

# **TIME 4 NURSERY & OVERTON KIDS CLUB**

PRIVATE CHILDREN'S NURSERY & AFTER SCHOOL CLUB

## **POLICIES**

(PARENT AND STAFF)

### **MISSION STATEMENT**

*TIME FOR YOUR CHILD*

*TIME FOR YOU*

**TOTAL COMMITMENT**

**INDIVIDUAL NEEDS**

**MOTIVATION**

**ENCOURAGEMENT**

#### **Our Aims:**

**Time 4 Nursery & Overton Kids Club is a family run Nursery & after school club. We are totally committed in providing quality childcare in safe surroundings where children's natural development and individual needs will be stimulated by play, education and social interaction. To plan, implement and evaluate, on a daily basis, activities, which are appropriate to the various age ranges and developmental stages of the children. We ensure a happy, friendly, caring environment where children will have fun, be motivated and encouraged to fulfil their potential. To work in partnership with parents/guardians in order to deliver the best possible care to their children.**

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### **1. Admissions:**

**Nursery & After School Club:** If parents require their child/ren to attend, then they will need to make a request to do so with the office (01524 851288). The office staff will look at the availability. Once you have visited, if a place is available then parents will be emailed a Brochure incl. Terms & Conditions, our Policies and Government funding agreement/Appendix 1 (EEF) if applicable. Parents need to read these carefully and, if satisfied, fill in the registration form in full and return it to the nursery office, along with a deposit of one week's fees. This will, provided the place/s are/is still available secure their child's booking.

All children are accepted on an equal and fair basis. *(There may be exceptional circumstances in which a child may not be offered a place, other than on availability grounds. For example, a child may have a medical condition or very serious allergy, which could be potentially life threatening. We would have to carry out a risk assessment in such a case).*

**Government Funded Sessions:** We offer term time only sessions over 38wks and stretched hours over 52wks of the year. These days/hours need to be agreed between parent and provider, and a Government Parental Agreement Form will need to be completed. An additional service charge maybe applied & funds everything we provide above & beyond the statutory EYFS requirements. *This is not a condition of accessing a funded place.* Please refer to point 3 Fees and Payments within the terms and conditions of our brochure and contact the office for alternative options. *Changes to sessions (subject to availability) can only be made for the following term ~ A Government Parental Agreement for Changes in the year will need to be completed. For more information regarding funding, please refer to the Appendix 1 (EEF).*

**Nursery Settling in Session.** Once a parent decides that they want their child to attend Nursery and have been booked in and a deposit has been received, settling in sessions will be arranged prior to their start date (max 2 x 1.5hr sessions/subject to availability) at no cost. Every child is different, and we take a flexible approach to settling them in. Our staff are happy to take your child from you if they are a little reluctant to come in. If this should happen, we would encourage you to telephone the office once you return home or get to work to check how they are.

**2. Arrival and Collection: Nursery** ~ Please ring the entry bell located to the left of the electric gates. Once the office staff have made contact with you, the electric gates will be opened. PLEASE STAY BACK FROM THE GATE, allowing for it to FULLY OPEN before making your way through them. Proceed to the appropriate door & ring the intercom bell. A member of staff will welcome you and your child. We ask all parents to pass on any information that may be relevant to their child's care. Staff are responsible for signing children in on the signing in register located in their rooms. Leaving Nursery: Please firmly press the button located on the right-hand side wall to open the electric gates. Please wait by the clock on the floor, allowing the gates to FULLY open prior to exiting. For extra security, we have CCTV & intercoms at all entrances. We operate a password system, if someone new is collecting your child, you must email the office with their name, address, contact number and confirm the password they are using. Our sessions finