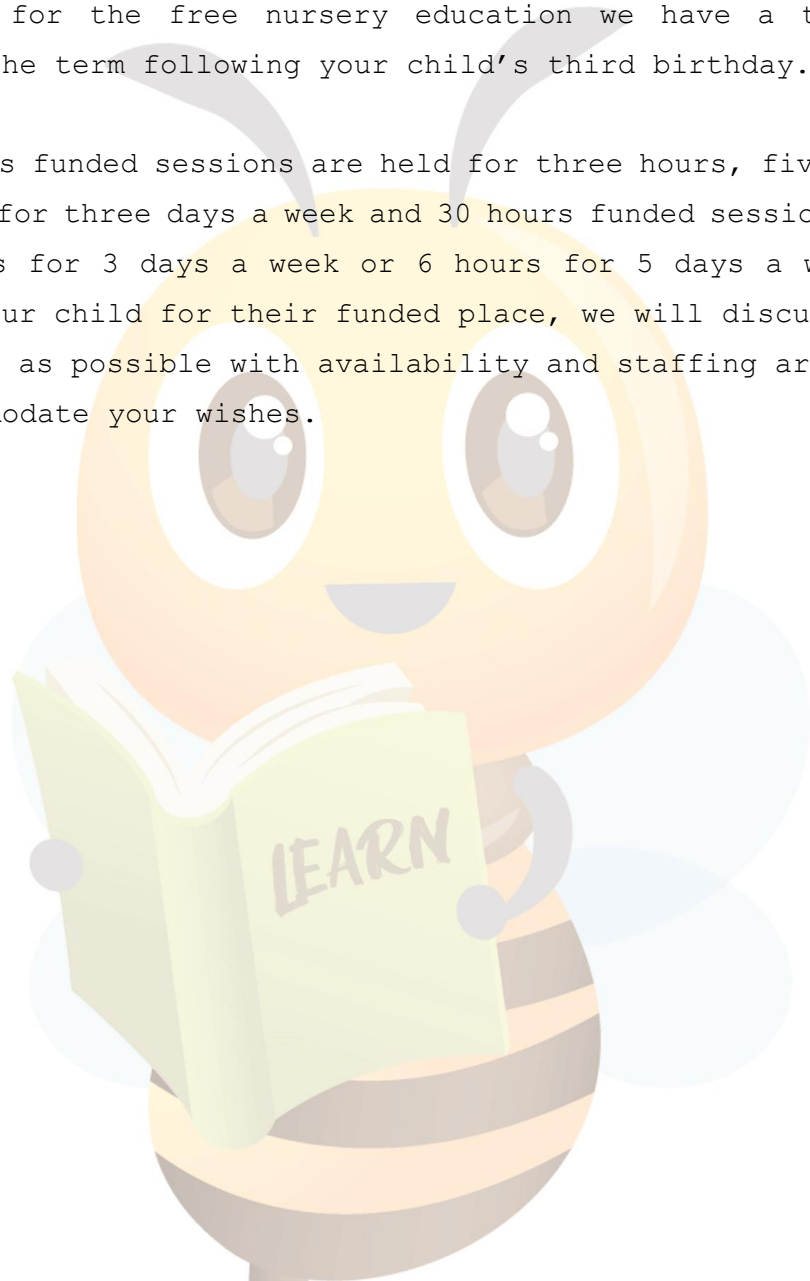
### **Providers eligible to provide government funded places**

All settings registered to accept government funding (detailed in the code of practice) must offer free places for three to five-year-olds for the sessions specified by the local authority. At Mini Bees we currently provide 150 free funded places available for children subject to



availability. These places will be allocated on a first-come, first-served basis and can be booked a term in advance. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's third birthday.

All 15 hours funded sessions are held for three hours, five days a week, five hours for three days a week and 30 hours funded sessions are offered as 10 hours for 3 days a week or 6 hours for 5 days a week. When you register your child for their funded place, we will discuss your needs, and, as far as possible with availability and staffing arrangements, we will accommodate your wishes.



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## Adverse Weather

At Mini Bees, we have an adverse weather policy in place to ensure our nursery is prepared for all adverse weather such as floods, snow, and heat waves.

If any of these incident's impact on the ability for the nursery to operate, we will contact parents via telephone/email/parent app.

### **Flood**

In the case of a flood, we will follow our critical incident procedure to enable all children and staff to be safe and continuity of care to be planned for.

### **Snow**

We have adapted our policies to include procedures for dealing with bad snow. If high snow fall is threatening during a nursery day, the duty manager will take the decision as to whether to close the nursery. This decision will take into account the safety of the children, their parents and the staff team. In the event of a planned closure during the nursery's hours of operation, we will contact all parents to arrange for collection of their child.

In the event of staff shortages due to snow we will contact all available off duty staff and/or agency staff and group the children differently until they are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues are explored, we will contact Ofsted to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the nursery.

### **Heat wave**

Please refer to our sun care policy.

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## Allergies and Allergic Reactions

At Mini Bees, we are aware that children can have allergies which may cause allergic reactions. We will follow this policy to ensure allergic reactions are prevented and staff are fully aware of how to support a child who may be having an allergic reaction.

- Information will be passed on by parents from the registration form regarding allergic reactions and allergies and must be shared with all staff in the nursery
- An allergy register will be kept in Kitchen Area near the health and safety board
- The nursery manager must carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting the nursery. The information must then be shared with all staff
- All food prepared for a child with a specific allergy will be prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, e.g., nuts
- The manager and parents will work together to ensure a child with specific food allergies receives no food at setting that may harm them. This may include designing an appropriate menu or substituting specific meals on the current nursery menu
- If a child has an allergic reaction to food, a bee sting, plant etc. a first aid trained member of staff will administer the appropriate treatment and parents must be informed and it must be recorded in the incident book
- If this treatment requires specialist treatment, e.g., an EpiPen, then at least two members of staff working directly with the child

and the manager will receive specific medical training to be able to administer the treatment to each individual child

- A sick child above all needs their family; therefore, every effort should be made to contact a family member as soon as possible
- If the allergic reaction is severe a member of staff will summon an ambulance immediately. We WILL NOT attempt to transport the sick/injured child in our own vehicles
- Whilst waiting for the ambulance, we will contact the emergency contact and arrange to meet them at the hospital
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and child's comforter
- Staff must remain calm at all times; children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance
- All incidents will be recorded, shared, and signed by parents at the earliest opportunity.

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## **Animal Health and Safety**

### **Pets**

- If a child brings a pet from home to visit the nursery as a planned activity, parents of all children, who will be in contact or in the same area as the pet, must be informed. Written permission must be obtained from parents to ensure no child has an allergy or phobia. A full documented risk assessment needs to be completed prior to the visit and risks analysed before this type of activity is authorised. You should ensure the pet has had all relevant vaccinations, is registered with vets and is child-friendly
- Pets should not be allowed near food, dishes, worktops, or food preparation areas. Children should wash their hands with soap and water after handling animals and should be encouraged to not place their hands in their mouths during the activity. The staff will explain the importance of this to the children to enable them to make healthy choices moving forwards
- Children will be encouraged to leave their comforters and dummies away from the animals to ensure cross-contamination is limited
- When arranging an outing to a farm, staff must all be aware of the farm outing checklist (see below).

### **Checklist for visits to farms**

- A site visit must be made by a senior member of staff before an outing to a farm can be arranged. Check that the farm is well managed, that the grounds and public areas are as clean as possible, and that suitable First Aid arrangements are made. Animals should be prohibited from any outdoor picnic areas
- Check that the farm has suitable washing facilities, appropriately signposted, with running water, soap and disposable towels or hot air hand dryers. Any portable water taps should be appropriately designed in a suitable area
- Ensure that there is an adequate number of adults to supervise the children, taking into account the age and stage of development of the children
- Explain to the children that they cannot be allowed to eat or drink anything, including crisps and sweets, or place their hands in their



mouths, while touring the farm because of the risk of infection, and the children should be given the reasons for this

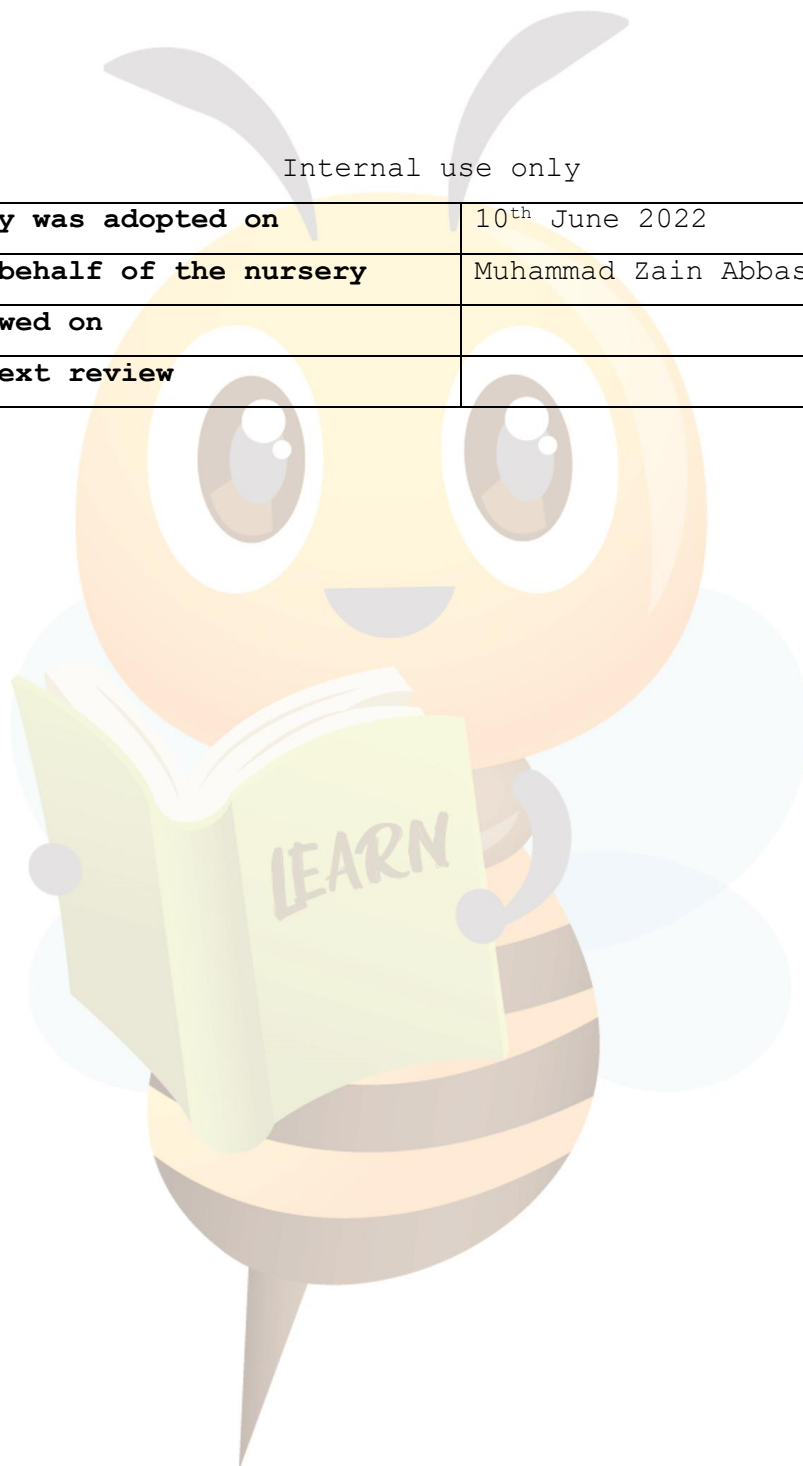
- Ensure suitable precautions are in place where appropriate e.g., in restricted areas such as near slurry pits or where animals are isolated.

#### **During the visit**

- If children are in contact with, or feeding animals, warn them not to place their faces against the animals or put their hands in their own mouths afterwards, and explain why
- Encourage children to leave comforters (e.g., soft toys and blankets) and dummies either at nursery, in the transport used or in a bag carried by a member of staff to ensure cross-contamination is limited
- After contact with animals and particularly before eating and drinking, ensure all children, staff and volunteers wash and dry their hands thoroughly. If young children are in the group, hand washing will need to be supervised. Always explain why the children need to do this
- Meals, breaks or snacks should be taken well away from the areas where animals are kept, and children should be warned not to eat anything which has fallen on the ground. Any crops produced on the farm should be thoroughly washed in portable water before consumption
- Ensure children do not consume unpasteurised products, e.g., milk or cheese, or taste animal foodstuffs, such as silage and concentrates
- Manure or slurry presents a particular risk of infection and children should be warned against touching it. If they do touch it, ensure that they thoroughly wash and dry their hands immediately
- Ensure all children, staff and volunteers wash their hands thoroughly before departure
- Ensure footwear and clothing is as free as possible from faecal materials.

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## **Arrivals and Departures**

### **Arrivals and departures of children**

It is the policy of the nursery to give a warm welcome to each child on their arrival.

Parents are requested to pass the care of their child to a specific member of staff who will ensure his/her safety (this is usually a child's key person). The staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents should be recorded.

If the parent requests the child to be given medicine during the day the staff member must ensure that the medication procedure is followed.

If the child is not to be collected by the parent at the end of the session, an agreed procedure must be followed to identify the nominated adult. A password is also required, where possible, for the nominated adult.

The planned departure of the child should be anticipated by the key person in the group. All medicines should be recovered from the medicine box/fridge only when the parent has arrived and should be handed to him/her personally. The medication policy is to be followed here with regards to receiving a parental signature.

No child should be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival. If in doubt check the person's identity by ringing the child's parent or their emergency contact number.

On departure, the child register must be immediately marked to show that the child has left the premises.

### **Adults arriving under the influence of alcohol or drugs**

The nursery's prime focus is the care and safety of the children it cares for. All procedures are written with this in mind.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult (see above procedure), and they are deemed to be under the influence of alcohol or drugs, the senior member of management on duty will assess whether the child's safety and welfare may be impacted if released into this person's care.

The decision will be discussed with the adult, and where required, an additional named adult will be contacted to collect the child, or this will be referred to the duty social care worker if this is not possible. During this time, the child will be cared for by another member of staff, so they are able to remain calm and engaged in play.

Where an adult is deemed unsuitable to drive due to suspected alcohol or drugs consumption, and may endanger themselves and others if they do, the nursery will intervene and endeavour to prevent this individual from getting back into the vehicle. The nursery reserves the right to report such matters to the police and, in the case of any employees, reserves the right to take disciplinary action as may be appropriate.

### **Arrivals and departures of visitors**

For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g., in the visitor's book. Please refer to Supervision of Visitors policy for further information.

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## Babies and Toddlers

At Mini Bees, we care for children under the age of two and have adapted our practice to ensure the safety and well-being of all children in this age group.

We ensure their health, safety, and well-being through the following:

- Children under the age of two will have a separate base room and will not be cared for in groups larger than 21
- Care will be taken to ensure that babies and toddlers do not have access to activities containing small pieces, which could be swallowed or otherwise injure the child
- All equipment will be checked/risk-assessed daily before the children access the area. This will include checking the stability of the cots and highchairs and ensuring restraints on the highchairs, pushchairs and prams are intact and working
- All doors are fitted with viewing panels and door finger-guards to ensure the safety of children
- Outdoor shoes will be removed or covered when entering the baby and toddler area(s). Staff will remind parents and visitors to adhere to this procedure
- Potties will be washed and disinfected after every use. Changing mats are wiped with anti-bacterial cleanser before and after each nappy change
- Each baby must have his/her own bedding which will be washed at least weekly or when necessary
- Cot mattresses must meet safety standards
- Children under two years will not be given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation. We follow all cot death guidelines and advise parents of this information
- Cots will be checked before use to ensure no items are within reach i.e., hanging over or beside the cot (e.g., fly nets, cables)
- All highchairs are fitted with restraints and used at all times. Children will never be left unattended in highchairs. Restraints will be removed and washed weekly or as needed



- Babies will never be left propped up with bottles as it is both dangerous and inappropriate
- Babies sleeping outside will have cat/fly nets over their prams
- Sleeping children will be supervised at all times
- Checks on sleeping babies will be completed every 10 minutes. These are to be documented with the time and staff initials on the sleep check form
- Where food/milk is prepared for babies, there is a separate area within the kitchen which is specifically designated for this preparation
- Bottles of formula milk will only be made up as and when the child needs them. These should be cooled to below 21°C and tested with a sterilised thermometer to ensure they are an appropriate temperature for the child to drink safely
- Following the Department of Health guidelines, we will only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We will not use cooled boiled water and reheat
- Bottles and teats will be thoroughly cleaned with hot soapy water and sterilised after use (they will not be washed in the dishwasher)
- Bottles will be disposed of after two hours
- A designated area is available for mothers who wish to breastfeed their babies or express milk
- Labelled mother's breast milk will be stored in the fridge
- If dummies are used, they will be cleaned and sterilised. This also applies to dummies which have been dropped
- All dummies will be stored in separate labelled containers to ensure no cross-contamination occurs
- Sterilisers will be washed out and cleaned daily.

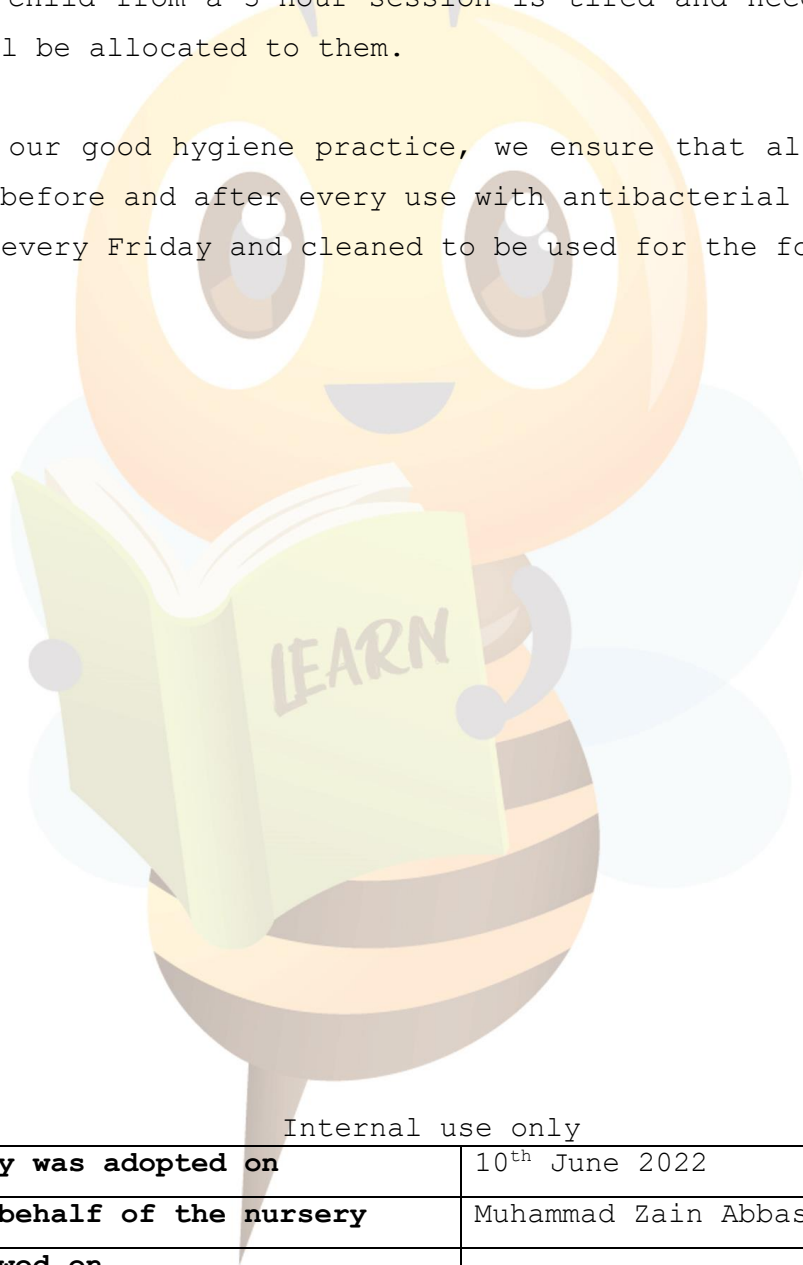
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## Beddings and Linens

At Mini Bees, we understand that children often need a rest or a nap to refuel and be free from tiredness therefore we offer children who are staying at the setting over the 3 hours session the opportunity to do just that. Each of those children have a bed with linens allocated to them. If a child from a 3-hour session is tired and need a rest a new bed set will be allocated to them.

As part of our good hygiene practice, we ensure that all the beds are wiped down before and after every use with antibacterial and the linens are washed every Friday and cleaned to be used for the following week.



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## **Behaviour Management and Anti bullying**

We believe that children flourish best when they know how they are expected to behave. Children gain respect through interaction with caring adults who show them respect and value their individual personalities. Positive, caring, and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people in their surroundings.

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. Within the nursery we aim to set these boundaries in a way which helps the child to develop a sense of the significance of their own behaviour, both, on their own environment and those around them. Restrictions on the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum.

We aim to:

- Recognise the individuality of all our children
- Encourage self-discipline, consideration for each other, our surroundings and property
- Encourage children to participate in a wide range of group activities to enable them to develop their social skills
- Work in partnership with parents by communicating openly
- Praise children and acknowledge their positive actions and attitudes, therefore ensuring that children see that we value and respect them
- Encourage all staff working with children to accept their responsibility for implementing the goals in this policy
- Promote non-violence and encourage children to deal with conflict peacefully
- Provide a key person system enabling staff to build a strong and positive relationship with children and their families
- Nursery Manager will be the named person who has overall responsibility for issues concerning behaviour.

**Nursery Directors** along with Nursery Manager and each room leader will keep up to date with legislation and research and support changes to policies and procedures in the nursery; access relevant sources of

expertise where required and act as a central information source for all involved; attend regular external training events, and ensure all staff attend relevant in-house or external training for behaviour management. A record will be kept of staff attendance at this training

We recognise that codes for interacting with other people vary between cultures, and staff are required to be aware of this and respect those used by members of the nursery.

Nursery rules are concerned with safety and care and respect for each other. Children who behave inappropriately by physically abusing another child or adult e.g., biting, or through verbal bullying, will be required to talk through these actions and apologise where appropriate. The child who has been upset will be comforted and the adult will confirm that the other child's behaviour is not acceptable. It is important to acknowledge when a child is feeling angry or upset and that it is the behaviour we are rejecting, not the child.

**When children behave in unacceptable ways:**

- Physical punishment such as smacking or shaking will be neither used nor threatened, however it may be necessary to use restraining action in an emergency to prevent personal injury
- Children will not be singled out or humiliated in any way. Staff within the nursery will redirect the children towards alternative activities. Discussions with children will take place respecting their level of understanding and maturity
- Staff will not raise their voices in a threatening way
- In any case of misbehaviour, it will always be made clear to the child or children in question, that it is the behaviour and not the child that is unwelcome
- How a particular type of behaviour is handled will depend on the child's age, level of development and the circumstances surrounding the behaviour. It may involve the child being asked to talk and think about what he/she has done. It may also include the child apologising for their actions
- Parents will be informed if their child is unkind to others or if their child has been upset. In all cases inappropriate behaviour will be dealt with in the nursery at the time. Parents may be asked

to meet with staff to discuss their child's behaviour, so that if there are any difficulties, we can work together to ensure consistency between their home and the nursery. In some cases, we may request additional advice and support from other professionals, such as an educational psychologist or child guidance counsellors

- Children need to develop non-aggressive strategies to enable them to stand up for themselves so that adults and children listen to them. They need to be given opportunities to release their feelings more creatively
- Confidential records will be kept on any negative behaviour that has taken place. Parents will be informed and asked to read and sign any entries concerning their child
- If a child requires help to develop positive behaviour, every effort will be made to provide for their needs
- Through partnership with parents and formal observations, staff will make every effort to identify any behavioural concerns and the causes of that behaviour. From these observations and discussions an individual behaviour modification plan will be implemented
- Children will be distracted from the negative situation and supported in a different activity or environment, if necessary for their own well-being and that of others in the group.

### **Anti-bullying**

Children need their own time and space. It is not always appropriate to expect a child to share and it is important to acknowledge children's feelings and to help them understand how others might be feeling.

Children must be encouraged to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong.

Bullying takes many forms. It can be physical, verbal or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened.



Any form of bullying is unacceptable and will be dealt with immediately. At our nursery, staff follow the procedure below to enable them to deal with challenging behaviour:

- Staff are encouraged to ensure that all children feel safe, happy and secure
- Staff are encouraged to recognise that active physical aggression in the early years is part of the child's development and that it should be channelled in a positive way
- Children need to be helped to understand that using aggression to get things is inappropriate and they will be encouraged to resolve problems in other ways
- Our staff are encouraged to adopt a policy of intervention when they think a child is being bullied, however mild or "harmless" it may seem
- Staff are ready to initiate games and activities with children, when they feel play has become aggressive, both indoors or out
- Any instance of bullying will be discussed fully with the parents of all involved, to look for a consistent resolution to the behaviour
- If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only through co-operation that we can ensure our children feel confident and secure in their environment, both at home and in the nursery
- All concerns will be treated in the strictest confidence.

By positively promoting good behaviour, valuing co-operation and a caring attitude we hope to ensure that children will develop as responsible members of society.

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<b>Date for next review</b>	

## **Bereavement**

Nursery children and their families may experience grief and loss of close family members or friends whilst with us in the nursery. We understand that this is not only a difficult time for families, but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why this person is no longer around.

We aim to support both the child and their family and will adapt the following procedure to suit their individual needs and wants:

- We ask that if there is a loss of a family member or close friend that the parents inform the nursery as soon as they feel able to. This will enable us to support both the child and the family wherever we can and helps us to understand a potential change in behaviour of a child who may be grieving themselves
- The key person and/or the manager will talk with the family to ascertain what support is needed or wanted from the nursery. This may be an informal discussion or a meeting away from the child to help calm a potentially upsetting situation
- The child may need extra support or one-to-one care during this difficult time, the nursery will adapt their staffing arrangements, so they are fully supported by the most appropriate member of staff on duty, preferably the child's key worker
- The nursery will be flexible wherever possible to adapt the sessions the child and family may need during this time
- The death of family pets is also an area that children and their families may need support with. We will follow the above procedure wherever it is appropriate to support the child to understand their loss and support their emotions through this time.

### **Longer term support and transitions**

In the case of a significant person in a child's life dying, the child will continue to grieve for the rest of their life and may require ongoing support.

We acknowledge:

- Significant dates or anniversaries, Mother's/Father's Day, etc. may be particularly difficult.
- The grief may impact the child's progress.
- There may be changes in their behaviour,
- Bereaved young people can find change difficult, so preparing them in
- advance (where possible) at times of transition is essential.

As such, we will ensure

- Regular contact with the family/carers
- Keep a record of the date and circumstances of the bereavement
- Monitor the child's progress and put in place interventions where necessary

Manage the points of transition by communicating with the new setting and preparing the child through transition procedures (see transition policy), considering that more time and support may be needed.

Useful contact details:

- Child Bereavement UK's Helpline 0800 02 888 40
- Child Bereavement UK website [childbereavementuk.org](http://childbereavementuk.org)
- Samaritans: 0808 168 2528
- Support for bereavement due to suicide [Uksobs.org](http://Uksobs.org)
- [www.winstoneswish.org](http://www.winstoneswish.org)

Internal use only

<b>This policy was adopted on</b>	10 <sup>th</sup> June 2022
<b>Signed on behalf of the nursery</b>	Muhammad Zain Abbas
<b>Last reviewed on</b>	
<b>Date for next review</b>	

## Camera and Recording Device Use

Nursery staff takes children's pictures to show the child's progress and development in the nursery. Pictures are taken by photo cameras, tablets and iPads only (NO mobile phones). The aim of this policy is to safeguard children in the settings from abuse and misuse of their images whilst embracing technology as a valuable tool for the purpose of promoting children's learning and development.

Upon having a child accepted for the nursery, the parent, with whom the nursery contracts, is asked to agree to the child being photographed on occasion by a teacher or individual validated by the nursery. This enables the nursery to proceed with the taking of photographs for publicity shots, and at special occasions, such as Christmas.

Every parent has the right to refuse this request, in which case the child must not be photographed by any member of staff, by a parent, or by any outsider without the permission for that occasion by the parent with whom the nursery has a contract.

While pictures of children may be used as part of the publicity of the nursery, no pictures will be released with the names of the child unless the contracting parent gives express permission for this to be done.

We ensure that any photographs or recordings taken of your children in our nursery are only done with prior written permission from each child's parent. This is gained when each child is registered.

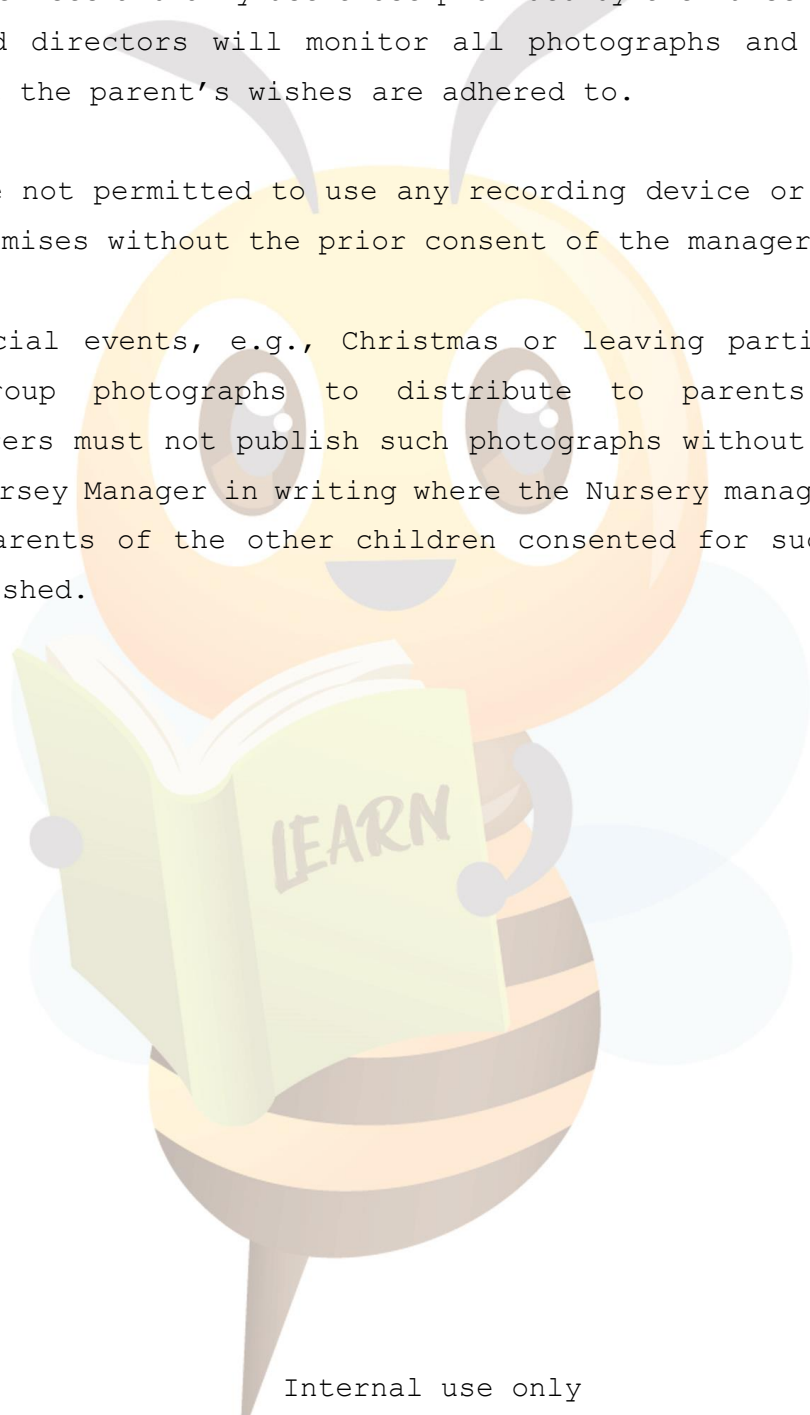
We ask for individual permissions for photographs and video recordings for each different use including, for promotion materials on our nursery website and brochure and to use in the local press. We ensure that parents understand that their child may also be on another photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses, then the nursery will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take photographs or recordings of a child on their own devices and only use those provided by the nursery. The nursery manager and directors will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.

Parents are not permitted to use any recording device or camera on the nursery premises without the prior consent of the manager.

During special events, e.g., Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. Parents/carers must not publish such photographs without prior consent from the Nursey Manager in writing where the Nursery manager will ensure that all parents of the other children consented for such photographs to be published.



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## Complaints and Compliments

We believe that parents are entitled to expect courtesy and prompt careful attention to their individual needs and wishes. We hope that at all times you will be happy with the service provided and that you might like to voice your appreciation to the staff concerned.

In case of any dissatisfactory, complaints may be raised by a parent/carer and will be dealt with professionally and promptly to ensure that any issues arising from these complaints are handled effectively and to ensure the welfare of all children.

In case of a complaint relating to child protection, please refer to the Safeguarding Policy.

We welcome any suggestions from parents on how we can improve our services, and will give prompt and serious attention to any concerns that you may have by following our complaints procedure as outlined below:

### **Complaint's procedure**

#### **Stage 1**

If any parent has cause for complaint or any queries regarding the care or early learning provided by the nursery, they should in the first instance take it up with the child's key person or a senior member of staff/room leader.

#### **Stage 2**

If the issue remains unresolved or parents feel they have received an unsatisfactory outcome, then these concerns must be presented in writing to the nursery manager. The manager will then investigate the complaint and report back to the parent within 14 working days, in writing. This will be fully documented in the complaints logbook and will detail the nature of the complaint and any actions arising from it.

*(Most complaints are usually resolved informally at stage 1 or 2.)*

#### **Stage 3**

If the matter is still not resolved, a formal meeting will be held between the manager, parent, and the senior staff member to ensure that it is dealt with comprehensively. A record of the meeting will be made along with documented actions. All parties present at the meeting will review the accuracy of the record, sign to agree and receive a copy, which will signify the conclusion of the procedure.

#### **Stage 4**

If the matter cannot be resolved to their satisfaction, then parents have the right to raise the matter with Ofsted on:

#### **Ofsted**

Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
0300 123 4666  
Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

If a child appears to be at risk, our nursery follows the procedures set out in our Safeguarding & Child Protection policy. In these cases, both the parent and nursery are informed, and the manager works with Ofsted and the local authority (MASH Team) to ensure a proper investigation of the complaint followed by appropriate action. We inform the local authority Safeguarding & Welfare Officer of all such complaints.

A record of complaints will be kept in the nursery. Parents will be able to access this record if they wish to, however all personal details relating to any complaint will be stored confidentially and will be only accessible by the parties involved. Ofsted will have access to this record at any time during visits to ensure actions have been met appropriately.

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## Confidentiality

The nursery's work with children and their families will bring us into contact with confidential information. It is a legal requirement for the nursery to hold information about the children and families using the nursery and the staff working at the nursery. This information is used for registers, invoices and emergency contacts. However, all records will be stored in a locked cabinet in line with Data Protection registration.

It is our intention to respect the privacy of children and their families, and we will do so by:

- Storing confidential records in a locked filing cabinet
- Ensuring that all staff, volunteers, and students are aware that this information is confidential and only for use within the nursery
- Ensuring that parents have access to files and records of their own children but not to those of any other child
- Gaining parental permission for any information to be used other than for the above reasons
- Ensuring the staff, through their close relationship with both the children and their parents, learn more about the families using the nursery.
- Ensuring all staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs

- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality in the role of the key person. If staff breach any confidentiality provisions, this may result in disciplinary action, and in serious cases, dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to respect it
- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality
- Ensuring issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. If, however, a child is considered at risk, our Safeguarding policy will override confidentiality.

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

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## Critical Incident

At Mini Bees we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident. These include:

- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child
- Bomb threat/terrorism attack
- Any other incident that may affect the care of the children in the nursery.

If any of these incident's impact on the ability for the nursery to operate, we will contact parents via phone.

### **Flood**

There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however, we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the option of flooding in this way. Our central heating systems are checked and serviced annually by a registered gas engineer, and they conform to all appropriate guidelines and legislation.

If flooding occurs during the nursery day, the nursery manager will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the fire evacuation procedure. In this instance children will be kept safe, and parents will be notified in the same way as the fire procedure.

Should the nursery be assessed as unsafe through flooding, fire or any other incident we will follow our operational plan and inform parents immediately.



## **Fire**

Please refer to the fire safety policy.

## **Burglary**

The management of the nursery follow a lock up procedure which ensures all doors and windows are closed and locked before vacating the premises. Alarm systems are used and in operation during all hours the nursery is closed.

The duty manager will always check the premises as they arrive in the morning. Should they discover that the nursery has been broken into they will follow the procedure below:

- Dial 999 with as many details as possible, i.e., name and location, details of what you have found and emphasise this is a nursery and children will be arriving soon
- Contain the area to ensure no-one enters until the police arrive. The staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed staff will follow police advice, including following the relocation procedure under flood wherever necessary to ensure the safety of the children
- The manager on duty will help the police with the enquiries, e.g., by identifying items missing, areas of entry etc.
- A duty manager will be available at all times during this time to speak to parents, reassure children and direct enquires
- Management will assess the situation following a theft and ensure parents are kept up to date with developments relating to the operation of the nursery.

## **Abduction or threatened abduction of a child**

At Mini Bees we take the safety and welfare of the children in our care extremely seriously. As such we have secure safety procedures in place to ensure children are safe whilst within our care, this includes safety from abduction. Staff must be vigilant at all times and report any persons lingering on nursery property immediately. All doors and gates to the nursery are locked and unable to be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to

allow anyone into the building whether they are known to them or not. Visitors and general security are covered in more detail in the supervision of visitors policy.

Children will only be released into the care of a designated adult, see the arrivals and departures policy for more details. Parents are requested to inform the nursery of any potential custody battles or family concerns as soon as they arise, so the nursery is able to support the child. The nursery will not take sides in relation to any custody battle and will remain neutral for the child.

If an absent parent arrives to collect their child, the nursery will not restrict access unless a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved.

If a member of staff witnesses an actual or potential abduction from nursery the following procedure will be followed:

- The police must be called immediately
- The staff member will notify management immediately and the manager will take control
- The parent(s) will be contacted
- All other children will be kept safe and secure and calmed down where necessary
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.

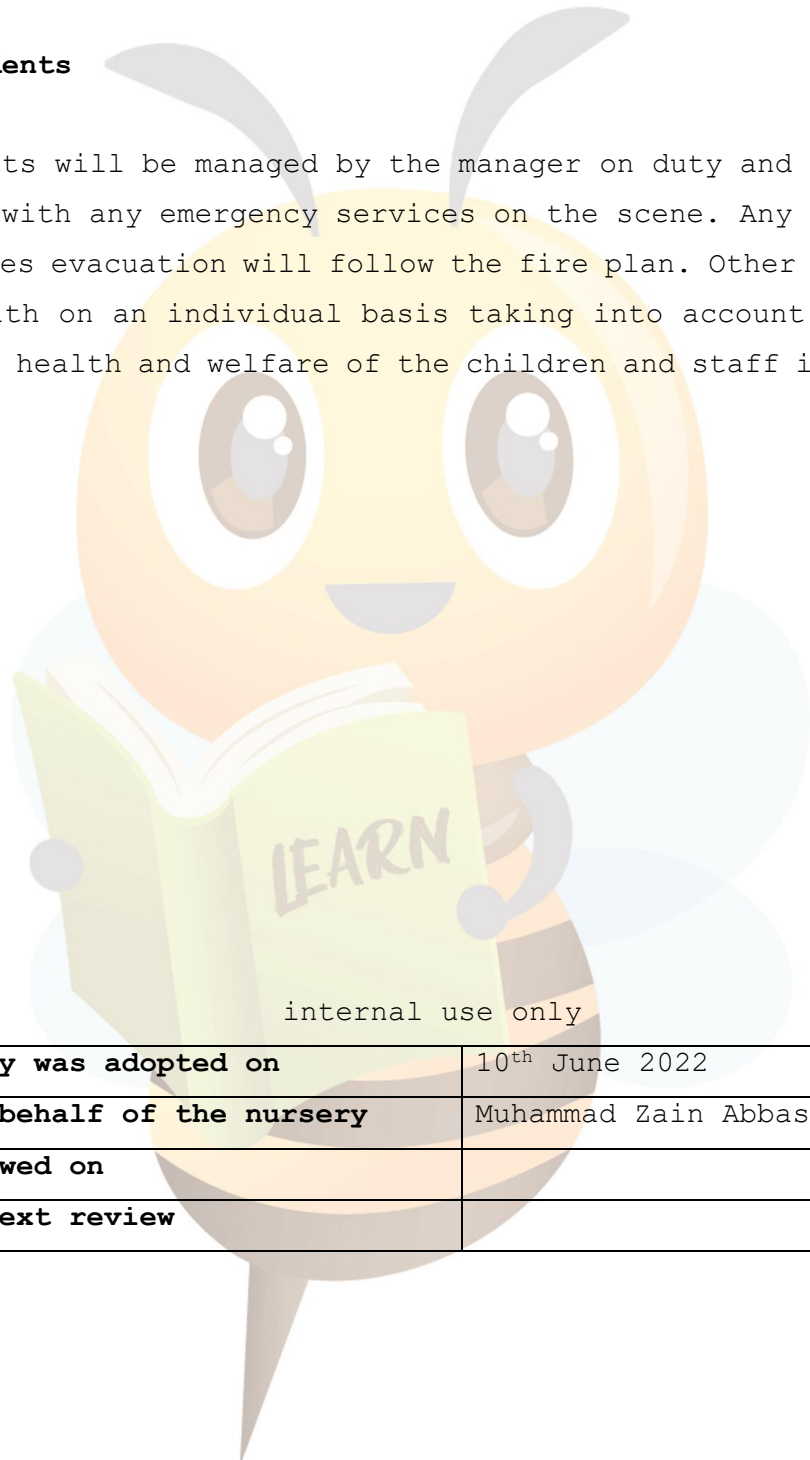
#### **Bomb threat/terrorism attack**

If a bomb threat is received at the nursery, the person taking the call will record all details given over the phone as soon as possible and raise the alarm as soon as the phone call is terminated. The management will follow the fire evacuation procedure to ensure the safety of all

on the premises and will provide as much detail to the emergency services as possible.

### Other incidents

All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the nursery.



internal use only

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## Dealing with Discriminatory Behaviour

We have a duty to create and implement strategies in the nursery to prevent and address all discriminatory behaviour. Such strategies include:

- The nursery records all incidents relating to discrimination on any grounds
- All recorded incidents are reported to the children's parents, and when appropriate to the registering authority.

Parents have a right to know if discrimination occurs and what actions the nursery will take to tackle it.

### Types of discrimination

- **Direct discrimination** occurs when someone is treated less favourably than another person because of a protected characteristic
- **Discrimination by association** occurs when there is a direct discrimination against a person because they associate with a person who has a protected characteristic
- **Discrimination by perception** occurs when there is a direct discrimination against a person because they are perceived to have a protected characteristic
- **Indirect discrimination** can occur where a provision or criterion is in place which applies to everyone in the organisation but particularly disadvantages people who share a protected characteristic
- **Harassment** is defined as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'
- **Third party harassment** is the harassment of employees by a third party not employed by the preschool, e.g., visitors or parents
- **Victimisation** occurs when an employee is treated badly or put to detriment because they have made or supported a complaint or raised

grievance under the Equality Act 2010 or have been suspected of doing so.

### **Protected characteristics**

The nine protected characteristics under the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage and civil partnership
- Pregnancy and maternity.

Incidents may involve a small or large number of persons; they may vary in their degree of offence and may not even recognise the incident has discriminatory implications; or at the other extreme their behaviour may be quite deliberate and blatant.

Examples of discriminatory behaviour are:

- Physical assault against a person or group of people
- Derogatory name calling, insults and discriminatory jokes
- Graffiti and other written insults
- Provocative behaviour such as wearing badges and insignia and the distribution of discriminatory literature
- Threats against a person or group of people because of the nine protected characteristics listed above
- Discriminatory comments including ridicule made in the course of discussions
- Patronising words or actions.

### **Procedure**

- All staff in the preschool should be constantly aware of and alert to any discriminatory behaviour or bullying taking place



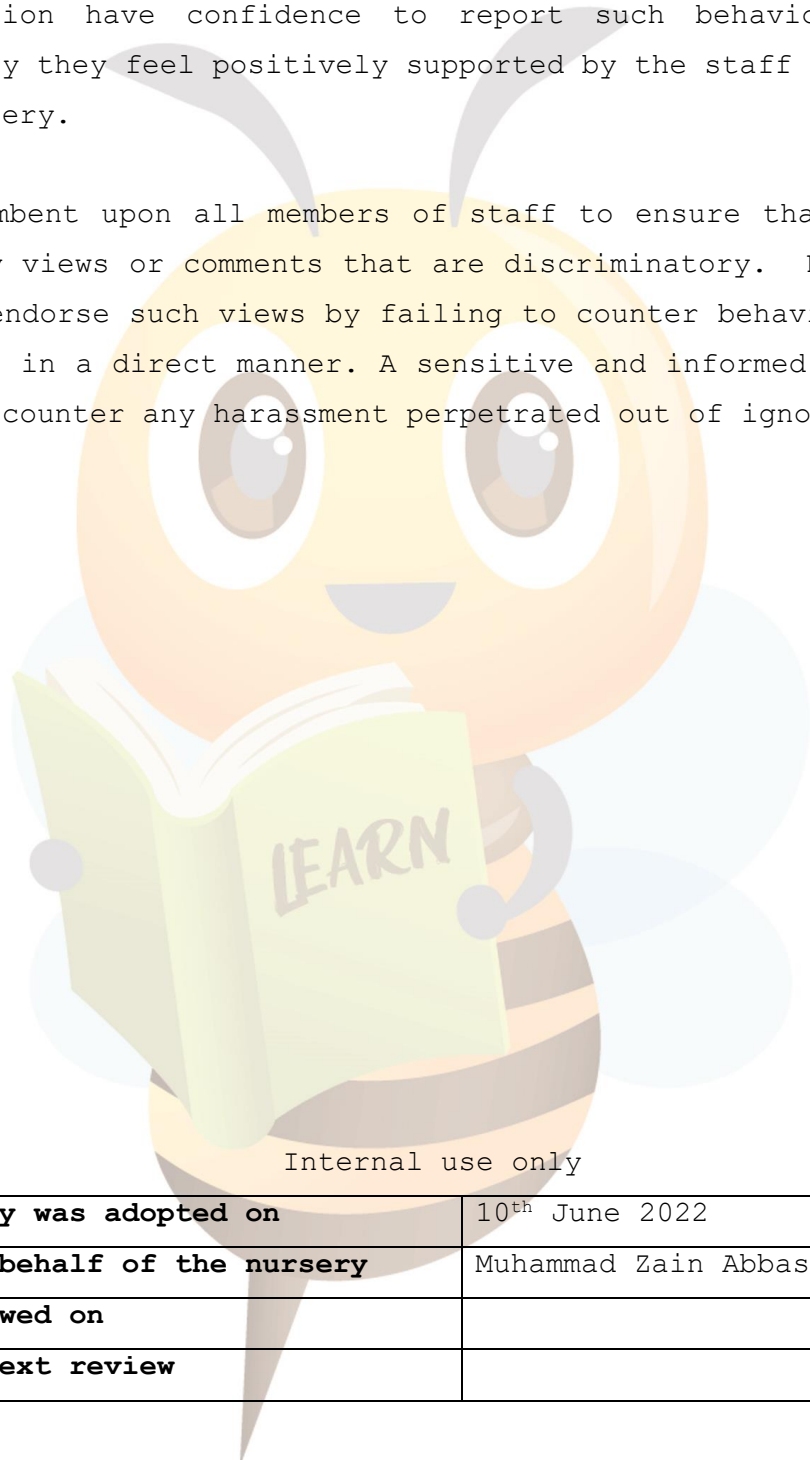
- They must intervene firmly and quickly to prevent any discriminatory behaviour or bullying; this may include behaviour from parents. Any allegation should be taken seriously and reported to the nursery manager
- Each incident should be investigated and recorded in detail as accurately as possible. This record should be available for inspection by staff, inspectors and parents where appropriate, on request
- The nursery manager is responsible for ensuring that incidents are handled appropriately and sensitively and entered in the record book. Any pattern of behaviour should be indicated. Perpetrator/victim's initials may be used in the record book as information on individuals is confidential to the preschool
- Where an allegation is substantiated following an investigation, the parents of the child(ren) who are perpetrators and/or victims should be informed of the incident and of the outcome
- Continued discriminatory behaviour or bullying may lead to exclusion but such steps should only be taken when other strategies have failed to modify behaviour
- Adults found to be perpetrators must be reported immediately to the manager and where such adults are employees and such allegations are substantiated after investigation, appropriate disciplinary action shall be taken which can include dismissal.
- Discriminatory behaviour or bullying needs to be recorded to ensure that:
  - Strategies are developed to prevent future incidents
  - Patterns of behaviour are identified
  - Persistent offenders are identified
  - Effectiveness of preschool policies are monitored
  - A secure information base is provided to enable the nursery to respond to any discriminatory behaviour or bullying.

### **Nursery staff**

All staff should be alert and seek to overcome any ignorant or offensive behaviour based on fear or dislike of distinctions that children, staff or parents may express in preschool.

An atmosphere must be created where the victims of any form of discrimination have confidence to report such behaviour, and that subsequently they feel positively supported by the staff and management of the nursery.

It is incumbent upon all members of staff to ensure that they do not express any views or comments that are discriminatory. Nor must staff appear to endorse such views by failing to counter behaviour, which is prejudicial in a direct manner. A sensitive and informed approach must be used to counter any harassment perpetrated out of ignorance.



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## Early Learning Opportunities Statement

We set out to support all children attending the nursery to attain their maximum potential within their individual capabilities. A personalised record of each child's development is maintained, showing their abilities, progress, interests and areas needing further staff or parental assistance. We acknowledge that children learn in different ways and at different rates and plan for this accordingly.

The staff are very aware of the importance of a positive play environment for the child, so they may develop good social skills and an appreciation of all aspects of this country's multi-cultural society. Planning of the learning experience by the staff is further designed to ensure, as far as practical, equality of opportunity between all children and that it celebrates diversity.

We promote the relevant frameworks and curriculum set by the Department for Education to support and enhance children's learning and development holistically through play-based activities. We view all aspects of learning and development equally and ensure a flexible approach is maintained, which responds quickly to children's learning and developmental needs. We develop tailor-made activities based on observations which inform future planning and draw on children's needs and interests. This is promoted through a balance of adult-led and child-initiated opportunities both indoors and outdoors.

We acknowledge parents as primary educators and encourage parental involvement as outlined in our Parents and Carers as Partners policy. We build strong home links in order to enhance and extend children's learning both within the nursery environment and in the child's home.

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## Equipment and Resources

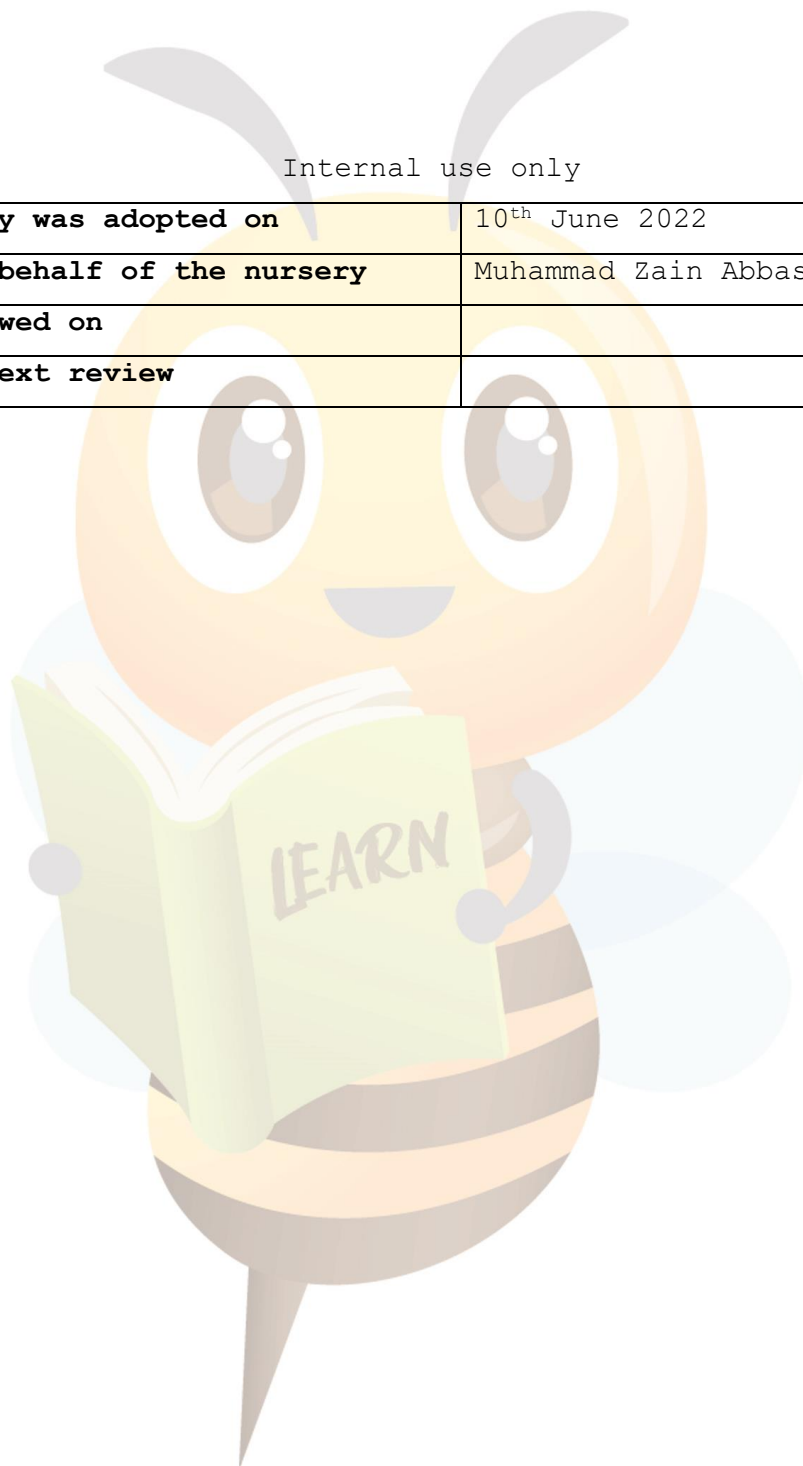
We believe that high-quality care and early learning is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment.

To ensure this occurs within the nursery we will:

- Provide play equipment and resources which are safe, and where applicable, conform to the BS EN safety standards or Toys (Safety) Regulation (1995)
- Provide sufficient quantity of equipment and resources for the number of children registered in the nursery
- Provide resources to meet children's individual needs
- Provide resources which promote all areas of children's learning and development
- Select books, equipment and resources which promote positive images of people of all races, cultures, ages, gender and abilities, are non-discriminatory and stereotyping
- Provide play equipment and resources which promote continuity and progression, provide sufficient challenges and meet the needs and interests of all children
- Store and display resources and equipment where all children can independently choose and select them
- Check all resources and equipment regularly as they are set out at the beginning of each session and put away at the end of each session. We repair and clean or replace any unsafe, worn out, dirty or damaged equipment whenever required
- Keep an inventory of resources and equipment. This records the date on which each item was purchased, and the price paid for it
- Evaluate the effectiveness of the resources including the children's opinions and interests
- Encourage children to respect the equipment and resources and tidy these away when play has finished. This is into a designated place via the use of silhouettes or pictures the children can match the resource to.

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## Fire Safety

The Manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every month or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills will occur at different times of the day to ensure evacuations are possible under different circumstances.

### Fire checklist

	<i>Who checks</i>	<i>How often</i>	<i>Location</i>
<b>Escape route/fire exits</b>	TBC	Daily	
<b>Fire extinguishers and blankets</b> <i>(water is checked daily - needle on the green)</i>	TBC	Monthly visual by/ Annually by David	
<b>Fire alarms</b>	TBC	Weekly and six-monthly annual maintenance	
<b>Fire external doors closed and in good repair</b> <b>Check smoke seals on internal doors</b>	TBC	daily  monthly	
<b>Emergency lighting</b>	TBC	Monthly	
<b>Fire call points</b>	Leader on duty	Test various ones each week	

### Emergency evacuation procedure

- On discovering a fire immediately sound the alarm.
- On hearing the alarm all adults are to vacate the building immediately, ensuring that all the children in the room they are in and in any rooms

that they pass through or by are vacated with them i.e., bathroom and baby room.

- The Deputy Manager is to collect the attendance register.
- Senior practitioner is to collect emergency evacuation bag and urgent medicine box.
- All adults and children to make their way to the Fire Assembly Point located outside the building on Lamb Lane (Left from Sidworth street or right from Mentmore Terrace).
- Children to be kept calm and sitting or standing still together.
- Deputy Manager is to call the register to check that all children and staff are accounted for.
- Nursery manager is to check all rooms are vacated, shutting each door behind, once satisfied that the room is empty.
- Fire Brigade to be called from the neighbouring house or by mobile phone from outside of the building.
- In the event of either the manager or deputy manager being absent, the senior practitioner will take on the role of the deputy and the deputy will take on the role of the manager. The next senior practitioner (to be organised on the day) will take on the role of the senior practitioner.
- Staff or children must not re-enter the building until the fire brigade have said it is safe to do so.
- Where the evacuation was due to a practice, staff should wait for confirmation from the manager that it is not a real fire and for permission to return.

### Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the Visitor's Book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

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## Fire Drill policy

The nursery operates a strict no smoking policy - please see this separate policy for details.

### Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by activating a call point.
- Immediately evacuate the building under guidance from the \*manager on duty/\*fire marshal
- Using the nearest accessible exit lead the children out, assemble on Lamb Lane outside the building.
- Close all doors behind you wherever possible
- **Do not** try to collect personal belongings on evacuating the building
- **Do not** attempt to go back in and fight the fire
- **Do not** attempt to go back in if any children or adults are not accounted for.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and identity of the children and other adults with you.
- The Manager is to:
- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area - Outside on road (Lamb Lane)- check the children against the register
- Account for all adults - staff and visitors
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

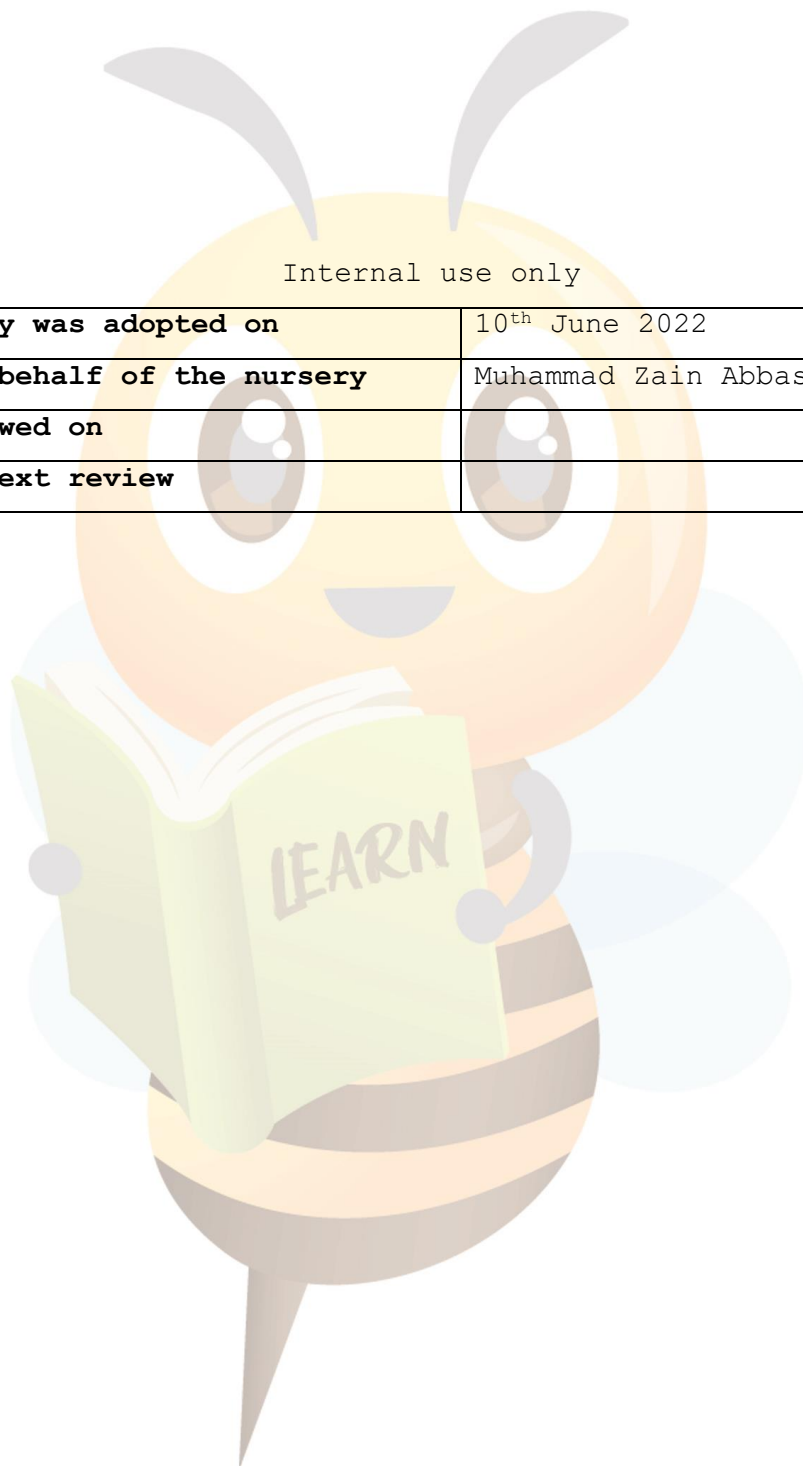
### Remember

- **Do not** try to collect personal belongings on evacuating the building
- **Do not** attempt to go back in and fight the fire

- **Do not** attempt to go back in if any children or adults are not accounted for.

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## Health and Safety in the Office

Staff can help to prevent health problems by:

- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen
- Maintaining a good posture
- Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach
- Changing position regularly
- Using a good keyboard and mouse technique with wrists straight and not using excessive force
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light
- Adjusting the screen controls to prevent eyestrain
- Keeping the screen clean
- Reporting to their manager any problems associated with use of the equipment
- Planning work so that there are breaks away from the workstation.

Seating and posture for typical office tasks:

- Good lumbar support
- Seat height and back adjustability
- No excess pressure on underside of thighs and backs of knees
- Foot support if needed
- Space for postural change, no obstacles under desk
- Forearms approximately horizontal
- Minimal extensions, flexion or straining of wrists
- Screen height and angle should allow for comfortable head position
- Space in front of keyboard to support hand/wrists during pauses in typing.



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## Health and Safety Statement

Mini Bees policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and a safe early learning environment in which children are cared for and learn in. We provide information, training and supervision to meet this purpose. We wish to develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out within this policy and sufficient resources will be made available to honour our commitment.

The policy will be kept up-to-date, particularly as the nursery changes in nature and size, and will be revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

### **Aims and objectives**

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery
- Establish and maintain safe working procedures amongst staff and children
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery,

to avoid hazards and contribute positively to their own health and safety, and to ensure that staff have access to regular health and safety training

- Maintain a healthy and safe nursery and safe entry and exit from it
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery
- Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments
- Maintain a safe environment for those with disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management.

We believe the risks in the nursery environment to be low but to maintain the maximum protection for children, staff and parents we consider it necessary to:

- Ensure the entrances and exits from the building, including fire exits, remain clear at all times
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothing where appropriate

- Prohibit smoking on the nursery premises
- Prohibit any contractor working on the premises without prior discussion with the officer in charge
- Prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary, and ensure no trailing wires are left around the nursery
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Wear protective clothing when cooking or serving food
- Prohibit certain foods, e.g. peanuts are not allowed in the nursery
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Ensure children are supervised at all times
- Ensure no student is left unsupervised at any time.

**Responsibility for Health and Safety in the nursery is that of:**

**M Zain Abbas/ \_\_\_\_\_.**

The manager has overall and final responsibility for this policy being carried out at Mini Bees.

The deputy nursery manager will be responsible in his/her absence.

All employees have the responsibility to co-operate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to put right, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the Manager.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees, this will include health and safety matters.

### Health and safety training

Person responsible for monitoring staff training is \_\_\_\_\_.

#### Training table:

Area	Training required	Who
First aid paediatric	Course	All staff
Dealing with blood	In house training/course	All staff and students
Area	Training required	Who
Safeguarding	Child protection	Manager/ staff trained in-house
Risk assessment	Risk assessment in the workplace	Manager
Fire safety procedures	Course	Manager
Use of fire extinguisher	In house training/course	All staff where possible
Manual handling	In house training/course	All staff and students
Stress awareness and management	In house training/course	All staff
Changing of nappies	In house training	All staff and students
Fire warden duties	External course	Fire Warden

At least one member of staff on duty MUST hold a full First Aid Paediatric.

### Health and safety arrangements

- All staff are responsible for general health and safety at Mini Bees.
- Risk assessments are to be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment.



- All outings away from Mini Bees will have to include a prior risk assessment – more details are included in our outings policy.
- All equipment and areas will be checked thoroughly by staff before children access the area. These checks are recorded in each room and initialled by the staff responsible. All unsafe areas will be rectified by this member of staff to ensure the safety of children, if this cannot be achieved the manager must be notified immediately.
- We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and basic care needs, e.g. easy to access toilet area and fresh drinking water.
- Mini Bees will adhere to Control Of Substances Hazardous to Health (COSHH) guidelines to ensure all children, staff, parents and visitors are safe around any chemicals we may use on the premises.
- All staff and students will receive appropriate training in all areas of health and safety which will include risk assessments, manual handling and fire safety.
- We have a accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident.
- We have a fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the Mini Bees. This is to be shared with all staff, students, parents and visitors.
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates as with all policy changes as and when they happen
- Staff and parents are able to contribute to any policy through the suggestion scheme and during the regular meetings held at Mini Bees.

Internal use only

<b>This policy was adopted on</b>	10 <sup>th</sup> June 2022
<b>Signed on behalf of the nursery</b>	Muhammad Zain Abbas
<b>Last reviewed on</b>	
<b>Date for next review</b>	

## Healthy Workplace

The nursery is committed to providing a workplace which supports and encourages a healthy staff team through sharing information, training and family friendly issues.

### **Dress code**

Staff must follow our dress code at all times.

### **Staff breaks**

It is the responsibility of the nursery manager to ensure that all staff working five hours or more take a break of 20 minutes, 30 minutes or 60 minutes dependant on hours worked and ensuring that ratios are maintained.

Staff under 18 require a break of 30 minutes in circumstances where they work 4.5 hours a day. All breaks should be taken away from an employee's normal work area (where this is applicable).

### **Personal hygiene**

Staff must follow the personal hygiene code at all times and encourage children to adopt the same good personal hygiene code themselves.

All hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses and after contact with animals.

After noses have been wiped the tissue must be disposed of hygienically and hands should be washed.

### **Cleaning**

The nursery is committed to providing a safe, happy, and healthy environment for children to play, grow and learn. Cleanliness is a vital step to ensure this. The nursery will be cleaned every evening and regular checks will be made in the bathrooms - these will be cleaned at least daily (more if necessary). The nappy changing facility will be cleaned after every use. Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care.

### **Kitchen**

Staff need to be aware of the basic food hygiene standards through appropriate training and this will be reviewed every three years.

- Fridges to be cleaned out weekly
- Microwave to be cleaned after each use
- Oven to be cleaned out regularly and recorded
- Freezers to be cleaned out every three months and recorded
- All cupboards to be cleaned out monthly
- Fridge and freezer temperatures must be recorded first thing by the responsible person/cook opening up and last thing at night
- All food to be covered at all times in and out of the fridge and dated to show when each product was opened
- Care must be taken to ensure that food is correctly stored in fridges
- When re-heating food it should be done until over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. Food prepared on the premises must be checked with the probe thermometer before serving
- Food served but not used immediately should be appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food should be discarded immediately
- All opened packets to be dated when opened and placed in an airtight container e.g. baby food, raisins, cereal etc.
- Blended food should be placed in suitable airtight containers, named and dated
- Surfaces to be cleaned with anti-bacterial spray
- Only appropriate coloured kitchen cloths to be used (please follow the chart on the wall). These must be washed daily on a hot wash
- Windows protected by fly guards to be opened as often as possible along with the vents
- All plugs to be pulled out of their sockets at the end of each day and switches switched off where practicable (with the exception of the fridge and freezer)
- Children must NOT enter the kitchen except for supervised cooking activities
- Doors/gates to the kitchen to be kept closed/locked at all times.

#### **Baby room**

- Bottles of formula milk will only be made up as and when the child needs them. These should be cooled to below 21°C and tested with a sterilised thermometer to ensure they are an appropriate temperature for the child to drink safely
- Following the Department of Health guidelines, we will only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We will not use cooled boiled water and reheat
- Bottles and teats will be thoroughly cleaned with hot soapy water and sterilised after use (they will not be washed in the dishwasher)
- Bottles will be disposed of after two hours
- A designated area is available for mothers who wish to breastfeed their babies or who wish to express milk
- Labelled mother's breast milk will be stored in the fridge
- If dummies are used, they will be cleaned and sterilised. This also applies to dummies which have been dropped
- All dummies will be stored in separate labelled containers to ensure no cross-contamination occurs
- Sterilisers will be washed out daily.

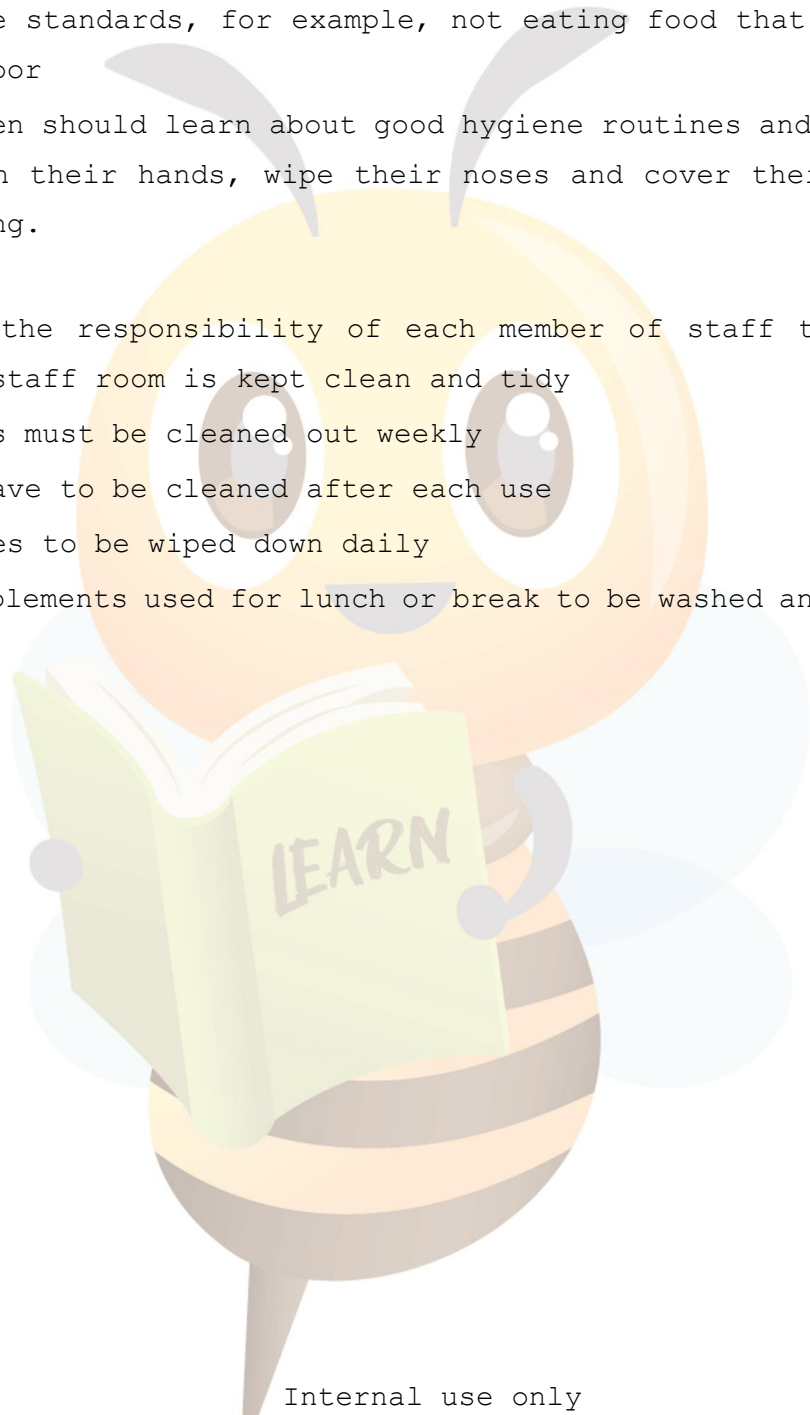
### **Nursery**

- Staff must be aware of general hygiene in the nursery and ensure that high standards are kept at all times
- Regular toy washing rotas must be established in all rooms and recorded. Toys should be washed with sanitising fluid
- Floors should be cleaned during the day when necessary. Vacuum cleaner bags (where used) should be changed frequently
- Staff are requested to use the appropriate coloured mop for the task or area (see chart on wall) and mop heads should be washed in a separate wash at least weekly
- Face cloths should be washed on a hot wash after every use and not shared between children
- Highchairs must be cleaned thoroughly after each use. Straps and reins must be washed weekly
- Each child should have its own cot sheet which should be washed at the end of each week or whenever necessary
- All surfaces should be kept clean and clutter free

- Children must always be reminded to wash their hands after using the bathroom and before meals. Staff should always encourage good hygiene standards, for example, not eating food that has fallen on the floor
- Children should learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.

#### Staff rooms

- It is the responsibility of each member of staff to ensure that their staff room is kept clean and tidy
- Fridges must be cleaned out weekly
- Microwave to be cleaned after each use
- Surfaces to be wiped down daily
- All implements used for lunch or break to be washed and tidied away.



Internal use only

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<b>Signed on behalf of the nursery</b>	Muhammad Zain Abbas
<b>Last reviewed on</b>	
<b>Date for next review</b>	



## **Immunisation**

We recognise, where possible, that children are vaccinated in accordance with their age. If children are not vaccinated, it is the responsibility of the parents to inform the nursery to ensure that children/staff/parents are not exposed to any unnecessary risks of any sort. The nursery manager must be aware of any children who are not vaccinated within the nursery in accordance with their age.

Parents need to be aware that some children will not be vaccinated in the nursery. This may be due to their age, medical reasons or parental choice. Our nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents.

Information regarding immunisations should be recorded on children's registration documents and updated as and when necessary, including when the child reaches the age for the appropriate immunisations.

### **Staff vaccinations policy**

It is the responsibility of all staff to ensure they keep up to date with their vaccinations for:

- Tetanus
- Tuberculosis
- Rubella
- Measles
- Hepatitis
- Polio.

If a member of staff is unsure as to whether they are up to date, then we recommend that they visit their GP or practice nurse for their own good health.

### **Emergency information**

*Emergency information must be kept for every child and should be updated every six months with regular reminders to parents in newsletters, at parents' evenings and a reminder notice on the Parent Information Board.*

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## **Inclusion and Equality**

### **Statement of intent**

The nursery takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. The nursery is committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs. Discrimination on the grounds of gender, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin, or political belief has no place within this nursery.

A commitment to implementing our inclusion and equality policy will form part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Nursery Manager at the earliest opportunity.

### **The legal framework for this policy is based on:**

- Equality Act 2010
- Children Act 2004
- Care Standards Act 2002
- Childcare Act 2006
- Special Educational Needs and Disability Act 2001.

### **The nursery and staff are committed to:**

- Recruiting, selecting, training and promoting individuals on the basis of occupational skills requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, sex, gender reassignment, disability, marriage or civil partnership, race, religion or belief, sexual orientation and pregnancy or maternity which cannot be justified as being necessary for the safe and effective performance of their work or training
- Providing a childcare place, wherever possible, for children who may have learning difficulties and/or disabilities or are deemed disadvantaged according to their individual circumstances, and the nursery's ability to provide the necessary standard of care

- Striving to promote equal access to services and projects by taking practical steps, (wherever possible and reasonable) such as ensuring access to people with additional needs and by producing materials in relevant languages and media for all children and their families
- Providing a secure environment in which all our children can flourish and all contributions are valued
- Including and valuing the contribution of all families to our understanding of equality, inclusion and diversity
- Providing positive non-stereotypical information
- Continually improving our knowledge and understanding of issues of equality, inclusion and diversity
- Regularly reviewing childcare practice to ensure the policy is effective and practices are non-discriminatory
- Making inclusion a thread, which runs through the entirety of the nursery, for example, by encouraging positive role models through the use of toys, imaginary play and activities, promoting non-stereotypical images and language and challenging all discriminatory behaviour (see dealing with discriminatory behaviour policy).

### **Admissions/service provision**

The nursery is accessible to all children and families in the local community and further afield through a comprehensive and inclusive admissions policy.

The nursery will strive to ensure that all services and projects are accessible and relevant to all groups and individuals in the community within targeted age groups.

### **Recruitment**

All members of the selection group will be committed to the inclusive practice set out in this policy and will have received appropriate training in this regard.

Application forms will be sent out along with a copy of the equal opportunities monitoring form. Application forms will not include questions that potentially discriminate against the grounds specified in the statement of intent.

At interview, no questions will be posed which potentially discriminate against the grounds specified in the statement of intent. All candidates will be asked the same questions, and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates will be given the opportunity to receive feedback on the reasons why they were not successful.

### **Staff**

It is the policy of Mini Bees not to discriminate in the treatment of individuals. All staff are expected to co-operate with the implementation, monitoring and improvement of this and other policies. All staff are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the grounds as specified in this policy. All staff are expected to participate in equality and inclusion training.

### **Training**

The nursery recognises the importance of training as a key factor in the implementation of an effective inclusion and equality policy. The nursery will strive towards the provision of inclusion, equality and diversity training for all staff on a regular basis.

### **Early learning framework**

Early learning opportunities offered in the nursery encourage children to develop positive attitudes to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

We do this by:

- Making children feel valued and good about themselves
- Ensuring that all children have equal access to early learning and play opportunities
- Reflecting the widest possible range of communities in the choice of resources
- Avoiding stereotypical or derogatory images in the selection of materials
- Acknowledging and celebrating a wide range of religions, beliefs and festivals
- Creating an environment of mutual respect and empathy



- Helping children to understand that discriminatory behaviour and remarks are unacceptable
- Ensuring that all early learning opportunities offered are inclusive of children with learning difficulties and/or disabilities and children from disadvantaged backgrounds
- Ensuring that children whose first language is not English have full access to the early learning opportunities and are supported in their learning.

#### Food

- We work in partnership with parents to ensure that the medical, cultural and dietary needs of children are met
- We will help children to learn about a range of food and cultural approaches to mealtimes and to respect the differences among them.

#### Meetings

- Meetings will be arranged to ensure that all families who wish to, may be involved in the running of the nursery
- Information about meetings and activities will be communicated in a variety of ways according to individual needs (written, verbal and translated), to ensure that all parents have information about access.

Internal use only

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## **Infection Control**

Viruses and infections can be easily passed from person to person by breathing in air containing the virus, which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

The best way to prevent a virus or infection from moving around the nursery environment is to maintain high hygiene standards in the nursery. To do this we will follow the guidance below:

- Ensure all children use tissues when coughing and sneezing to catch all germs
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of
- Encourage all children to do the above by discussing the need for good hygiene procedures in helping them to stay healthy
- Staff will all wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately
- All potties and changing mats are cleaned and sterilised before and after each use
- Toilets are cleaned at least daily
- Staff are to remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this
- All toys, equipment and resources will be cleaned on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine
- All equipment used by babies and toddlers will be washed or cleaned as and when they need it - this includes when the children have placed it in their mouth
- Dummies will be stored in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children

- If a dummy or bottle falls on the floor or is picked up by another child, this is cleaned immediately and sterilised where necessary
- Individual bedding will be used by children and labelled. This will be washed at least once a week and not used for any other child
- Parents and visitors will be required to remove all outdoor footwear or use shoe covers when entering rooms where children may be crawling or sitting on the floor
- All staff and children will be required to wear specific indoor shoes or slippers whilst inside the rooms
- When children are ill we will follow the sickness and illness policy to prevent the spread of any infection in the nursery. Staff are also requested to stay at home if they are contagious
- The nursery manager retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of the nursery
- Parents will be made aware of the need for these procedures in order for them to follow these guidelines whilst in the nursery
- Periodically each room in the nursery will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises
- The nursery will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilizing fluid are maintained at all times and increased during the winter months or when flu and cold germs are circulating.

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### **Late Collection and Non-collection**

All parents agree an approximate arrival time at the nursery and are informed of procedures on what to do if they expect to be late. This includes:

- Calling the nursery as soon as possible to advise of their situation
- Asking a designated person to collect their child wherever possible
- Informing the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate the distress that may be caused by this situation
- If the designated person is not known to the nursery staff the parent must provide a detailed description of this person, including their date of birth where known. This designated person must know the individual child's safety password in order for the nursery to release the child into their care. This is the responsibility of the parent.

In the instance of a child not being collected from the nursery after a reasonable amount of time (½ hour) has been allowed for lateness, the following procedure will be initiated by staff:

- Inform the Admin Manager if a child has not been collected
- The manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the parents will be contacted on the numbers provided for their mobile, home or work. If this fails, the emergency contacts will then be contacted as per the child's records
- The manager/staff member on duty in charge and one other member of staff must stay behind with the child (if it falls outside normal operating hours). During normal operating times, staff ratios must be met and planned for accordingly
- If the parents still have not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls need to be logged on a full incident record

- In the event of no contact being made after one hour has lapsed, the person in charge will ring the Social Services Emergency Duty Team and Ofsted to advise them of the situation
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child. The child's welfare and needs will be met at all times
- In order to provide this additional care a late fee will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.





## Important Contact Number

### Hackney Children's Social Care Services

- Multi Agency Safeguarding Hub ( MASH) : 020 8356 5500/4844
- Out of Hours: 020 8356 2710/2346
- MASH@hackney.gov.uk
- <https://hackney.gov.uk/child-protection>

### Designated Officer for the Local Authority (LADO)

- 020 8356 4569/8082
- LADO@hackney.gov.uk

### Hackney Learning Trust

- Safeguarding in Education Team: 020 8820 7276
- MAT Co-ordinator: 020 8820 7002

### Ofsted

- 03001231231

### Hackney & City Safeguarding Children Partnership

- 020 8356 4183

### Child Abuse Investigation Team (CAIT) @ Police

- 020 8217 6552

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## Nursery fee policy

On registering a child with the nursery, a contracting parent will sign to say they agree with the nursery policy on fee payment.

Fees are payable weekly/monthly in advance (clear funds should be received at least 5 working days before the sessions commencement). We also require a fix deposit of £300 (refundable subject to up-to-date fee payments and one month notice in writing for end of contract) is payable along with **£50 registration fee (non-refundable) at the time of registration**.

In all cases fees are payable weekly/monthly in advance (at least 5 working days prior to commencement of the sessions) and cover all sessions for which the child is enrolled - including any absence due to any reasons (including illness or any other reasons i.e., bank holidays, inset days or planned closures according to our annual calendar).

We understand that the cost of childcare may seem expensive to parents / carers and therefore we continue to strive to be the most affordable local nursery; however, providing a high quality, safe and stimulating service for children is not cheap. To ensure continued high standards and sustainability of the setting we ask parents and carers to comply with this policy in respect of the fees payment. Fees are payable weekly/monthly in advance (must be paid at least 5 working days before your session starts). If your child is absent from the nursery due to sickness, holiday or you miss any sessions for any reason, the full fees will be still payable. The monthly fees are calculated by multiplying the weekly figure by 4.33 (average 4.33 weeks in a month). You are still required to pay full fee as normal for bank holidays or another other planned holidays according to our annual calendar. To secure a place for your child we require a £50 administration fee (non-refundable) and £300 deposit (refundable subject to terms and conditions). The deposit is not refundable if you decide not to take up your child's place. Fees are reviewed annually.

**ABSENCE:** At Mini Bees you pay for your child's place and not for their attendance due to Nursery overheads still being incurred. There will be no reduction for sickness or occasional days off.

### **Funding Available**

There are a number of funding options to help parents/carers with childcare costs.

Parents may use one of the following schemes:

Tax-free childcare - for working families

Universal credit - for working families

Tax credit - for working families

Student loan childcare grant

Any one of the schemes can be used with Free Hours of Childcare

For 2 year olds - for families getting certain government support (15 hours free childcare)

For 3 & 4 year olds - for all families (15 hours free childcare)

For 3 & 4 year olds - for working families (30 hours free childcare)

For full details visit: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **Late and Non-Payment of Fees Policy**

The nursery would try to avoid any situation which would lead to a dispute between the nursery and the parent over the late payment or, in extreme cases, non-payment of fees. The parents must understand that non-payment of fees may jeopardise the place. We accept payments to our Nursery bank account, and in cash (a receipt must be collected at the time of payment).

If the payment has not been settled in full in 4 weeks, the Nursery can then demand that the parents of the child withdraw the nursery place until all monies have been settled in full.

After 8 weeks of Non-payment court proceedings will be initiated. All legal and court costs will be included in the final bill amount outstanding including any tracing fees.

**You will be charged f5 pound of fine per day until the clear funds are received.**

If parents at any time experience payment difficulties please talk to the Nursery Manager, who will endeavour to help with any situation. If the child no longer wish to use the place or if you would like to reduce your sessions/time, parents must agree to give one months' notice of their intention in writing via email to [info@minibeeshildcare.co.uk](mailto:info@minibeeshildcare.co.uk) and should understand that they will be required to pay the fees due during the whole notice period.

The fees may be subject to periodic reviews, increases will be notified at least one month in advance.

#### **Deposit Policy**

The Nursery, accepting the child for the privately paying place, is asking for a fixed f300 deposit, which must be paid as soon as possible before the first full day in the Nursery.

The deposit is fully refundable at the time of leaving the Nursery, subject to full fee payment on time and one months' notice in writing via email to [info@minibeeshildcare.co.uk](mailto:info@minibeeshildcare.co.uk).

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**LOOKED AFTER CHILDREN POLICY**

**(Children in Care)**

(To be run in conjunction with Inclusion, Equal Opportunities and SEN Policies)

We aim to create an environment that acknowledges, promotes and celebrates the differences that exist in our society today, ensuring that all children and their families have equal opportunities, equal access and are treated with equal concern.

The preschool will liaise with other professionals in providing an environment for care and learning for all children.

Progress will be monitored by our Key persons and SENCO and cascaded to relevant professionals. Information will be gathered from other professionals relayed into our planning for the individual needs of any children.

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### Lost Child Procedure from Nursery

In the unlikely event of a child going missing within/from the nursery, the following procedure will be implemented immediately:

- The nursery admin manager will be informed immediately, and all staff presents will be informed and deployed to start an immediate thorough search of the nursery, followed by a search of the surrounding area, ensuring that all other children remain supervised, calm and supported throughout
- The manager will carry out a second search of the area
- If the child has still not been accounted for, the manager will contact the police
- The manager will also contact the parents of the missing child
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery
- The manager will meet the police and parents
- The manager will then await instructions from the police
- Any incidents must be recorded in writing as soon as practicably possible
- Ofsted must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience, management will provide this
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring to be reduced.

Internal use only

<b>This policy was adopted on</b>	10 <sup>th</sup> June 2022
<b>Signed on behalf of the nursery</b>	Muhammad Zain Abbas
<b>Last reviewed on</b>	
<b>Date for next review</b>	

## Lost Child Procedure for Outings

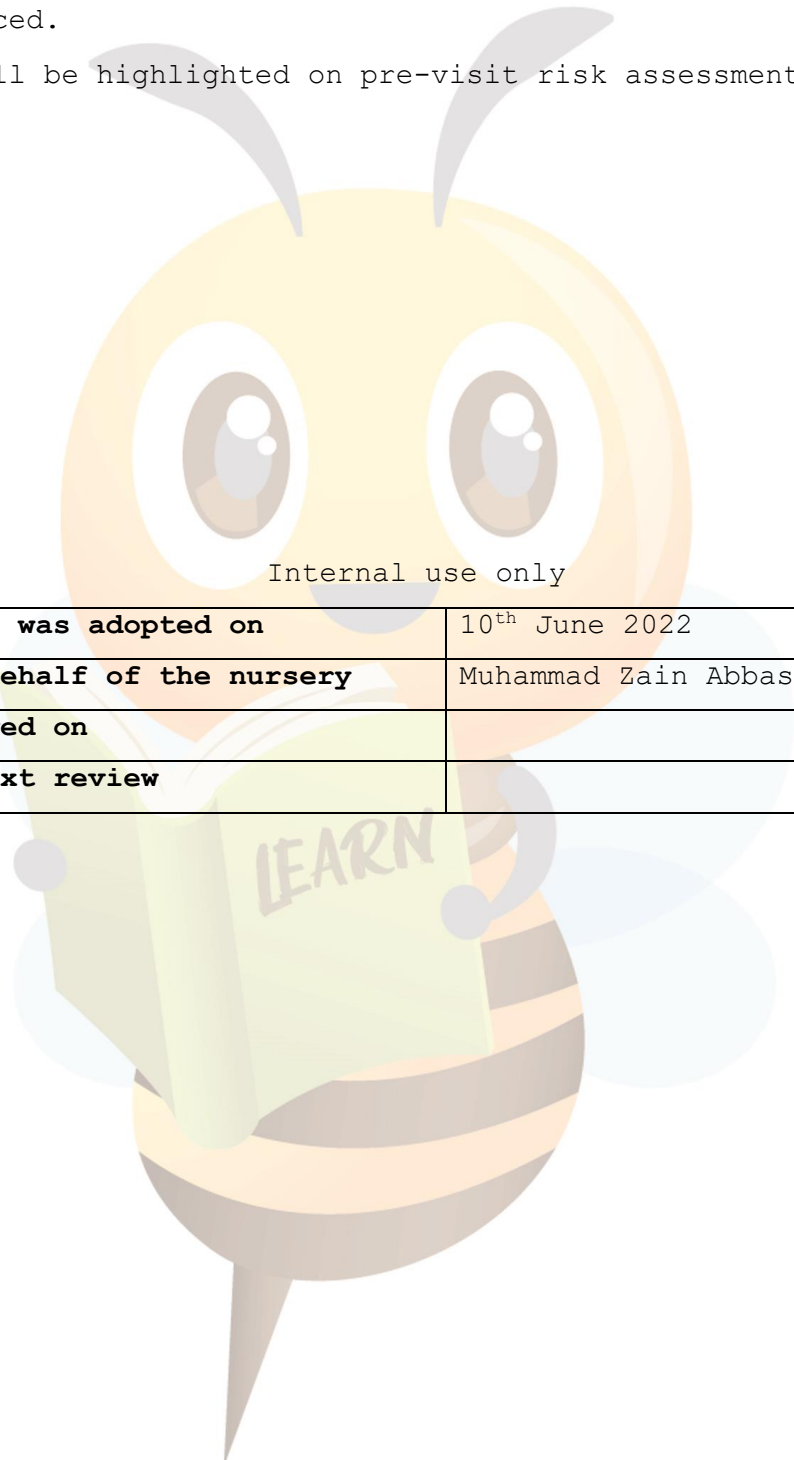
During an outing arranged by Mini Bees regular head counts are carried out on children throughout. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately:

- The organiser will be informed immediately, and all staff presents will be informed and deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout
- If appropriate, on-site security will also be informed and a description given
- In the event of a child not being found, the designated person in charge will immediately inform the police
- The designated person in charge will then inform Mini Bees who will contact the child's parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge
- Staff from Mini Bees will be sent to assist the safe return of the other children where appropriate
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children
- At least one member of staff will remain at the scene whilst others return to Mini Bees with the children. This member of staff will continue searching
- The remaining member of staff will meet the police and parents when they arrive at a designated point
- Any incidents must be recorded in writing as soon as practicably possible
- Ofsted must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience, management will provide this

- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring to be reduced.
- This will be highlighted on pre-visit risk assessments.

Internal use only

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## Manual Handling

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risks of injury. A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the nursery's manual handling policy.

*Remember - lifting and carrying children is different to carrying static loads and therefore manual handling training should reflect this. All staff will receive training in manual handling within their first year of employment and will receive ongoing training as appropriate.*

### **Preventing injuries**

As with other health and safety issues, the most effective method of prevention is to eliminate the hazard - in this case, to remove the need to carry out hazardous manual handling. For example, it may be possible to re-design the workplace so that items do not need to be moved from one area to another.

However, this is not possible for lifting children. Where manual handling tasks cannot be avoided, they must be assessed as part of the risk assessment. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

As part of a manual handling assessment the following should be considered:

- The tasks to be carried out
- The load to be moved (remember to think about the children moving at this point)
- The environment in which handling takes place
- The capability of the individual involved in the manual handling.

A number of factors increase the risk of manual handling injuries, and these should be considered and controlled. The following paragraphs offer a number of suggestions.

## Correct lifting procedure

### Planning and procedure

- Think about the task to be performed and plan the lift
- Consider what you will be lifting, where you will put it, how far you are going to move it and how you are going to get there
- Never attempt manual handling unless you have read the correct techniques and understood how to use them
- Ensure that you are capable of undertaking the task - people with health problems and pregnant women may be particularly at risk of injury
- Assess the size, weight and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going
- Assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment e.g. a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads
- If more than one person is involved, plan the lift first and agree who will lead and give instructions
- Plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring
- Lighting should be adequate
- Control harmful loads - for instance, by covering sharp edges or by insulating hot containers
- Check whether you need any Personal Protective Equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear
- Consider a resting point before moving a heavy load or carrying something any distance.

### Carrying children

- If the child is old enough, ask them to move to a position that is easy to pick up, and ask them to hold onto you as this will support you and the child when lifting



- Do not place the child on your hip, carry them directly in front of you in order to balance their weight equally
- Wherever possible, avoid carrying the child a long distance
- Where a child is young and is unable to hold onto you, ensure you support them fully within your arms
- Avoid carrying anything else when carrying a child. Make two journeys or ask a colleague to assist you
- If a child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the child before continuing
- Students and pregnant staff members will not carry children.

### **Position**

- Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself (or turn the load around) so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.

### **Lifting**

Always lift using the correct posture:

- Bend the knees slowly, keeping the back straight
- Tuck the chin in on the way down
- Lean slightly forward if necessary and get a good grip
- Keep the shoulders level, without twisting or turning from the hips
- Try to grip with the hands around the base of the load
- Bring the load to waist height, keeping the lift as smooth as possible.

### **Moving the child or load**

- Move the feet, keeping the child or load close to the body
- Proceed carefully, making sure that you can see where you are going
- Lower the child or load, reversing the procedure for lifting
- Avoid crushing fingers or toes as you put the child or load down

- If you are carrying a load, position and secure it after putting it down
- Make sure that the child or load is rested on a stable base and in the case of the child ensure their safety in this new position
- Report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.

### **The task**

- Carry children or loads close to the body, lifting and carrying the load at arm's length increases the risk of injury
- Avoid awkward movements such as stooping, reaching or twisting
- Ensure that the task is well designed and that procedures are followed
- Try never to lift loads from the floor or to above shoulder height. Limit the distances for carrying
- Minimise repetitive actions by re-designing and rotating tasks
- Ensure that there are adequate rest periods and breaks between tasks
- Plan ahead - use teamwork where the load is too heavy for one person.

### **The environment**

- Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable
- Remove obstructions and ensure that the correct equipment is available.

### **The individual**

- Never attempt manual handling unless you have been trained and given permission to do so
- Ensure that you are capable of undertaking the task - people with health problems and pregnant women may be particularly at risk of injury.

Internal use only

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<b>Signed on behalf of the nursery</b>	Muhammad Zain Abbas
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## Medication

When dealing with medication of any kind in the nursery, strict guidelines should be followed.

### Prescription medication

- Prescription medicine can only be given to the person named on the bottle for the dosage stated
- Medicines should be in their original containers
- Those with parental responsibility of any child requiring prescription medication should allow a senior member of staff to have sight of the bottle. The staff member should note the details of the administration on the appropriate form and another member of staff should check these details
- Those with parental responsibility should give prior written permission for the administration of each and every medication. However, we will except written permission once for a whole course of medication or for the ongoing use of a particular medication under the following circumstances:
  - The written permission is only acceptable for that brand name of medication and cannot be used for similar types of medication, e.g., if the course of antibiotics changes, a new form will need to be completed
  - The dosage on the written permission is the only dosage that will be administered. We will not give a different dose unless a new form is completed
  - Parents should notify us IMMEDIATELY if the child's circumstances change, e.g., a dose has been given at home, or a change in strength/dose needs to be given.
- The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by a doctor's letter
- The parent should be asked when the child had last been given the medication before coming to nursery; this information will be recorded on the medication form. Similarly, when the child is picked up, the parent or guardian must be given precise details of the times and dosage given throughout the day. The parent's signature must be obtained at both times

- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. (It is important to note that staff working with children are not legally obliged to administer medication)
- If the child refuses to take the appropriate medication, then a note should be made on the form
- Where medication is "essential" or may have side effects, discussion with the parent should take place to establish the appropriate response
- Wherever possible ask parents to request that GPs prescribe the least number of doses per day, i.e., three x daily, rather than four x daily.

#### **Non-prescription medication**

- The nursery will administer non-prescription medication for a period of three days, dependant on the medication or the condition of the child. After this time medical attention should be sought
- If the nursery feels the child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse nursery care until the child is seen by a medical practitioner
- If a child needs liquid paracetamol or similar medication during their time at nursery, such medication should be treated as prescription medication with the \*onus being on the parent to provide the medicine
- On registration, parents will be asked if they would like to fill out a medication form for a specific type of liquid paracetamol, which can be given in the case of an increase in the child's temperature. This form will state the dose to be given, the circumstances in which this can be given e.g., the temperature increase of their child, the specific brand name or type of liquid paracetamol and a signed statement to say that this may be administered in an emergency if they CANNOT contact the parent
- If a child does require liquid paracetamol during the day and the parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication based on the time the child has been in the nursery, the



circumstances surrounding the need for this medication and the medical history of the child on their registration form

- For any non-prescription cream for skin conditions e.g., Sudocreme, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- As with any kind of medication, staff will ensure that the parent is informed of any non-prescription medicines given to the child whilst at the nursery, together with the times and dosage given
- The nursery DOES NOT administer any medication unless prior written consent is given for each and every medicine
- In the case of medication that may need to be given to a child due to them becoming ill during the day, e.g., liquid paracetamol for temperature reduction, parents will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being given.

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff unless appropriate medical training is given to each member of staff caring for this child. If this causes a problem in providing appropriate care of a child, please consult.

### **Staff medication**

The first aid box for staff should be kept in a readily accessible position, but out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressing,

bandages, and eye pads. No other medical items, such as paracetamol should be kept in the first aid box.

### **Storage**

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is always out of reach of all children and under supervision. If this box is left unguarded at any time throughout the day, we have a procedure in place to ensure the safety of any child or adult in the nursery, including visitors, parents and siblings able to access the area.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will always remain out of children's reach and under supervision.

Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

All medications should be in their original containers, or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

Internal use only

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<b>Last reviewed on</b>	
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### **Mobile Phone and Social Networking**

We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. Therefore, mobile phones are not to be used during working hours.

We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the nursery view the staff.

Staff must adhere to the following:

- Mobile phones are not to be turned on during your working hours
- Mobile phones can only be used on a designated break and then this must be away from the children
- Mobile phones should be stored safely in staff lockers at all times during the hours of your working day
- During outings, staff will use mobile phones belonging to the nursery wherever possible. No photographs should be taken of the children on any phones, either personal or nursery-owned
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery
- If staff choose to allow parents to view their page on social networking sites, then this relationship must remain professional at all times
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

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## **NAPPY CHANGING POLICY**

Parents are asked to supply nappies and wet wipes for their child. Children wearing nappies may be changed midway through each session to keep them comfortable and avoid nappy rash. They will also be changed as necessary if they have soiled or are considered to be over wet. Remember to talk/sing and engage the child in what you are doing, as this is an excellent bonding process. The changing takes place in the bathrooms. If a child comes in with a full nappy, we will ask the parent to change them.

### **Nappy Procedure**

Encourage the child you are changing to get their nappy bags and join you in the changing area, ensure that you are wearing an apron. Engage with the child talking and making the experience comfortable for them. Wipe the mat down with antibacterial and place the child safely upon it. Remove nappy appropriately and dispose of in the nappy bin. Clean the child with their wipes and dispose in nappy bin. Dispose of gloves in nappy bin. Put clean nappy on. Remove child from mat and wash both your hands and the hands of the child after the area has been made clean and safe. This includes spraying antibacterial on the mat and wiping down with paper towels. Remove apron. Record on nappy changing sheets provided.

### **Toilet Training**

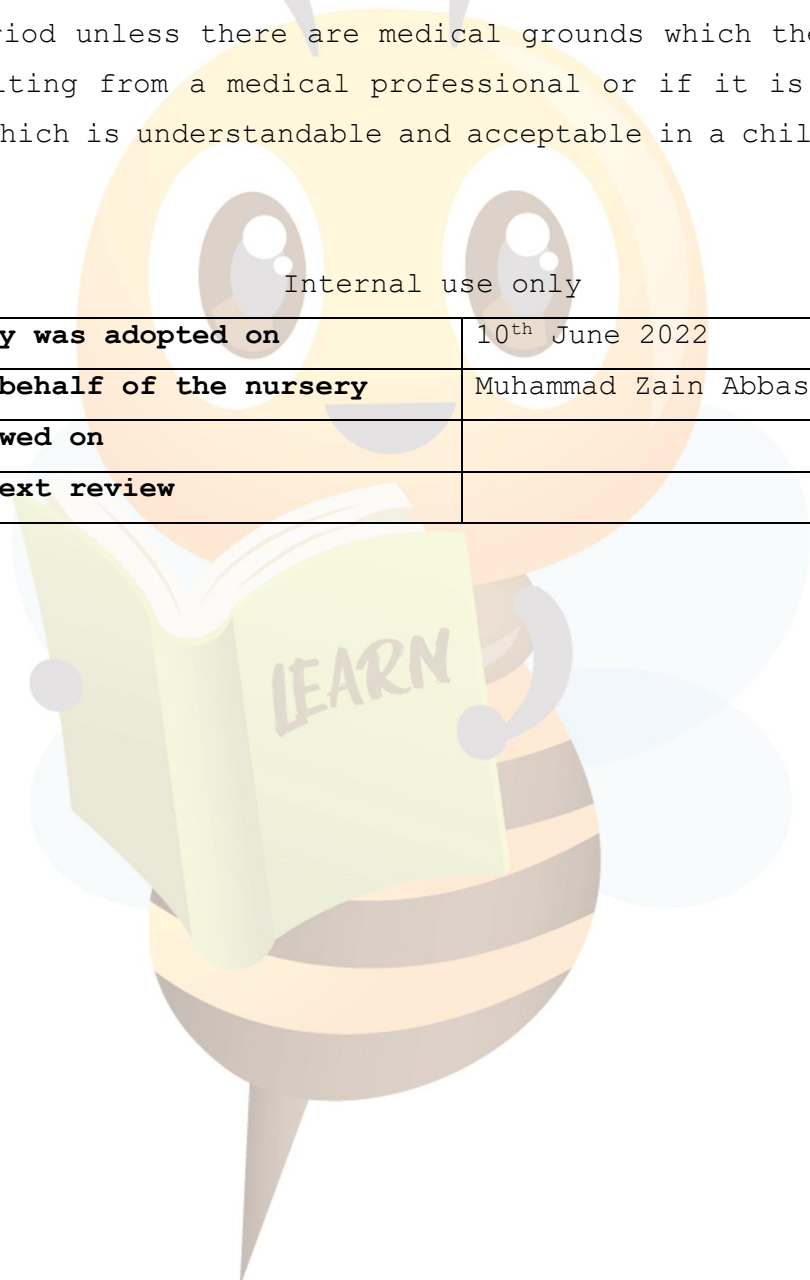
All level 3 staff at Nursery are experienced in helping parents decide if their child is ready for toilet training. Please do not hesitate to ask for advice or support. Children are encouraged to use the toilet and we do not supply a potty in the nursery school to minimise the spread of infection. Good hygiene practices are always followed at the nursery and the children are shown how to use the toilet and how to wash their hands each time they have used the toilet. 'Accidents' will be dealt with calmly, sympathetically and in a way which does not make the child feel they have done anything wrong.

Nappies are changed at the nursery and children are accepted at the nursery school in nappies to enable the younger children to attend the nursery and to settle into a new environment. This service is for

children under three years and all children over this age group will be encouraged to be potty trained. We aim to have all children out of nappies by the age of three, but this can vary depending on the child as they all develop at their own pace. Due to the level of staff to child ratio required in the setting it is not safe or in the best interests of the child to continue to offer this service beyond the initial period unless there are medical grounds which the nursery must have in writing from a medical professional or if it is an occasional accident, which is understandable and acceptable in a childcare setting.

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## No Smoking Policy

Children's health and well-being is of the utmost importance for the nursery. Smoking has proved to be a health risk and therefore in accordance with legislation, the nursery operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places.

You are respectfully required to abstain from smoking whilst on the premises. This rule also applies to staff, students, parents, carers, visitors, contractors etc.

Staff accompanying children outside the nursery are not permitted to smoke. We also request that parents accompanying nursery children on outings refrain from smoking whilst caring for the children.

Staff must not smoke whilst at the nursery premises or wearing staff badge as it is essential that staff are positive role models to children and promote a healthy lifestyle.

We respect that it is a personal choice to smoke, although as an organisation we support healthy lifestyles and therefore help staff and parents to stop smoking by:

- Providing factsheets and leaflets
- Providing information of local help groups
- Providing details of the NHS quit smoking helpline - [www.smokefree.nhs.uk](http://www.smokefree.nhs.uk)
- Offering information regarding products that are available to help stop smoking
- Offering in-house support.

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## Nursery Operational Plan

Mini Bees provides quality affordable childcare for the local community. Quality childcare brings benefits for the whole community; enabling parents to return to work and combine employment with family life and enabling employers to retain and recruit employees from the local community.

We want parents to feel confident about the quality of care that is provided for their child in order for parents to work without concern for their child's health, welfare and early learning.

In order for Mini Bees to run effectively and efficiently serving local community needs, it is important that an operational plan is produced and implemented. It is envisaged that this plan will become a blueprint for managing the nursery. It describes how the nursery will be run and what type of service will be provided, it will translate what is actually going to happen in the nursery, the structure of the nursery, who is responsible and guidance on practices and procedures.

It is envisaged that this plan may then be used by the nursery manager, staff, parents and outside agencies to assess the quality of the service provided and how it will be operated. Furthermore, staff may also use the plan as a quality tool of reference for general day-to-day practice.

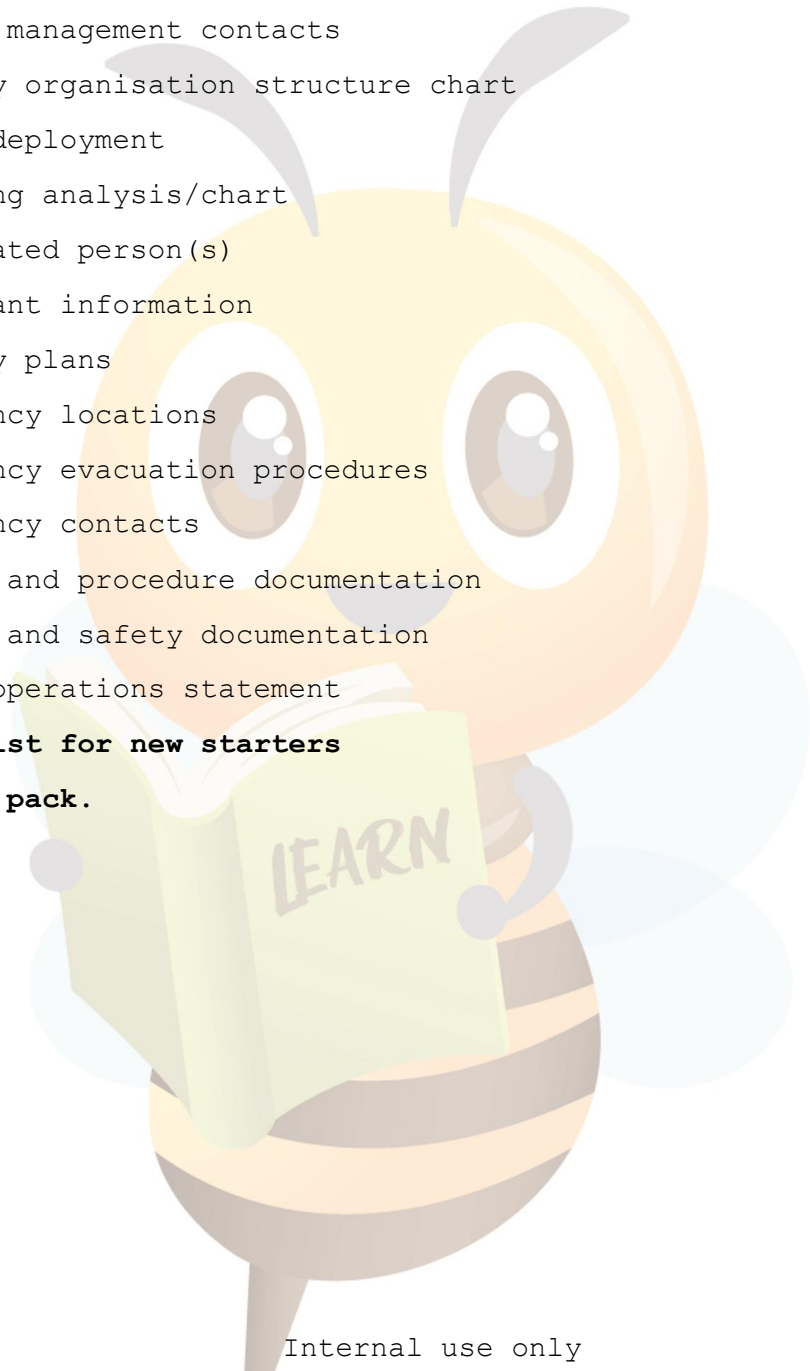
We understand that it is important that this plan is reviewed on a regular basis, using reflective practice, and any necessary changes made and implemented.

Suggested contents to be kept in your operational plan:

### **Main index**

- The Early Years Foundation Stage
- Operational plan review
- Nursery leaflet
- Mission and vision statement
- Care objectives

- Inspection report
- Organisation structure
- Senior management contacts
- Nursery organisation structure chart
- Staff deployment
- Training analysis/chart
- Designated person(s)
- Important information
- Nursery plans
- Emergency locations
- Emergency evacuation procedures
- Emergency contacts
- Policy and procedure documentation
- Health and safety documentation
- Daily operations statement
- **Checklist for new starters**
- **Parent pack.**



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## Nutrition and Mealtimes

Mealtimes should be a happy, social occasion for children and staff alike. Positive interactions should be shared at these times and enjoyed. Mini Bees is committed to offering children healthy, nutritious and balanced meals and snacks which meet individual needs and requirements.

We will ensure that:

- A balanced and healthy breakfast and lunch with snack time are provided for children attending a full day at the nursery
- Snacks of fruits, milk and fresh water will be available all day for children to access.
- In the future we will have menus that will be planned in advance, rotated regularly and reflect cultural diversity and variation. These will be displayed for children and parents to view parents and children will be involved in menu planning
- We provide nutritious food at all snack and mealtimes, avoiding large quantities of fat, sugar and salt and artificial additives, preservatives and colourings
- Fresh drinking water will be constantly available and frequently offered to children and babies
- Individual dietary requirements will be respected. We will gather information from parents regarding their children's dietary needs including any allergies. Where appropriate we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual dietary plan for their child
- Staff will show sensitivity in providing for children's diets and allergies. They would 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
- Staff will set a good example and eat with the children and show good table manners. Meal and snack times will be organised so that they are social occasions in which children and staff participate in small groups. During meals and snack times children will be encouraged to use their manners and say 'please' and 'thank you' and conversation will be encouraged

- Staff will use meal and snack times to help children to develop independence through making choices, serving food and drink, and feeding themselves. Staff will support children to make healthy choices and understand the need for healthy eating
- We provide foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones. Cultural differences in eating habits will be respected
- Any child who shows signs of distress at being faced with a meal he/she does not like will have his/her food removed without any fuss. If a child does not finish his/her first course, he/she will still be given a small helping of dessert. Children not on special diets will be encouraged to eat a small piece of everything
- Children who refuse to eat at the mealtime will be offered food later in the day
- Children will be given time to eat at their own pace and not rushed
- Quantities offered will take account of the ages of the children being catered for
- We will promote positive attitudes to healthy eating through play opportunities and discussions
- No child is ever left alone when eating/drinking to ensure that there is no risk of choking.

Internal use only

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## Outdoor Play

At Mini Bees we are committed to the importance of outdoor play and physical development in all children regardless of their age and stage of development. All activities will be made accessible to children with learning difficulties and disabilities to ensure all children are able to freely and independently use the outdoor area and physical play opportunities to best effect.

Children need regular access to outdoor play in order to develop their large and small muscles, experience an environment that is different to the inside of the nursery and more importantly access sunlight in order to absorb vitamin D more effectively.

We will be taking children to the London Fields Park (30 seconds walk from the Nursery) every single day. Under the continuous supervisor of the practitioners, the outdoor time will be utilised effectively to help children develop in a variety of ways, including independence, exploration and investigative skills, risk taking and self-esteem all of which support children to develop skills for now and the future.

The nursery will ensure all areas are safe and secure through close supervision and the use of robust risk assessments and safety checks. Staff are informed of the importance of these procedures and are trained appropriately to ensure these procedures are followed effectively.

### **Wet weather**

- Parents are requested to ensure their own child dresses appropriately for the weather conditions.
- Suitable waterproof clothing i.e., splash suits and wellingtons, should be provided by the parents to enable children to be able to experience splashing in puddles, playing in the rain or snow.

### **Cold weather**

- Children will be dressed appropriately with coats, hats and gloves before playing out.

- Mini Bees has a bank of 'spare' additional clothing that can be used in emergencies to ensure the children continue to access the outdoors.

### **Staff ratios**

At all times staff: child ratios (both indoors and outdoors) will be maintained within Ofsted guidance. Should ratio's change in the event of unforeseen incidents the leader in charge will ensure ratios are maintained by collecting all staff and children together either indoors or outdoors at the leader's discretion.

Parents' permission will be sought before any child leaves the nursery during the day, this includes short outings into the local community. Please refer to the visits and outings policy for further information on this process.

All outdoor play opportunities and outings will complement the indoor activities and provide children with both adult-led and child-initiated opportunities (wherever appropriate) to enable children to learn and practice new skills, knowledge and behaviours.

The nursery will use this policy alongside the following policies to ensure the safety and welfare of children throughout their time outside.

- Health and safety
- Sun care
- Babies and toddlers
- Lost child policy
- Parents and carers as partners
- Supervision of children
- Visits and outings.

Internal use only

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## Parental involvement policy

At Mini Bees, we believe that children benefit most from early years education and care when parents and settings work together in partnership.

### Our aim

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the setting. We also aim to support parents in their own continuing education and personal development.

### Methods

In order to fulfil these aims we:

- are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- inform all parents about how the setting is run and its policies through access to written information and through regular informal communication. We check to ensure parents understand the information that is given to them.
- encourage and support parents to play an active part in the governance and management of the setting.
- inform all parents on a regular basis about their children's progress.
- involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's written developmental records.
- provide opportunities for parents to contribute their own skills, knowledge, and interests to the activities of the setting.
- inform parents about relevant conferences, workshops, and training.
- consult with parents about the times of meetings to avoid excluding anyone.

- provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language.
- hold meetings in venues that are accessible and appropriate for all.
- welcome the contributions of parents, in whatever form these may take.
- inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood.
- All parents have access to our written complaint's procedure; and provide opportunities for parents to learn about the curriculum offered in the setting and about young children's learning, in the setting and at home.

In compliance with National Standard 12, the following documentation is in place:

- admissions policy.
- complaints procedure.
- record of complaints; and
- activities provided for children.

Internal use only

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## Parents and Carers as Partners

We believe that in order for children to receive quality care and early learning that suits their individual needs, parents and staff need to work together in a close partnership. The two-way sharing of information is key to this. The nursery team welcomes parents as partners and this relationship needs to be built on trust and understanding. It is important that we, as practitioners, are able to support parents in an open and sensitive manner.

The nursery wishes to ensure parents are an integral part of the care and early learning team within the nursery.

Our policy is to:

- Recognise and support parents as their child's first and most important educators, and to welcome them into the life of the nursery
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child
- Welcome all parents into the nursery at any time
- Welcome nursing mothers. The nursery will make available a private area whenever needed to offer space and privacy to nursing mothers
- Ensure that all parents are aware of the nursery's policies and procedures. A detailed parent prospectus will be provided, and our full policy documents will be available to parents at all times available Reception and on the nursery website
- Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children
- Support parents in their own continuing education and personal development and inform them of relevant conferences, workshops, and training
- Create opportunities for parents to talk to other adults in a secure and supportive environment through such activities as open days, parents' evenings, and a parents' forum
- Inform parents about nursery activities and events through regularly distributed newsletters and the nursery website



- Operate a key person system to enable a close working relationship with all parents. Support two-way information sharing regarding each child's individual needs both in nursery and at home
- Inform parents on a regular basis about their child's progress and involve them in the shared record keeping. Parents' evenings will be held at least twice a year. Parents will be consulted with about the times of meetings to avoid excluding anyone
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and nursery operation
- Provide opportunities and support for all parents to contribute their own skills, knowledge, and interests to the activities of the nursery
- Inform all parents of the systems for registering queries, compliments, complaints, or suggestions, and to check that these systems are understood by parents. All parents have access to our written complaint's procedure
- Provide opportunities for parents to learn about the \*Early Years Foundation Stage (England)/ \*Foundation Phase (Wales)/ \*Curriculum for Excellence (Scotland) and about young children's learning in the nursery and at home
- Provide a written contract between the parent(s) and the nursery regarding conditions of acceptance and arrangements for payment
- Respect the family's religious and cultural backgrounds and beliefs and to accommodate any special requirements wherever possible and practical to do so
- Find out the needs and expectations of parents. These will be obtained through regular feedback via questionnaires, suggestion system and encouraging parents to review working practices. These are then evaluated by the nursery to promote nursery practice, policy and staff development.

Internal use only

<b>This policy was adopted on</b>	10 <sup>th</sup> June 2022
<b>Signed on behalf of the nursery</b>	Muhammad Zain Abbas
<b>Last reviewed on</b>	
<b>Date for next review</b>	

## Personnel

The nursery's policies in respect of personnel are governed by the following:

- The best interests of the children, their welfare, safety, care, and development
- The requirements of the Early Years Foundation Stage
- The needs of the children including maintaining continuity of care
- Compatibility between all members of staff and the building of a good team spirit
- Consideration of the advancement of each member of staff both by internal and external training to help them achieve their maximum potential
- Equal pay for work of equal value
- Compliance with the current legislation including the principles of the Equality Act 2010 and all current legislation governing discrimination.

We will ensure:

- The provision of a person specification and job description for each member of staff prior to an interview
- All interviews will follow our recruitment procedures to ensure safe and fair recruitment occurs
- The provision of a statement of terms and conditions and contract for each member of staff on employment (contract to be received by new employee within two months of commencement of employment)
- Prior to commencement of employment, the successful applicant shall be provided with an offer letter (conditional on \*an enhanced Criminal Record Bureau clearance/\*Disclosure Scotland checks or PVG registration post February 2011) with the induction procedure and any details of other information relevant for their first day of work

- New members of staff will be provided with copies of all the policies and procedures, and we will ensure their understanding and adherence to these over a induction period
- Harassment of any member of staff relating to race, sexual orientation, gender, gender reassignment, age, religion or belief and disability will not be acceptable. This includes unwanted verbal or physical third-party harassment by those not employed by the nursery.

Internal use only

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## **Pets on the Premises Policy**

Children learn about the natural world, its animals and other living creatures, as part of the Early Years Foundation Stage (EYFS) curriculum. This may include contact with animals, or other living creatures, either in the nursery or in visits. Mini Bees aims to ensure that this is in accordance with sensible hygiene and safety controls.

We recognise that the provision of pets within the setting provides children with a wealth of learning opportunities regarding what animals need to live and thrive and the importance of taking care of them throughout the year. At present, Mini Bees has fishes, turtles, chickens and Macaw parrot in the Nursery.

The nursery manager is responsible for ensuring all staff understand and follow these procedures.

### **Nursery Procedures for Animals in the Nursery as Pets**

1. We take account of the views of parents and children when selecting an animal or creature to keep as a pet in the nursery.
2. We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
3. Staff are fully aware of the importance of health and hygiene when children are in contact with animals. They guide and monitor those children do not put their hands near their faces when they have been in contact with pets or pet foods until they wash their hands.
4. Staff ALWAYS ensure that ALL children wash their HANDS very well after touching or handling pets or any pet food in the nursery and recognise that this is PARTICULARLY IMPORTANT when cleaning out the fish tank.
5. Staff are also aware of safety issues and ensure that children only come into contact with safe pets and are closely supervised at all times.
6. Pets' food is always stored in safe place outside the reach of children.
7. We provide suitable housing for the animal or creature and ensure this is cleaned out regularly and is kept safely.

8. We ensure the correct food is offered at the right times.
9. We make arrangements for holiday care for the animal or creature.
10. Children are taught correct handling and care of the animal or creature and are supervised.
11. Staff wear disposable gloves when cleaning housing or handling animal bedding.

### **Disseminating and Implementing this Policy**

All nursery staff will be required to read this policy on their induction and to comply with the contents of the policy.

The policy will be kept in the policy point folder and will be available for staff to always refer to.

If incidences of non-compliance do occur, this will be dealt with on a case-by-case basis through performance management of staff. Any adverse incidents will be recorded and reviewed to ensure the policy is fit for purpose.

The policy will be formally reviewed at least every three years.

Internal use only

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## Prevent Duty

Mini Bees take the matter of prevent duty very seriously.

From 1st July 2015, all childcare providers are subject to a duty under section 26 of the Counterterrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty.

Protecting children from the risk of radicalisation is seen as part of our nurseries wider safeguarding duty and is similar in nature to protecting children from other harms, whether these come from within their family or are the product of outside influences.

The statutory framework for the Early Years Foundation Stage sets standards for learning, development, and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding the world.

The statutory guidance on the Prevent duty summarises the requirements on childcare providers in terms of four general areas:

- Risk assessment

The statutory guidance makes clear that childcare providers are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour.

Childcare providers should have clear procedures in place for protecting children at risk of radicalisation. These procedures may be set out in existing safeguarding policies.

- Working in partnership

The Prevent duty builds on existing local partnership arrangements who can provide advice and support. These include:

Local Safeguarding Children Boards (LSCBs) are responsible for co-ordinating what is done by local agencies for the purposes of safeguarding and promoting the welfare of children in their local area, local authorities and the police. Effective engagement with parents / the family is also important as they are in a key position to spot signs of

radicalisation. It is important to assist and advice families who raise concerns and be able to point them to the right support mechanisms.

**You can contact the LSCB in Newham via the following means:**

**Telephone: 020 8430 2000 (any time), 020 3373 4600 (9am - 5.15pm)**

**Email: [SSD-IRO@newham.gov.uk](mailto:SSD-IRO@newham.gov.uk)**

**More information on the London safeguarding children's board can be found at:**

**[www.londonscb.gov.uk](http://www.londonscb.gov.uk)**

- Staff training

The statutory guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. The home office has developed a core training product for this purpose - Workshop to Raise Awareness of Prevent (WRAP).

At Mini Bees we provide in-house training on Prevent awareness. This provides staff with advice and support on protecting children from the risk of radicalisation.

- IT policies

The statutory guidance makes clear the need for schools to ensure that children are safe from terrorist and extremist material when accessing the internet. Suitable filtering should be in place.

If a member of staff has a concern about a particular child they should follow the nurseries normal safeguarding procedures, including discussing with the nurseries manager, and were deemed necessary, with children's social care. In Prevent priority areas, the local authority will have a Prevent lead who can also provide support.

You can also contact your local police force or dial 101 (the non-emergency number). They can talk to you in confidence about your concerns and help you gain access to support and advice.

The department for education has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk). Note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

Internal use only

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## Safe Recruitment of Staff

At Mini Bees we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.

### Advertising

- We use reputable newspapers, websites, and the local job centre to advertise for any vacancies
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures; including an enhanced Criminal Records Bureau check, at least two independent references for each new employee.

### Interview stage

- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- All shortlisted candidates will receive a job description, a person specification, an equal opportunity monitoring form and a request for identification prior to the interview
- The manager and the deputy will both sit on the interview panel and are both involved in the overall decision making
- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photo card driving licence. All candidates will be required to prove they are eligible to work in the UK
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These are formulated around specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery. The questions will be value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care



- Candidates will be given a score for their answers including a score for their individual experience and qualifications
- Each shortlisted candidate will be asked to take part in a supervised practical exercise which will involve spending time in a particular age group in the nursery interacting with the children, staff and where appropriate parents
- The manager and deputy will then select the most suitable person for this position based on these scores and their knowledge and understanding of the early years' framework as well as the needs of the nursery
- Each candidate will receive communication from the nursery stating whether they have been successful or not.

### **Starting work**

- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference (e.g., their GP). These references will be taken up BEFORE employment commences. This will be verbal initially and then followed up with a written reference which will form part of their personnel file
- All new starters will be subject to an enhanced Disclosure & Barring Services - DBS check (previously known as Criminal Records Bureau - CRB) check whether they currently hold an enhanced DBS check or not. This will be initiated before the member of staff commences work in the nursery and they **will not have unsupervised** access to any child or their records before this check comes back clear. Further to this, the taking of photographs of any child, looking at their learning and development log or changing the nappy of any child will not be undertaken by any new member of staff without an up-to-date enhanced DBS check (whether supervised or not)
- All qualifications will be checked, and copies taken for their personnel files
- All new members of staff will undergo an intensive induction period during which time they will read and discuss the nursery policies and procedures and receive a mentor who will introduce them to the way in which the nursery operates



- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children policy and procedure
- The new member of staff will receive regular meetings with the manager and their mentor during their induction period to discuss their progress.

### **Ongoing support and checks**

- All members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties
- All staff are responsible for notifying the manager in person should any circumstances arise, that may affect their suitability to work with children. This will include any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager in a reasonable timescale
- Each member of staff will receive two meetings a year with the manager, a formal appraisal and a more informal review. This will provide an opportunity for the manager and member of staff to discuss training needs for the following six months as well as discuss their performance in the previous six months
- The manager, deputy and room leaders will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.

### **Legal requirements**

- The nursery abides by all legal requirements relating to safe recruitment from the Early Years Foundation Stage
- The nursery also abides by the employer's responsibilities relating to informing the Independent Safeguarding Authority of any changes to the suitability of their staff, whether this member of staff has left the nursery or is still under investigation. Please refer to the safeguarding policy for further information.

Internal use only

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## Safeguarding & Child Protection

**Designated Safeguarding Officer is Mr M Zain Abbas**

### Safeguarding Ethos

As an Early Years setting, we aim to keep children safe by adopting the highest possible standards and taking all reasonable steps to promote children's welfare, prevent impairment of children's mental and physical health and protect children from harm.

All parents and carers are asked to read this document carefully, prior to a child being placed.

The purpose of this Child Protection Policy is to set a clear protocol of action and a framework of our responsibilities and legal duties in relation to your child's welfare. As such, it complies with all relevant legislation and other guidance and advice from [City & Hackney Safeguarding Children Partnership](#) (CHSCP) and the [London Child Protection Procedures](#).

All staff, volunteers and students are expected to abide by this policy and any other connected to it.

We aim to put children's needs first at all times. We hope to encourage children to be confident and assertive, and to develop a trusting and respectful relationship with the children in our care, so that they know they will be listened to and believed.

The [Statutory Framework for the Early Years Foundation Stage](#) (EYFS) states "A practitioner must be designated to take lead responsibility for safeguarding children in every setting. The lead practitioner is responsible for liaison with local statutory children's services agencies. They must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect." A Designated Lead for Safeguarding will be available at all times the setting is open, for staff to discuss any concerns.

In accordance with the EYFS, as providers, we will have regard to the Government's statutory guidance [Working Together to Safeguard Children 2018](#) and to the [Prevent duty guidance](#). We may also refer to [Keeping Children Safe in Education 2021](#) statutory guidance for schools.

As providers, if we have concerns about children's safety or welfare, we must notify agencies with statutory responsibility without delay. The hope is to ensure a reliable and effective response in the event of any concern for your child's welfare, and to support your child and your family.

This policy adheres to the following concepts from the United Nations Convention on The Rights of the Child:

**Non-discrimination** - All the rights apply to all children equally regardless of their race, sex, religion, language, disability, opinion or family

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background. (Article 2)

**Best interests of child** - When adults or organisations make decisions which affect children, they must always think first about what is best for the child.

(Article 3)

**The child's view** - Children have the right to say what they think about anything which affects them. When courts or official organisations make decisions which affect children, they must listen to what children want and feel. (Article 12)

### Parents' & Carers' Responsibilities

The best way to ensure the highest care for your child is to develop a good partnership and to ensure a continuity of care between your home and our care.

We can do this together by **sharing information regularly** about your child.

If your child has any health problems or has suffered an accidental injury away from our care, you must inform us when you leave a child in our care so that we can keep a record of it. We will both sign and date this record.

Likewise, if your child suffers an injury in our care, we will record it and we will both sign and date this record.

### Definition of Abuse

A form of maltreatment. Someone may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children can be abused by an adult or adults, or another child or children.

Children's Social Care will be notified if any professional suspects that a child is either suffering or at risk of suffering significant harm. Significant harm may constitute a single traumatic event or a build-up of concerns or a series of incidents over time.

There may be additional barriers to recognising signs of abuse and neglect of children who have additional needs and/or disabilities. We aim to be aware of any potential vulnerabilities of the children in our care and of their families.

The law recognises the following categories of abuse under the Children Act (1989) :

## Neglect

- Persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of a child's health or development.
- Neglect may occur during pregnancy as a result of maternal substance misuse.
- Once a child is born, neglect may involve a parent or carer failing to:
  - provide adequate food, clothing and shelter (including exclusion from home or abandonment)
  - protect a child from physical and emotional harm or danger
  - ensure adequate supervision (including use of inadequate care givers)
  - ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to a child's basic emotional needs

## Emotional Abuse

- Persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child's emotional development
- May involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person
- Not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate
- May feature age or developmentally inappropriate expectations being imposed on children
- These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- May involve serious bullying (including cyberbullying)
- Causing children to feel frightened or in danger, or the exploitation or corruption of children
- Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

## Physical Abuse

- May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child

## Sexual Abuse

- Forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening
- May involve physical contact including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- May also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.



## Responsibilities

### Training

- We are responsible for training all staff to understand our policies & procedures and ensure that all staff update their safeguarding knowledge at least annually.
- All staff will be able to access training (every 2 years) to enable them to identify signs of possible abuse/ neglect & to respond appropriately.

### Child Protection

- If any professional becomes concerned that a child might be at risk of abuse, it is our **legal duty** to pass on our concerns to the appropriate professionals who can assess what action, if any, is in the best interest of the child.
- We will inform you when we have done this, **except** in cases where this could put your child at greater risk.

### Allegations

- We will immediately inform the **Designated Officer for the Local Authority (LADO)** when an allegation is made against any member of staff, or against anyone employed (whether paid or unpaid).
- We have a legal duty to inform **Ofsted** if an allegation of abuse is made against a staff member and of the investigation outcome

### Good Communication

- We aim to build a good relationship with parents and carers to ensure that we can provide a good continuity of care between the child's home and our care.
- We endeavour to work with the family to protect their children and promote their welfare.
- Some children may be considered **vulnerable** for various reasons and we will work with parents/carers and other relevant professionals, to ensure that they get the support they need.

### Confidentiality

- We maintain appropriate boundaries with regard to confidential information regarding your child.
- However, we cannot keep any information to ourselves if we believe that someone may be at risk of harm – and we will need to inform the appropriate agency/ professional.
- We keep confidential records on children for a period of at least three years after they have left the setting.
- Child protection records will be kept longer.

### Registration Requirements

- We have made the setting safe for children, according to the requirements set out in the **Statutory Framework for the Early Years Foundation Stage (Department for Education)** and by **Ofsted**.
- We have regard to **Working Together to Safeguard Children 2018 (HM Gov)** and to the **Prevent Duty guidance for England and Wales 2019 (HM Gov)**.
- We may also consult **Keeping Children Safe in Education 2021 (HM Gov)**

## Responsibilities (continued...)

Accident/Injury Book	Police Check	Mobile Phone Photography	Intimate Care
<ul style="list-style-type: none"> <li>• If your child develops any health problem or suffers an injury during the time that she or he is in our care, we will keep a record of the event and inform you about it upon collection of your child, or immediately by phone, in the event of an emergency. We will both log, sign and date the incident.</li> <li>• You must tell us if your child has sustained an injury out of our care, so that we can log it and both sign and date it.</li> <li>• In an emergency, we have a duty of care to act <i>in loco parentis</i> and will ensure that your child receives the necessary emergency police, medical, social or emotional care they require.</li> </ul>	<ul style="list-style-type: none"> <li>• All members of staff (paid or unpaid), including frequent visitors, have a recent and clean enhanced <b>Disclosure &amp; Barring Service (DBS) check</b> - this is required for any professional who works with children.</li> <li>• We will not allow anyone whose suitability has not been checked, to have unsupervised contact with children being cared for.</li> <li>• CHSCP Safer Recruitment Guidelines, recommend that it is good practice to conduct repeat checks every 3 years– either by means of the DBS Update Service or otherwise.</li> </ul>	<ul style="list-style-type: none"> <li>• Personal mobile phones or other electronic devices will not be used by staff in the setting during working hours.</li> <li>• We will be mindful of the use of mobile phones, cameras and other technology, by other people who come into contact with the children in our care, eg parents, contractors etc.</li> <li>• Taking and displaying pictures of children playing and involved in tasks can be affirming and validating. We will seek your written permission prior to photographing or filming children in our care and will state the precise circumstances in which they will be photographed and filmed and what will happen to these images.</li> </ul>	<ul style="list-style-type: none"> <li>• We will agree the nature and frequency of the intimate care that your child receives in our care prior to your child remaining in our care. Examples of intimate care include going to the toilet, changing nappies, washing and bathing.</li> <li>• We always aim to encourage children to strive for greater independence at all stages of their development.</li> <li>• We will follow our Intimate Care policy and procedures and these will be discussed with all parents.</li> </ul>

*Managing Children's Behaviour*

- All staff are responsible for managing children's behaviour in an appropriate way.
- Staff will not give corporal punishment to a child and take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided.
- Staff must not threaten corporal punishment, and must not use or threaten any punishment which could adversely affect a child's well-being.

*Staff Behaviour*

- All staff are expected to behave in a professional manner at all times and act as positive role models for the children in their care.
- All staff adhere to the setting's Staff Behaviour policy.
- Staff will not be taken to have used corporal punishment (and therefore will not have committed an offence), where physical intervention was taken for the purpose of averting immediate danger of personal injury to any person (including the child). A record of the incident will be kept and parents/carers informed as soon as possible.

*Online Safety*

- The setting will ensure the appropriate safe use of all electronic equipment.
- Appropriate filters will be put in place.
- Senior staff will oversee the safe use of electronic & social media by all staff & children and take action immediately, if there are concerns about bullying or risky behaviours.
- All staff will adhere to the setting's Online Safety policy.

*Attendance*

- We monitor children's attendance and consider any possible safeguarding concerns when absence is unexplained.
- We follow our Attendance Policy.

*Female Genital Mutilation*

- All staff are aware that FGM is illegal and a form of child abuse.
- Regulated professionals are aware of their duty to report to the police as per the Serious Crime Act 2015.

*Prevent*

- We are mindful of our duty under the Counter-Terrorism and Security Act 2015, to have due regard to the need to prevent people from being drawn into terrorism.
- We will promote British Values in our setting.

## Information Sharing

Effective sharing of information is essential for early identification of need, assessment and service provision to keep children safe. The Data Protection Act 2018 and the General Data Protection Regulation allows for storage and sharing of information for safeguarding purposes, including information which is sensitive and personal, which should be treated as 'special category personal data'. Practitioners are allowed to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.

### **Seven Golden Rules for Information Sharing** ([Information Sharing, 2018](#))

1. Remember that the GDPR and Data Protection Act are not barriers to justified information sharing
2. Be open and honest
3. Seek advice if you are in any doubt
4. Share information with consent, where appropriate
5. Consider safety and well-being
6. Necessary, proportionate, relevant, accurate, timely & secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is only shared with people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is securely shared
7. Keep a record of your decision and reasons for it - whether to share information or not

## Record Keeping

Records will be kept whenever there are any concerns that might indicate possible abuse or neglect. This includes physical presentations on the child's body, change in moods or behaviour, statements or drawings from the child, and any concerns around parental behaviour or non-attendance.

Records will include specific and objective accounts, the date and time of the incident, the name, date of birth and address of the child, action taken, who information has been shared with and a stated opinion or interpretation of the facts.

When a child leaves the setting, any Child Protection records should be sent to the new setting, addressed to their Designated Professional Lead for Safeguarding. The setting will keep copies of these records.

## Safer Recruitment

As early years practitioners, it is vital that we adopt recruitment and selection procedures that help deter, detect, and reject people who might harm children, or are otherwise considered unsuitable to work with them. We are committed to ensuring that all staff members are vetted, qualifications and identity checked, subject to Disclosure and Barring Service checks and written references are taken up, with one from the most recent employer. We will adhere to the [City and Hackney Safeguarding Children Partnership's 'Safe Recruitment Minimum Expectations'](#).

## Domestic Violence

Seeing, hearing or knowing of a parent being abused is traumatic for children and can have long-term damaging emotional and psychological effects. Wherever domestic violence is suspected in a home where a child is resident, we have a duty under the [London Child Protection Procedures](#), to refer this information to Social Care services.



## Child Protection Procedures

I have concerns that a child has been abused  
or is at risk of significant harm

I talk my concerns through with the setting's  
Designated Professional Lead for Safeguarding  
Mr Muhammad Zain Abbas

or their Deputy, in their absence: \_\_\_\_TBC\_\_\_\_

DLS discusses concerns with the child's parents  
(unless there is concern that this will place the child  
at greater risk - for example, as may be the case for instances of  
suspected physical or sexual abuse)

The DSL telephones the Multi Agency Safeguarding Hub at Hackney Children's  
Social Care for advice and/or make a referral, followed up by a written referral  
within 24 hours. (For children who live in neighbouring boroughs, contact will  
be made with the appropriate Children's Social Care team)

The DSL and/or the key worker, attend professionals meetings, case conferences  
and core groups, as required, and continue to share information with the  
appropriate professionals and to work to support the child and her/his family

## Early Help - The Hackney Child Wellbeing Framework - for children and families with support needs

Mostly we work with children who have additional needs before they meet the acute  
threshold that demands a child protection referral. As an Early Years setting,  
we can support these children by working with other relevant professionals, using

0203 719 7002

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the [Hackney Child Wellbeing Framework](#). This framework focuses upon the needs and risk to children and families within their family environment or extra-familial context. It is designed to equip professionals to know how to respond when they have a concern about a child, by supporting discussion about levels of harm and attempting to give an indication of what might be an appropriate response to the needs of a child, family or context by defining four levels:

**Universal needs (Prevention)** - Children with no additional needs or emerging needs that can be met by universal services.

**Low level needs (Early help)** - Children with some additional needs, who may benefit from additional support via a multi-agency network working alongside their parents/carers.

**Complex needs (Child in need)** - Children who are disabled and/or for whom specialist support is needed to promote their safety and welfare.

**Acute needs (Child protection)** - Children who are at risk of significant harm.

Some of the targeted services that can support universal services include children's centres, family support services, First Steps, Young Hackney, SEN, behaviour & educational support, speech & language therapy, short breaks & transition, and voluntary & community services.

When needs are numerous or sufficiently intense to require a low-level response, this will often require a written early help plan, so that the family and all workers involved are aware of the outcomes we hope to achieve, who is responsible for the actions to achieve them and how we will know when we are successful.

When children, families or contexts have complex or acute needs or are high risk, specialist support will sometimes be provided by statutory social work services or through multi-agency partnerships. These are often situations where the child is at risk because of issues in parenting or carer capacity or risks outside the family home. The pathway and processes for responding to need are described in the [Hackney Children & Young People's Services Resource Guide for Professionals](#).

It is important to build on family strengths and resources. Parents/carers have the right to be told when a professional is worried about their child's safety or wellbeing, have their consent obtained when someone makes a request for support on their behalf and to be at the centre of any plan to keep their child safe and well. Consent for referral is not required if it is felt that the child may be at risk of serious harm.

Professionals should be alert to the likely cumulative effect on children and young people of multiple concerns and consider whether the presence of numerous indicators (about the parenting being provided or within the extra-familial environment) amounts to the child's needs not being met. Early Years professionals can access support through the area Strategic Children's Centre which coordinates fortnightly Multi-agency Team (MAT) meetings.

Staff member has **concerns** about a child's welfare but doesn't think they are at risk of significant harm

Staff shares concerns with DSL & records in detail

With parental consent, DSL makes a early help referral to MAT Co-ordinator, who invites relevant professionals and family to attend the next MAT meeting

### Allegations

**All** staff have a legal responsibility to report concerns about professional conduct of colleagues whose behaviour might harm a child. All staff should be aware of how to identify and respond in a timely appropriate way to any inappropriate behaviour displayed by other members of staff, or any other person working with children e.g. inappropriate sexual comments, excessive one-to-one attention or inappropriate sharing of images. Any allegation against a member of staff should be given consistent and fair consideration.

An allegation is information or a concern which suggests that an adult working with children and young people has:

Behaved in a way that has harmed a child, or may have harmed a child

Possibly committed a criminal offence against or related to a child

Behaved towards a child or children in a way that indicates that they may pose a risk of harm to children

Behaved or may have behaved in a way that indicates they may not be suitable to work with children

**All** allegations against staff members should be dealt with fairly, quickly and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. See [London Child Protection Procedures \(2020\)](#) for a thorough outline of allegations procedures.

Named Senior Manager should be informed immediately, unless that person is the subject of the allegation, in which case it should be reported to the designated alternative

Senior Manager considers whether alleged behaviour meets one or more of these criteria:

- \* Behaved in a way that has harmed or may have harmed a child?
- \* Possibly committed a criminal offence against or related to the child?
- \* Behaved in a way that indicates that they would pose a risk of harm to children?
- \* Behaved in a way that indicates they may not be suitable to work with children?

If allegation meets any of the above criteria, the Senior Manager will immediately contact the Designated Officer for the Local Authority (LADO) within one working day & At the discretion of the Senior Manager, the member of staff may be suspended until outcome of Strategy Meeting/Investigation(s)

Manager to inform OFSTED as soon as possible, but within 14 days

**STRATEGY MEETING (Allegations against Staff & Vols)**  
Multi-agency discussion and decision about course of action

Police Investigation

Employer Investigation /Disciplinary Action

Children's Social Care support for the child & family

If allegation is substantiated & employee is dismissed or resigns;

Internal use only

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<b>Signed on behalf of the nursery</b>	Muhammad Zain Abbas
<b>Last reviewed on</b>	
<b>Date for next review</b>	

## Important Contacts

### Designated Professional Lead for Safeguarding/DSL

- Name: Mr Muhammad Zain Abbas

### Deputy Designated Professional Lead for Safeguarding

- Name: TBC

### Named Senior Member of Staff for Allegations

- Name: TBC
- Designated alternative: TBC

### Hackney Children's Social Care Services

- Multi Agency Safeguarding Hub ( MASH) : 020 8356 5500/4844
- Out of Hours: 020 8356 2710/2346

### Designated Officer for the Local Authority (LADO)

- 020 8356 4569/8082

### Hackney Learning Trust

- Safeguarding in Education Team: 020 8820 7276
- MAT Co-ordinator: 020 8820 7002

### Ofsted

- 03001231231

### Hackney & City Safeguarding Children Partnership

- 020 8356 4183

### Child Abuse Investigation Team (CAIT) @ Police

- 020 8217 6552

### NSPCC

- 24-hour Helpline: 080 8800 5000

### Disclosure and Barring Service (D.B.S.)

- [www.gov.uk/dbs](http://www.gov.uk/dbs)

## Attendance

We aim for an environment which enables and encourages all children to reach their full potential and enjoy their experience at the setting. In order to gain the greatest benefit, children need to attend regularly.

### School Readiness

Although attendance at an early years setting is not mandatory, Ofsted explores how well Early Years providers work with parents to promote children's attendance so that children form good habits for future learning. In particular, Ofsted inspectors will consider the attendance of children for whom the provider receives Early Years Pupil Premium.

### Family Contact Details

We are committed to safeguarding and promoting the welfare of all of the children in our care and there are times when we need to contact parents/carers about various things including absence. It is therefore important that parents/carers provide us and keep us up to date with, their current contact details, including contact details of where they work or study. In addition, following recommendations from City and Hackney Safeguarding Children Partnership and Hackney Education, wherever possible, provide us with at least three other contact numbers in case of emergency, should it be difficult to contact the parents/carers on the primary numbers.

### Family Details

It is also important for parents/carers to let us know of any specific vulnerability in relation to the child, parents/carers or home circumstances. If you are uncertain about what would be considered a vulnerability, please speak with the manager.

Arrangements may already be in place for monitoring and reporting the attendance of those children who are considered to be particularly vulnerable, for example those who are subject to a Child in Need Plan or Child Protection Plan, or children whose parent/carer may have a serious or life-threatening disability or health condition.

Setting staff should always remain professionally curious when any child is absent, considering any possible safeguarding concerns.

### Absence Procedures

If your child is not coming to the setting:

- Please contact us as soon as possible on the first day of absence and give us an expected return date or keep us informed about continued absence.

If your child is absent, we will:

- Telephone, text or email you on the first day of absence, if we have not heard from you. This will be repeated on the second day of absence.
- If we are unable to contact the parents/carers on the first day of absence, we will consider whether there are any vulnerabilities concerning the child or family and refer to the setting manager.

If the child or family is considered to be vulnerable, or it is unknown if there are any vulnerability factors, the manager will consider accelerating the response and/or escalating the concerns. This may include using the emergency contact numbers and if no adequate response, carrying out a home visit which may



include gaining access to the front door, looking through the letter box and/or speaking to neighbours. If there are still concerns, Children's Social Care or the police may be contacted for advice or referral.

### Safety Checks

Safety checks must be carried out on a daily basis on the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas and recorded to show any issues and solutions.

All staff should be constantly aware of the nursery environment and monitor safety at all times.

### Risk assessments

The nursery carries out written risk assessments at least annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, e.g., a significant piece of equipment is introduced; we review our current risk assessments or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from the nursery are individually risk assessed. For more details refer to the visits and outings policy.

Risk assessments document the hazard, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how will this be monitored and checked and by whom?

Please refer to the Health and Safety Executive's 'Five Steps to Risk Assessment' for further support with the risk assessment process.

### Electrical equipment

Checks	How often	Location/Tel. no.
<i>PAT testing</i>	<i>Annually</i>	<i>07807595142</i>

- All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level
- Electrical sockets are all risk assessed and appropriate safety measures are in place to ensure the safety of the children.

### **Mains information**

Locations of:

- Water stop tap: (under boiler cupboard in reception and in preschool room Kitchen area)
- Gas point: (under boiler cupboard in reception and in preschool room sand & Water area)
- Fuse box: (Reception storage cupboard, sleep room storage cupboard and preschool room next to door on SidWorth street)

### **Dangerous substances**

All dangerous substances including chemicals MUST be kept in locked areas out of children's reach. All substances must be kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken e.g., gloves, apron and goggles.

### **Hot drinks and food**

Hot drinks should only be consumed in the staff room. No canned drinks, sweets or crisps are to be kept or consumed in the nursery rooms.

### **Transport and outings**

The arrangements for transporting and the supervision of children when away from the nursery needs to be carefully planned. The nursery has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures.

### **Room temperatures**

- Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times and recorded on the

appropriate sheet. There is a thermometer in each room to ensure this is monitored

- Staff must always be aware of the dangers of babies and young children being too warm or too cold
- Temperatures should not fall below 18°C in the baby rooms and 16°C in all other areas
- Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

#### **Water supplies**

- A fresh drinking supply is available to all children, staff and visitors
- All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40°C.

#### **Gas appliances**

- All gas appliances are checked annually by a registered Gas Safety Register engineer
- Carbon monoxide detectors are fitted.

Internal use only

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## Separated Family

When parents separate it is a difficult situation for all concerned. The nursery understands that emotions run high and this policy lays out how the nursery will support the child and their family within the nursery. We feel this policy will support all parties in this difficult time including our team.

### Parental responsibility

While the law does not define in detail what parental responsibility is, the following list sets out the key roles:

- Providing a home for the child
- Having contact with and living with the child
- Protecting and maintaining the child
- Disciplining the child
- Choosing and providing for the child's education
- Determining the religion of the child
- Agreeing to the child's medical treatment
- Naming the child and agreeing to any change of the child's name
- Accompanying the child outside the UK and agreeing to the child's emigration, should the issue arise
- Being responsible for the child's property
- Appointing a guardian for the child, if necessary
- Allowing confidential information about the child to be disclosed.

### England and Wales

If the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent.

This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the

mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

- By jointly registering the birth of the child with the mother (From 1 December 2003)
- By a parental responsibility agreement with the mother
- By a parental responsibility order, made by a court.

### **Scotland**

A father has parental responsibility if he is married to the mother when the child is conceived, or any time after that date. An unmarried father has parental responsibility if he is named on the child's birth certificate (from 4 May 2006). Alternatively, unmarried fathers can also be named following a re-registration of the birth.

### **Registration**

During the registration process it is important for the nursery to know all details about both parents. This includes details about who does or does not have parental responsibility as this will avoid difficult situations that may arise at a later date.

The nursery requests that all details are logged on the child registration form. If a parent does not have parental responsibility or has a court order in place to prevent this, the nursery needs a copy of this documentation for the child's records.

If a child is registered by one parent of a separated family, the nursery requests that all details relating to the child and other parent are disclosed wherever possible, e.g. court orders, injunctions. This will allow the nursery to have all the appropriate information in order to support the child fully.

### **The nursery will:**

- Ensure the child's welfare is paramount in all operations relating to their time within the nursery



- Comply with any details of a Court Order where they are applicable to the nursery's situation, provided the nursery has seen a copy/has a copy attached to the child's file
- Provide information on the child's progress within the nursery to both parents
- Invite both parents to nursery events, including parental consultations and social evenings
- Ensure any incident or accident within the nursery relating to the child is reported to both parents as soon as possible
- Ensure that all matters known by the staff pertaining to the family and the parent's separation shall remain confidential
- Ensure that no member of staff takes sides within the separation and treats both parents equally and with due respect.

The nursery cannot restrict access to any parent with parental responsibility unless a formal Court Order is in place. We respectfully ask that parents do not put us in this position.

**We ask parents to:**

- Provide us with all information relating to parental responsibilities, Court Orders and injunctions
- Update information that changes any of the above as soon as practicably possible
- Work with us to ensure continuity of care and support for your child
- Not involve nursery staff in any family disputes, unless this directly impacts on the care we provide for the child
- Talk to the manager/key person away from the child when this relates to family separation in order to avoid the child becoming upset. This can be arranged as a more formal meeting or as an informal chat
- Not to ask nursery to take sides in any dispute. We will only take the side of your child, and this will require us to be neutral at all times.

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## Settling In

We aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

We aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their families.

The nursery staff will work in partnership with parents to settle their child into the nursery environment by:

- Providing parents with relevant information regarding the policies and procedures of the nursery
- Encouraging the parents and children to visit the nursery during the weeks before an admission is planned
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one or two week period dependent on individual needs, age and stage of development
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling into the nursery
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child and his/her parents during the settling in period, and throughout his/her time at the nursery to ensure the family has a familiar contact person to assist with the settling in process
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported

- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in
- Children will not be taken on an outing from the nursery until he/she is completely settled.

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## Sickness and Illness

Children should not be left at nursery if they are unwell. If a child is unwell then they will prefer to be at home with their parent(s) rather than at nursery with their peers. We will follow these procedures to ensure the welfare of all children within the nursery:

- If a child becomes ill during the nursery day, their parent(s) will be contacted and asked to pick their child up as soon as possible. During this time the child will be cared for in a quiet, calm area with their key person
- Should a child have an infectious disease, such as an eye/ear infection or sickness and diarrhoea, they should not return to nursery until they have been clear for at least 48 hours
- It is vital that we follow the advice given to us by our registering authority and exclude specific contagious conditions, e.g., sickness and diarrhoea, conjunctivitis and chicken pox to protect other children in the nursery. Illnesses of this nature are very contagious, and it is exceedingly unfair to expose other children to the risk of an infection
- If a contagious infection is identified in the nursery, parents will be informed to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection
- It is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics. Our policy, therefore, is to exclude children on antibiotics for the first 48 hours of the course
- The nursery has the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable
- Information/posters about head lice are readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice, we would be grateful



if they could inform the nursery so that other parents can be alerted to check their child's hair.

### **Meningitis procedure**

If a parent informs the nursery that their child has meningitis, the nursery manager should contact the Infection Control (IC) Nurse for their area, and Ofsted. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we will be contacted directly by the IC Nurse and the appropriate support will be given.

### **Transporting children to hospital procedure**

- If the sickness is severe, call for an ambulance immediately. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent and arrange to meet them at the hospital
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team must also be informed immediately
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance.

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## Special Consideration for Employees

We recognise that certain employees such as young persons, new and expectant mothers and persons with a disability require special consideration under The Management of Health and Safety at Work Regulations 1992 and the Equality Act 2010. The Health and Safety Policy should have regard to such persons both at the commencement of employment and during the course of it. The following procedure is therefore set down to achieve this aim.

### Procedure

Any employee requiring special consideration will be assessed by the nursery manager and in conjunction with the individual on induction to the nursery or when their condition or disablement comes to light. The risk assessments relating to the occupation of such workers will be considered at these times and special measures such as training and supervision, arrangements, modifications, and medical surveillance if necessary, will be agreed with the worker.

Further assessments and reviews will be carried out at least annually, or if and when any changes to the special circumstances or environment occur.

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## Special educational needs/disability policy

### Statement of intent

We provide an environment in which all children are supported to reach their full potential.

### Aims

- We have regard for the DfES Special Educational Needs Code of Practice.
- We include all children in our provision.
- We provide practitioners to help support parents and children with special educational needs (SEN)/disabilities.
- We identify the specific needs of children with SEN/disabilities and meet those needs through a range of strategies.
- We work in partnership with parents and other agencies in meeting individual children's needs.
- We monitor and review our practice and provision and, if necessary, make adjustments.

### Methods

- We ensure that the provision for children with SEN/disabilities is the responsibility of all members of the setting.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We ensure that our physical environment is as far as possible suitable for children with disabilities.
- We work closely with parents of children with SEN/disabilities to create and maintain a positive partnership.
- We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education.
- We provide parents with information on sources of independent advice and support.
- We liaise with other professionals involved with children with SEN/disabilities and their families, including transfer arrangements to other settings and schools.

- We use the graduated response system for identifying, assessing and responding to children's special educational needs.
- We provide a broad and balanced curriculum for all children with SEN/disabilities.
- We provide a differentiated curriculum to meet individual needs and abilities.
- We use a system of planning, implementing, monitoring, evaluating and reviewing individual educational plans (IEPs) for children with SEN/disabilities.
- We ensure that children with SEN/disabilities are appropriately involved at all stages of the graduated response, taking into account their levels of ability.
- We use a system for keeping records of the assessment, planning, provision and review for children with SEN/disabilities.
- We provide resources (human and financial) to implement our SEN/disability policy.
- We ensure the privacy of children with SEN/disabilities when intimate care is being provided.
- We provide in-service training for practitioners and volunteers.
- We raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff.
- We ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. IEP reviews, staff and management meetings, parental and external agency's views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- We provide a complaints procedure.
- We monitor and review our policy annually.

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## Special Educational Needs (SEN)

### Statement

The nursery is committed to the inclusion of all children. All children have the right to be cared for and educated to develop to their full potential alongside each other through positive experiences, to enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs.

The nursery believes that all children have a right to experience and develop alongside their peers no matter what their individual needs. Each child's needs are unique, therefore any attempt to categorise children is inappropriate.

The nursery is committed to working alongside parents in the provision for their child's individual needs to enable us to help the child to develop to their full potential. The nursery is committed to working with any child who has a specific need and/or disability to enable every child to make full use of the nursery's facilities. All children have a right to a broad and well-balanced early learning environment.

We feel it is paramount to find out as much as possible about a particular child's condition and the way that may affect his/her early learning or care needs by:

- Liaising with the child's parents
- Liaising with any professional agencies
- Reading any reports that have been prepared
- Attending any review meetings with the local authority/professionals
- Regularly monitoring observations carried out on the child's development.

All children will be given a full settling in period when joining the nursery according to their individual needs.

### Aims



We will:

Recognise each child's individual needs and ensure all staff are aware of, and have regard for, the Special Educational Needs Code of Practice (England) on identification and assessment of any needs not being met by the universal service provided by the nursery

- Include all children and their families in our provision
- Provide well informed and suitably trained practitioners to help support parents and children with learning difficulties and/or disabilities
- Develop and maintain a core team of staff who are experienced in the care of children with additional needs and employ a Special Educational Needs Co-ordinator (SENCO) who is experienced in the care and assessment of children with additional needs. Staff will be provided with specific training relating to Special Educational Needs (SEN) and the SEN Code of Practice
- Identify the specific needs of children with learning difficulties and/or disabilities and meet those needs through a range of strategies
- Work in partnership with parents and other agencies in order to meet individual children's needs, including the health and education authorities, and seek advice, support and training where required
- Monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services if needed
- Ensure that all children are treated as equals and are encouraged to take part in every aspect of the nursery day according to their individual needs and abilities
- Promote positive images and role models during play experiences of those with additional needs wherever possible
- Celebrate diversity in all aspects of play and learning.

Our nursery Special Education Needs Co-ordinator (SENCO) is Miss Annam Chaudhry.

She/he works closely with all staff to make sure there are systems in place to plan, implement, monitor, review and evaluate the special educational needs policy of the nursery, always making sure plans and records are shared with parents.

## Methods

We will:

- Designate a member of staff to be Special Educational Needs Co-ordinator (SENCO) and share his/her name with parents
- Provide a statement showing how we provide for children with learning difficulties and/or disabilities and share this with staff, parents and other professionals
- Ensure that the provision for children with learning difficulties and/or disabilities is the responsibility of all members of staff in the nursery
- Ensure that our inclusive admissions practice includes equality of access and opportunity
- Ensure that our physical environment is as far as possible suitable for children and adults with disabilities
- Work closely with parents of children with learning difficulties and/or disabilities to create and maintain a positive partnership
- Ensure that parents are informed at all stages of the assessment, planning, provision and review of their child's education
- Provide parents with information on sources of independent advice and support
- Liaise with other professionals involved with children with learning difficulties and/or disabilities and their families, including transfer arrangements to other settings and schools. We work closely with the next care setting and meet with them to discuss the child's needs to ensure information exchange and continuity of care
- Use the graduated response system for identifying, assessing and responding to children's special educational needs
- Provide a broad and balanced early learning environment for all children with learning difficulties and/or disabilities
- Provide differentiated activities to meet all individual needs and abilities
- Use a system of planning, implementing, monitoring, evaluating and reviewing Individual Educational Plans (IEPs) for children with learning difficulties and/or disabilities

- Review IEPs regularly [insert time frame e.g., every six weeks] and hold review meetings with parents at this time
- Ensure that children with learning difficulties and/or disabilities are consulted at all stages of the graduated response, taking into account their levels of ability
- Use a system for keeping records of the assessment, planning, provision and review for children with learning difficulties and/or disabilities
- Provide resources (human and financial) to implement our SEN/disability policy
- Ensure the privacy of children with learning difficulties and/or disabilities when intimate care is being provided
- Use a Common Assessment Framework (CAF) where needed
- Provide in-service training for practitioners and volunteers
- Raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff
- Ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. IEP reviews, staff and management meetings, parental and external agencies' views, inspections and complaints. This information is collated, evaluated and reviewed annually
- Provide a complaints procedure and make available to all parents in a format that meets their needs e.g., Braille, audio, large print, additional languages
- Monitor and review our policy annually.

### **Special educational needs code of practice**

It is the duty of the nursery to carry out our statutory duties to identify, assess and make provision for children's special educational needs. The Code of Practice recommends that our nursery should adopt a graduated approach to assessment through Early Years Action and Early Years Action Plus. Good practice of working together with parents, and the observation and monitoring of children's individual progress, will help identify any child with special educational needs. Our nursery has identified a member of staff as a SENCO who will work alongside parents

to assess the child's strengths and plan for future support. The SENCO will ensure that appropriate records are kept according to the Code of Practice.

### **Early Years Action – England and Wales only**

The child is identified with special educational needs. The SENCO, working alongside colleagues and parents, will assess and record the child's needs and provide an Individual Education Plan (IEP) providing future support. This plan will be continually under review in consultation with the child and his/her parent(s).

### **Early Years Action Plus**

Is characterised by the involvement of external support services, usually requested by the SENCO and colleagues in consultation with the child's parents. If the help given through Early Years Action Plus is not sufficient to enable the child to progress satisfactorily, it may be necessary for the nursery, in consultation with the parents and any external agencies already involved, to request a statutory assessment towards a statement of special educational needs.

### **Coordinated Support Plan (CSP) – Scotland only**

This is an educational plan which supports children who may have additional support needs. Not all children who have additional needs will need a CSP, however, where a child has complex needs or requires a high level of support or support from different agencies a CSP may be deemed useful.

Internal use only

<b>This policy was adopted on</b>	10 <sup>th</sup> June 2022
<b>Signed on behalf of the nursery</b>	Muhammad Zain Abbas
<b>Last reviewed on</b>	
<b>Date for next review</b>	



## **Staff Absence Management Procedure**

Mini Bees encourages all its employees to maximise their attendance at work while recognising that employees will, from time to time, be unable to come to work due to sickness. By implementing this policy, we aim to strike a reasonable balance between the pursuit of its business needs and the genuine needs of employees to take occasional periods of time off work because of sickness. This policy and procedure establish a framework to support individuals and the organisation in times of sickness absence. It ensures that appropriate and consistent advice is provided, and that assistance and support is offered to employees and, where necessary, action is taken.

### **Principles**

We aim to provide a healthy working environment and demonstrate commitment to health, safety and the welfare of staff in order to maximise attendance.

Management is responsible for regularly monitoring and taking appropriate action in connection with sickness and other unplanned absence.

### **Exclusion periods for contagious illnesses**

Working with children will mean that you are in contact with illnesses which are highly contagious. We take the health of children and staff very seriously therefore if you have any contagious illness you must adhere to the same exclusion periods as children. This will ensure that you are able to recover appropriately, and that this illness is not passed onto other staff, children or parents. The manager will advise you of any exclusion times required (see the sickness and illness and infection and control policies).

### **Sickness absence reporting procedure**

Reporting of sickness absence should be done using the following guidelines. Failure to follow these guidelines could delay any sick pay due to you and could possibly result in disciplinary action.

1. On your first day of absence, you must:



- Telephone the manager and inform them of your sickness (text messages are not accepted)
  - Give brief details of your illness
  - Telephone the manager yourself unless you are hospitalised or incapacitated
  - Contact the manager by 6am so that they can make the necessary arrangements for the day.
2. If you are aware that the illness is likely to last for more than the one day you should indicate the length of absence expected. If you have been unable to determine how long the absence will last, and it exceeds the third day, you must contact your manager again on the fourth day.
  3. On returning to work you must complete a copy of the 'Employee's statement of sickness self-certification form'. This should be signed by nursery management.
  4. For absences of more than seven consecutive days, you must provide a 'fit note' completed by a qualified medical practitioner for the period of absence.
  5. After returning to work from any sickness absence leave, a 'return to work' interview may be undertaken by the manager. This will not happen in all circumstances, but it would be expected in the following:
    - Where the absence has exceeded 14 days
    - Where the nature of the illness means that duties on return to work may need to be altered, and clarification and/or consultation is required
    - Where a member of staff has had two or more absences in 12 weeks.

During the return to work interview the following will be discussed:

- The reason for absence
- Whether adjustments to the role (on a temporary or more permanent basis) are required, and what they are. These might include adjusted work patterns, start and finish times and changes of duties
- Future requirements and expectations, e.g., improved attendance
- The return-to-work interview should be recorded and signed by both the duty manager and employee and a copy attached to the employee's file.

Where an employee's attendance record gives cause for concern because of the duration or frequency of absence, this should be brought to the attention of the employee through a discussion with the manager.

Throughout any stage of discussions on sickness absence, employees may be accompanied by a work colleague.

The abuse of sick leave and pay regulations may be classified as misconduct and will be dealt with through the disciplinary procedure.

### **Frequent and/or persistent short-term sickness absence**

Short-term absence may either be for reasons of sickness, e.g. short periods of one or two days occurring frequently.

Absence of this nature can be identified by one of the following indicators and should be classed as a trigger:

- Four self-certified spells of absence in one calendar year
- A total of 7 working days or more of self-certified absence in one calendar year
- Patterns of absence over a period, e.g. an individual regularly taking Mondays or Fridays off
- Where an employee's attendance record is significantly worse than those of comparable employees, or absence problems have gone on for a considerable length of time.

### **Long-term sickness absence**

For the purposes of the policy, long-term sickness absence is defined by the nursery as absences lasting over one month.

Where absences have lasted over 14 calendar days or more the duty manager should contact the member of staff concerned to obtain an initial assessment of the problem and to offer any further help or assistance. This informal contact may be maintained with the employee's agreement until one month's continuous absence.

At this point and where felt appropriate after further assessment of the problem, the manager will arrange a face-to-face meeting or telephone conference between themselves and the member of staff. The meeting should:

- Seek to confirm the reasons and nature of the absence and its likely duration
- Ensure that the member of staff is aware of the nursery's concern regarding their health and necessary absence from work
- Consider offering alternative duties or a shorter working week if this would enable a quicker return to work subject to medical advice
- Give consideration to any personal problems being encountered and discuss possible ways of helping the individual resolve these
- Advise the member of staff that in their best interests they may be asked to see a registered medical practitioner or occupational health provider appointed by the nursery to enable a medical report to be prepared
- Alternatively, and if appropriate, gain agreement from the member of staff to contact their doctor or specialist in order to establish the likely length of absence and the long-term effect on capability in relation to job performance and attendance at work.

If all other avenues have been investigated, the absence continues or following return to work, the attendance record does not improve; a subsequent meeting should be arranged. At this point unless there are reasonable grounds to believe there will be an improvement in the foreseeable future, the manager should inform the member of staff that long-term sickness absence due to ill health may put their employment at risk and the possibility of termination by reason of capability might have to be considered taking into account any medical information available.

The position will be reviewed periodically and ultimately it may become necessary from a business perspective to consider termination of employment. In these circumstances, the nursery will:

- Review the employee's absence record to assess whether or not it is sufficient to justify dismissal

- Consult the employee
- Advise the employee in writing as soon as it is established that termination of employment has become a possibility
- Meet with the employee to discuss the options and consider the employee's views on continuing employment
- Review if there are any other jobs that the employee could do prior to taking any decision on whether or not to dismiss
- Allow a right of appeal against any decision to dismiss the employee on grounds of long-term ill health and;
- Arrange a further meeting with the employee to determine any appeal
- Following this meeting, inform the employee of its final decision
- Act reasonably towards the employee at all times.

Any decision to terminate employment will be taken by the Nursery Manager, making sure the capability procedure has been exhausted.

### **Occupational health**

Mini Bees will engage the services of an independent Occupational Health Advisor in situations where expert medical opinion is required, and work with them to identify the best course of action in circumstances of sickness absence.

### **Access to medical records**

The Access to Medical Records Act 1988 gives individuals the right of access to medical records relating to themselves which have been prepared by a medical practitioner for employment purposes. The Act provides that:

- Employers must gain the consent of employees before requesting reports from medical practitioners
- Employers must inform employees of their rights in respect of medical reports
- The employee has the right of access to the report before the employer sees it, provided appropriate notification is given
- The employer is responsible for notifying the medical practitioner that the employee wishes to have access

- The employee may ask for a report to be amended or may attach a statement to the report
- Having seen the report, the employee may wish to withhold consent to it being supplied.

Where Mini Bees requests further medical information about the health of staff from an individual's General Practitioner or Specialist, or its own occupational health provider, the provisions of the Act will be followed.

Throughout any interviews regarding sick absence, staff are entitled to the support of and/or representation by a colleague or union representative.

Mini Bees reserves the right to request employees to attend a medical advisor (e.g. consultant, GP or Occupational Health Advisor) during their employment, if it is reasonably deemed necessary due to sickness absence, changes in health or the role, where it is necessary to seek expert medical opinion as to whether or not the employee can fulfil their job role.

### **Sick Pay**

Only Statutory Sick Pay (SSP) will be paid in accordance with Department for Work and Pensions requirements, and no payment will be made for the first three working days in a period of incapacity for work.

Internal use only

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<b>Signed on behalf of the nursery</b>	Muhammad Zain Abbas
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<b>Date for next review</b>	



## Staff Development and Training

The nursery highly values its staff. It is in the interests of the nursery, the children, their families, and the individual, that each staff member is given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children.

Personal and professional development is essential for maintaining the delivery of high-quality care and learning for children in their early years. It underpins all aspects of positive interactions and activities planned for children.

At Mini Bees we ensure that [%] of staff are qualified to Level 3 (or equivalent) or above in childcare and education. Other staff working at the nursery will either be qualified to Level 2 or undertaking training.

We strongly promote continuous professional development and all staff have individual training records and training plans to enhance their skills and expertise. We have a training budget which is set annually and reviewed to ensure that the team gain external support and training where needed.

To facilitate the development of staff we:

- Coach, lead and offer encouragement and support to achieve a high level of morale and motivation
- Promote teamwork through ongoing communication, involvement and a no blame culture to enhance nursery practice
- Provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff
- Encourage staff to contribute ideas for change within the nursery and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and activity planning
- Encourage staff to further their experience and knowledge by attending relevant external training courses

- Encourage staff to pass on their knowledge to those who are less experienced and share knowledge from external training with small groups of staff within the nursery
- Provide regular in-house training relevant to the needs of the nursery
- Carry out regular bi-monthly reviews with all staff. Staff appraisals are carried out every year where objectives and action plans for staff are set out, whilst also sourcing training according to their individual needs
- Develop a training plan addressing both qualifications and continuous professional development needs of the nursery and individual staff
- Carry out training needs analyses for all individual staff, the team as a whole, and for the nursery every six months
- Promote a positive learning culture within the nursery
- Offer annual team building training
- Carry out full evaluations of all training events and use these to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning
- Provide inductions to welcome all new staff and assign a 'work-buddy' to coach and support new staff
- Offer ongoing support and guidance
- Offer varied information sources including membership to local and national organisations, resources, publications and literature to all staff.

Internal use only

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## Staff Search Policy

It may on occasion be necessary and legitimate for Mini Bees as employer to seek to carry out personal searches of employees, their belongings, and vehicles.

Mini Bees also retains the right to undertake staff searches to maintain security. If you are asked, it does not necessarily mean that you are under suspicion.

Searches may be requested randomly or may be targeted to specific individuals based on specific information received by the Company or concerns that arisen.

Personal searches may be sought in support of Company policies such as the Drug and Alcohol Policy, the general Company rules prohibiting theft and misappropriation and to generally protect Company, customer and third-party assets and interests. Employees may, for example, be asked to empty their pockets, bag, briefcases, desks, lockers and filing cabinets and to submit vehicles to a search.

Where an employee is required to be searched, the following procedure will be used:

- Searches may only be carried out by a senior member of staff, for example a manager or Director.
- The search will be conducted in a private room where you will be asked to empty your pockets and show the contents of any bags you may have. There will be no physical contact from those carrying out the search.
- You may be accompanied by a work colleague or representative who is available at that time.
- You may be searched by a member of the opposite sex provided that there is a witness present who is the same sex as yourself but there will be no physical contact.
- Your property, including vehicles on Company premises may be searched.

- A refusal to comply with the Company search procedure may be subject to the disciplinary procedure.
- Where an employee is found to be in possession of prohibited substances or there is evidence to suggest that he/she has committed a criminal offence, he/she will be suspended in line with the disciplinary procedure pending further investigation.
- Mini Bees reserves the right to inform the police of any suspicion it may have with regard to the use of controlled drugs by any of its employees on Company premises or with regard to any other criminal offence.

### **Disseminating and Implementing this Policy**

All nursery staff will be required to read this policy on their induction and to comply with the contents of the policy.

The policy will be kept in the policy point folder and will be available for staff to refer to at all times.

If incidences of non-compliance do occur, this will be dealt with on a case-by-case basis through performance management of staff. Any adverse incidents will be recorded and reviewed to ensure the policy is fit for purpose. The policy will be formally reviewed at least every three years.

Internal use only

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### **Staff Working with their Own Children/Close Relations**

As a nursery we understand the stresses of returning to work after having a baby or working in the same environment as your child or a close relation. We wish to support smooth transitions for both you and the child, therefore we request the member of staff meet with the nursery manager and room leader where appropriate to discuss the needs of all parties.

We believe our staff should remain neutral and treat all children with the same concern; therefore, it is not always appropriate for staff to care for their own children whilst working in the nursery. However, we will accommodate all wishes of our staff and come to an agreement which suits us all.

- Where staff are positioned in the same room as their child or close relation an agreed set of guidelines will be adopted by both the nursery and the member of staff to set out the expectations of working with their child/close relation.
- Where this agreement is not working or is impacting on the care of the children in the room, the manager and member of staff will reassess the situation
- Staff caring for another staff member's child will treat them as they would any other parent/child. No special treatment will be offered to any child or parent who has connections with the nursery.
- Where the care of the children in the room is impacted upon because of the staff's relationship with their child or close relation:
- It will be the staff member that moves rooms, not the child. This will enable the child to be in the appropriate age/stage group and forge consistent relationships with other children in this group
- Staff will be required to adhere to guidelines about contact with their child during the nursery day. Although we do not want to restrict a parent seeing their child, we must consider the room routine and the upset a visit may cause the child when their parent leaves the room again. This will be agreed by the member of staff, manager and the room leader in order to cause as little upset as possible to all children involved



- If there are staff shortages resulting in the movement of staff, the staff members will be placed in a different room to that of their child or close relation wherever possible
- Where a staff member's baby requires breastfeeding, the nursery will adapt the above guidelines to suit both baby's and mother's needs. Cover will be provided during this time.

Internal use only

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## Staffing and employment policy

### Statement of intent

We provide a staffing ratio in line with the requirements of the National Standards for Day Care to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified, and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

### Aims

To ensure that children below school age and their parents are offered high quality early years care and education.

### Methods

- To meet this aim we use the following ratios of adult to child:
  - children under two years of age: 1 adult : 3 children;
  - children aged two years of age: 1 adult : 4 children; and
  - children aged three - seven years of age: 1 adult : 8 children.
  - Children aged three with Qualified Level 6 in Early Years: 1 adult : 13 Children
- A minimum of two staff/adults are on duty at any one time.
- We use a key person system to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for

the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

- We provide regular in-service training to all staff to our paid staff and volunteers.
- Our setting budget allocates resources to training.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and criminal record checks through the Criminal Records Bureau for staff and volunteers who will have substantial access to children.



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## Student placement policy

### Statement of intent

At Mini Bees, we recognise that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training.

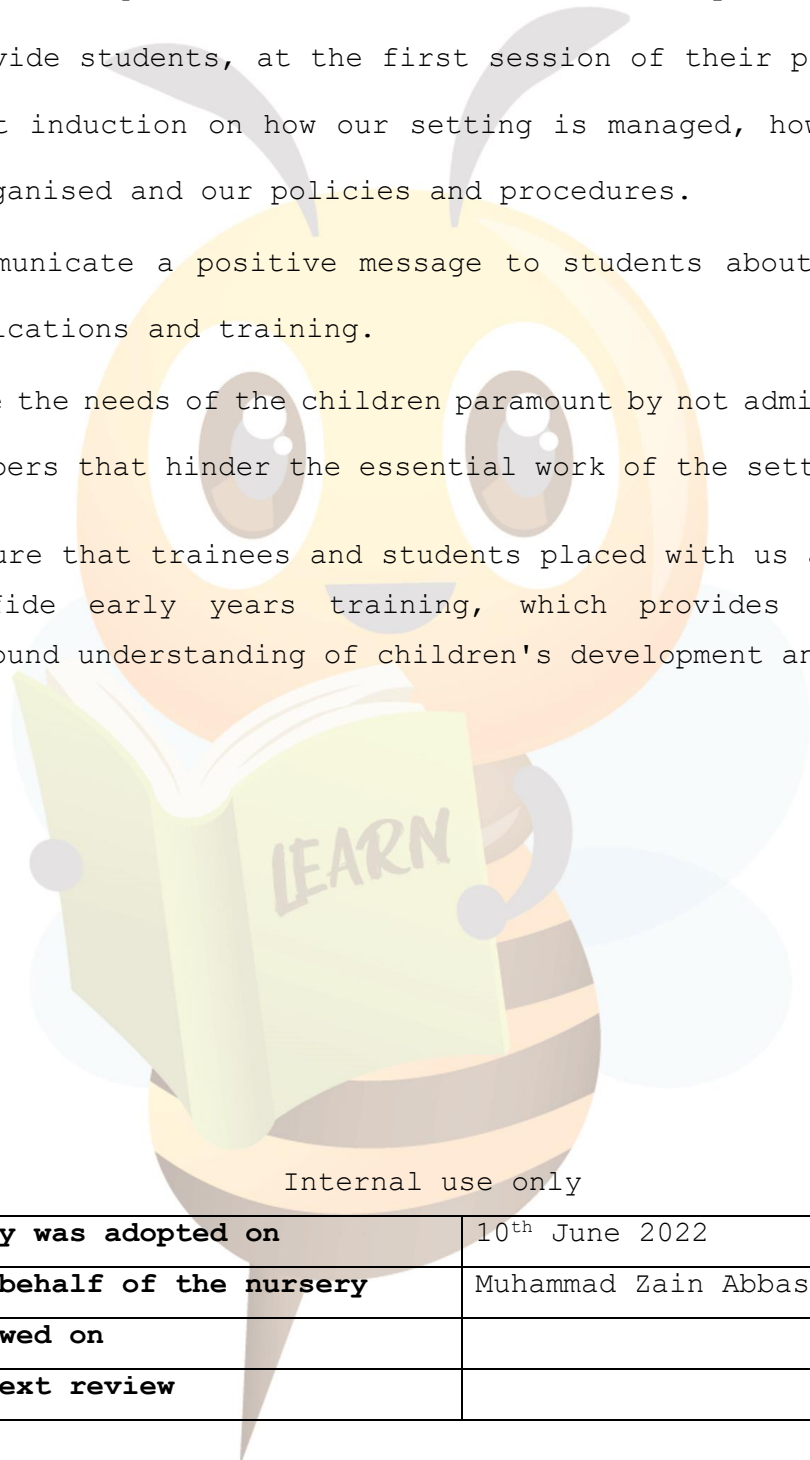
### Aim

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

### Methods

- We require students to meet the 'suitable person' requirements of Ofsted.
- We require schools placing students under the age of 17 years with the setting to vouch for their good character.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our setting on a short term basis are not counted in our staffing ratios.
- Trainee staff employed by the setting may be included in the ratios if they are deemed competent.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.

- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
- We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.



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## Students

The nursery is committed to sharing good practice with those wishing to pursue a career in childcare. Therefore, students will be welcomed to join our staff team and gain work experience within our nursery. We welcome the chance to encourage training. We accept student placements and recognise this as an opportunity to examine and revise our own practice. We will accept [insert number of students] student(s) at a time as more students than this places undue pressure on staff. We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

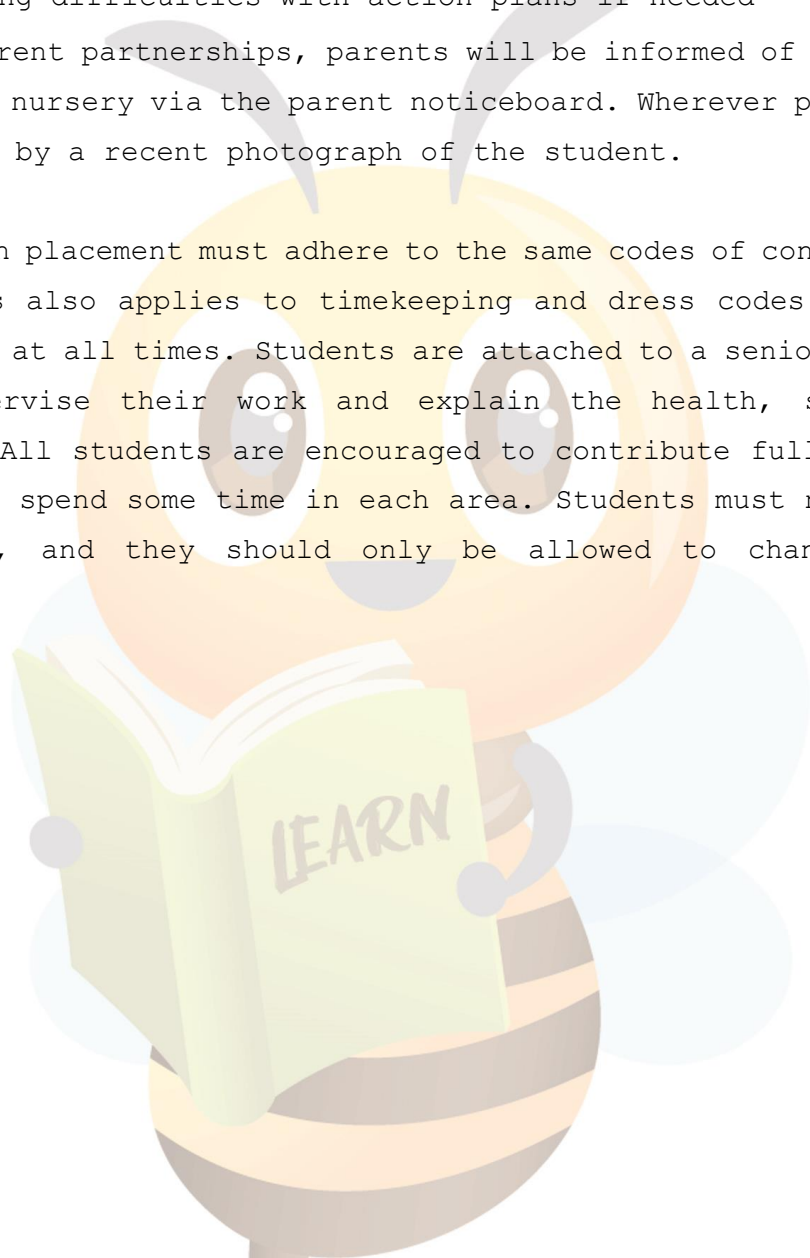
Students are expected to be associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. Placements will be offered after discussions with the appropriate tutors, and close links have been established with the college or school.

Students will attend a visit to the nursery for an interview, followed by their student induction and nursery tour. At this time, students will have the opportunity to read and discuss relevant health and safety policies, receive a copy of the Student Handbook, and sign their contract in readiness for their first day:

- All students will have an \*enhanced CRB disclosure/\*Disclosure Scotland checks or PVG Registration from February 2011 before their placement begins
- Students will be supervised at all times by a member of staff assigned to them and will not be left alone with the children
- Students will be asked to read all nursery policies that relate to their placement during their student induction
- We require students to keep to our confidentiality policy
- It is expected that during the student's placement, their tutor will visit the nursery or have verbal communication with the Student Co-ordinator to receive feedback about the student's progress
- Students will be offered support and guidance throughout their placement and offered constructive honest feedback in respect of their performance. Staff will respect individual students' needs and abilities and will aid their development

- An accurate evaluation of ability and performance for both students and training providers will be provided, and the nursery will support students who are experiencing difficulties with action plans if needed
- To maintain parent partnerships, parents will be informed of when students are present in the nursery via the parent noticeboard. Wherever possible this will be accompanied by a recent photograph of the student.

All students on placement must adhere to the same codes of conduct as permanent staff and this also applies to timekeeping and dress codes. Confidentiality must be upheld at all times. Students are attached to a senior member of staff who will supervise their work and explain the health, safety, and fire requirements. All students are encouraged to contribute fully to the nursery routine and to spend some time in each area. Students must not be left alone with children, and they should only be allowed to change nappies when supervised.



Internal use only

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## Sun Care

The nursery is committed to ensuring that all children are fully protected from the dangers of too much sun. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

We use the following procedures to keep children safe and healthy in the sun:

- Children must have a clearly named sun hat which will be worn at all times whilst outside in sunny weather. This hat will preferably be of legionaries' design (i.e., with an extended back and side to shield children's neck and ears from sun) to provide additional protection
- Children must have their own sun cream named and dated with prior written consent for staff to apply. This enables children to have sun cream suitable for their own individual needs
- Children need light-weight cotton clothing suitable for the sun, with long sleeves and long legs if prone to sunburn
- Children's safety outside in the sun is the nursery's prime objective so staff will work closely with parents to ensure all appropriate cream and clothing is provided
- Children will not be out in the sun between 11.15am - 1.15pm on hot days
- Children will always have sun cream applied before going outside in the sun and at frequent intervals during the day
- Children are offered cooled water more frequently throughout sunny or warm days
- Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun
- Staff will make day-to-day decisions about the length of time spent outside dependant on the strength of the sun
- Shade will be provided in the form of a [insert here e.g., gazebo] to ensure children are able to cool down or escape the sun should they wish or need to
- Parents of children with Asian and black skin colouring should be aware that these skin types can be very tolerant to sunshine. However, it is important to remember that burning can still occur.

Internal use only

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### Supervision of Children

The nursery manager is responsible for all staff, students and relief staff receiving information on health and safety in the preschool in order to supervise the children in their care suitably.

#### Supervision

- Whether children are in or out of the building, they must be supervised at all times
- Be aware that children can drown in only a few centimetres of water; children must be fully supervised at all times when using water play/paddling pools
- Special care should be taken when children are using large apparatus e.g. climbing frame, and when walking up or down steps/stairs
- A member of staff must supervise large outdoor play equipment at all times
- When outdoors, staff must be aware of any dangers relating to bushes, shrubs and plants
- Children must be supervised at all times when eating
- Children must be carefully supervised when using scissors
- Children must be carefully supervised when using knives for cooking activities
- During outings staff/child ratios will be increased to ensure supervision and safety (please refer to Outings policy)
- If the nursery has hired a bouncy castle for the day then STRICT safety guidelines should be followed as laid down by the hiring company. A member of staff MUST supervise the children at all times.

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## Supervision of Staff

The nursery manager is responsible for ensuring all staff, including students, are suitable to work with children. Checks are carried out via enhanced DBS clearance checks and verified by the inspection body; however staff can work in the nursery before these checks are completed as long as they are supervised by registered staff at all times.

All nursery staff will be informed of staff awaiting enhanced DBS clearances.

Staff awaiting these checks will never:

- Be left unsupervised whilst caring for children
- Take children for toilet visits unless supervised by registered staff
- Change nappies
- Be left alone in a room or outside with children
- Administer medication
- Administer first aid
- Take photographs of any children
- Look at a child's learning and development log.

Whilst ensuring all the above are adhered to, we still recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and participate fully in every other aspect of the nursery day.

We recognise that the enhanced DBS disclosure is only part of a suitability decision and nursery management will ensure each individual working with a child goes through a vigorous recruitment and induction procedure (as laid out in the safe recruitment policy). We will also ensure they receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the nursery.



All students will also receive an interview to ensure they are suitable for the nursery, an induction process to ensure they fully understand and are able to implement the nursery procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.



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## Supervision of Visitors

All visitors must sign the Visitor's Book on arrival and departure. If a visitor is more than an hour in the nursery, the nursery manager must point out fire procedures.

All visitors should wear a visitor's badge to identify themselves to staff and parents within the nursery. A member of staff must accompany visitors in the nursery at all times whilst in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

### Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the building
- The nursery manager must ensure all contractors accessing the nursery whilst children are present have suitable CRB checks and not left alone in any area that children may use
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander
- Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery
- The nursery will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parents.

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## Supporting Transitions

Children experience many transitions in their early years and nursery staff are sensitive to the difficulties children may have whilst going through these transitions.

Some examples of transitions that young children and babies may experience are:

- Starting nursery
- Moving between different rooms within the nursery
- Starting school or moving nurseries
- Family breakdowns
- New siblings
- Moving home
- Death of a family member
- Death of a family pet.

Staff are trained to observe their key children and as such will be sensitive to any changes in their behaviour and personality. We respectfully ask that parents inform us of any changes in the home environment that may impact on their child so staff can be aware of the reasons behind any potential changes in the child's character.

### Supporting transitions in the nursery

The nursery will support all children in the nursery with any transitions they may be encountering. If the transition relates to the child starting at the nursery, we will follow our settling in policy. If the transition is due to occur at the nursery, e.g., room changes, the nursery will fully support the child through this process in the following ways:

#### Moving rooms procedure

- If the child is due to move rooms due to age and stage readiness, we will work with the parents to ensure this is a seamless process in which the child is fully supported at all stages
- The child will spend short sessions in their new room prior to the permanent move to enable them to feel comfortable in their new surroundings

- The child's key worker will go with the child on these initial visits to enable a familiar person to be present at all times
- Wherever possible groups of friends will be moved together to enable these friendships to be kept intact and support the children with the peers they know
- Parents will be kept informed of all visits and the outcomes of these sessions e.g. through photographs, discussions or diary entries
- Only when the child has settled in through these 'taster' sessions will the permanent room move take place. If a child requires more support this will be discussed between the key person, parent, manager and room leader of the new room to enable this to occur. This may include moving their key person with them on a temporary basis.

### **Starting school**

Starting school is a huge transition and the nursery will do all it can to facilitate a smooth move. We have a variety of methods that support this:

- The nursery will provide a variety of resources that relate to the school, e.g., uniform to dress up in, a role play area set up as a school classroom, photographs of all the schools the children may attend. This will help the children to become familiar with this new concept and will aid the transition
- The nursery will invite school representatives into the nursery to introduce them to the children
- The key person will initiate conversations with their key children, who are due to move to school, about the school and discuss what they think may be different and what may be the same. They will talk through any concerns the child may have and initiate activities or group discussions relating to any issues enabling these to be overcome
- The nursery will ensure a comprehensive report is produced on each child starting school to enable teachers to have a good understanding of each child received. This will include their interests, strengths and level of understanding and development in key areas. This will support continuity of care and early learning.

### **Family breakdowns**

When parents separate it is a difficult situation for all concerned. The nursery understands that emotions run high please refer to the separated families policy which shows how the nursery will act in the best interest of the child.



### **Moving home and new siblings**

These are normally two events that parents will have advance notice of, and we ask that parents let the nursery know about these events so we can support the child to be ready for this.

We will spend time talking to the child and providing activities that may help the child to act out any worries they have, e.g. through role play, stories and discussions.

Parents may also consider placing their child into nursery for additional sessions during these events to provide them with consistency and time away from the changes occurring.

### **Bereavement**

The nursery has produced a separate policy on bereavement as this can be a difficult time for children and their families. Nursery will offer support to all concerned should this be required.

If parents feel that their child requires additional support because of any changes in their life, we ask that you speak to the nursery manager and the key person to enable this support to be put into place.

Internal use only

<b>This policy was adopted on</b>	10 <sup>th</sup> June 2022
<b>Signed on behalf of the nursery</b>	Muhammad Zain Abbas
<b>Last reviewed on</b>	
<b>Date for next review</b>	

## Visits and Outings

As part of their learning and development, children at the nursery undertake a range of local outings including walks and visits etc. off the premises. Permission will be sought for your child to be included in such outings. Outings and visits are planned to complement and enhance the learning opportunities inside the nursery environment and extend play opportunities for children.

These will be carefully planned, and the following guidelines will be followed on all outings from the nursery, whatever the length or destination of the visit:

- Written permission will always be obtained from parents before taking children on trips
- Appropriate staffing levels for outings depend on how the safety and the individual needs of the children can be assured
- At least one member of staff will hold a valid and current paediatric first aid certificate
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
- A completed trip registers together with all parent and staff contact numbers will be taken on all outings
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing
- A senior member of staff will always carry out a risk assessment identifying any potential hazards on the journey or at the location prior to the outing
- All staff will be easily recognisable by other members of the group; they will wear the nursery staff badge
- Children will be easily identified by staff when on a trip by use of a sticker system. The nursery name, number and mobile number will be displayed
- A fully charged mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation, if required, the group will return to preschool immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member

of staff will accompany the child to the hospital, and the rest of the group will return to the nursery

- A pre-visit checklist and risk assessment will always be carried out before the outing. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.

A full risk assessment and outing plan will be carried out for each outing, and this will be displayed for parents to access. This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip i.e., first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to the child's learning and development needs.

### **Use of vehicles for outings**

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the nursery
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned
- All vehicles used in transporting children are properly licensed, inspected and maintained. Regular checks are made to the preschool vehicle e.g. tyres,

lights etc. and a log-book of maintenance, repairs and services is maintained

- The preschool vehicle is to be kept in proper working order, is fully insured for business use and is protected by comprehensive breakdown cover
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any minibuses/coaches are fitted with 3-point seat belts
- When we use a minibus, we will check that the driver is over 21 years of age and holds a P.V.C. driving license. This entitles the driver to transport up to 16 passengers
- When children are being transported, there will always be at least one adult in the vehicle, excluding the driver.

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts, child seats and booster seats are used
- Ensure the maximum seating is not exceeded
- All children will be accompanied by a registered member of staff
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

In the event of a child being lost, the Lost Child Procedure will be followed:

- Any incidents or accidents will be recorded in writing
- Ofsted will be contacted and informed of any incidents.

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## **Volunteers**

Mini Bees recognizes the immense benefits that volunteers bring to the nursery. In return, we hope to give volunteers an opportunity to exercise their skills in a different environment and to undertake new experiences.

### **Status of volunteers**

A volunteer is not an employee and will not have a contract of employment with the nursery. We will however insist that the volunteer follows all nursery procedures in the same manner as a paid employee to ensure consistency and quality of care and early learning for the children.

### **\*Enhanced CRB check/\* Disclosure Scotland checks/PVG registration**

All volunteers will have suitability checks conducted in the same way as paid employees. This will include enhanced CRB from February 2011 becoming registered with the Protecting Vulnerable Groups (PVG) scheme. These checks will be conducted before any volunteer starts their time within the nursery and this will also include two written references.

### **Training**

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including child protection and health and safety training. The purpose of this is to enable the volunteer to get the most out of their decision to volunteer and enhance their performance in their voluntary role within our team.

### **Policies and procedures**

Volunteers are expected to comply with all the nursery's policies and procedures. The volunteer's induction process will include an explanation of this.



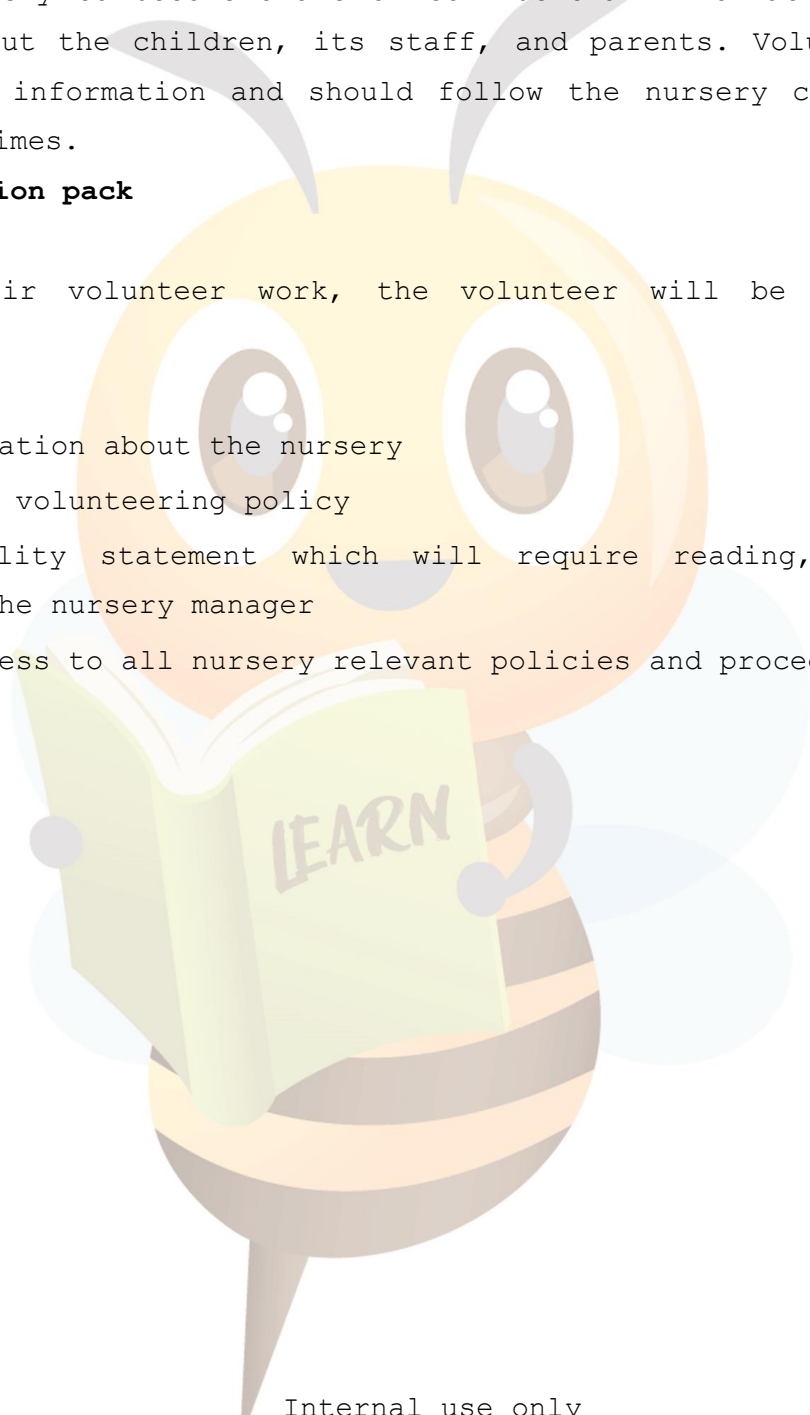
**Confidentiality**

Volunteers are likely to become aware of confidential information within the nursery either about the children, its staff, and parents. Volunteers should not disclose this information and should follow the nursery confidentiality procedure at all times.

**Volunteer's induction pack**

On commencing their volunteer work, the volunteer will be given a pack containing:

- General information about the nursery
- A copy of this volunteering policy
- A confidentiality statement which will require reading, signing and returning to the nursery manager
- Details of access to all nursery relevant policies and procedures.



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## Waste Management

At Mini Bees we value our environment and in order to keep our earth safe and healthy for our children we closely monitor the management of our waste and its disposal in accordance with local authority requirements.

Staff are made aware of the need to minimise energy waste and the nursery uses appropriate measures to save energy, including:

- Energy saving light bulbs
- Turning off lights when not in use
- Not leaving any equipment on standby
- Unplugging all equipment at the end of its use/the day
- Energy saving wash cycles on the washing machine.

The nursery recycles paper waste at paper banks and ensures that where possible other sources of waste are recycled to reduce the effect on the environment.

We assess our nursery's impact on the environment on a regular basis and place procedures in place to counteract this impact.

This policy is reviewed annually and is carefully considered in the best interests of the children, nursery and the environment.

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## Whistleblowing

Whilst we expect all our colleagues, both internal and external, to be professional at all times and hold the welfare and safety of every child as their paramount objective, there may be occasions where this may not be happening.

It is vital that all team members talk through any concerns they may have with their line manager at the earliest opportunity to enable any problems to be ironed out as soon as they arise.

### Disclosure of information

If, in the course of your employment, you become aware of information which you reasonably believe tends to show one or more of the following, you **MUST** use the nursery's disclosure procedure set out below:

- That a criminal offence has been committed or is being committed or is likely to be committed
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. EYFS, National Minimum Standards, National Care Standards)
- That a miscarriage of justice that has occurred, is occurring, or is likely to occur
- That the health or safety of any individual has been, is being, or is likely to be, endangered
- That the environment, has been, is being, or is likely to be, damaged
- That information tending to show any of the above, is being, or is likely to be, deliberately concealed.

### Disclosure procedure

- If this information relates to \*child protection/\*safeguarding then the nursery safeguarding policy should be followed, with particular reference to the staff and volunteering section
- Where you reasonably believe one or more of the above circumstances listed above has occurred you should promptly disclose this to your manager so

that any appropriate action can be taken. If it is inappropriate to make such a disclosure to your manager (i.e., because it relates to your manager) you should speak to Mr M Zain Abbas (Nursery Director).

- Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, employees should speak in confidence to the nursery manager
- Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner and will be followed through in a detailed and thorough manner
- Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations or disclosures in bad faith will be subject to potential disciplinary action which may result in dismissal
- Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal
- Any management employee who inappropriately deals with a whistleblowing issue (e.g., failing to react appropriately by not taking action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal.

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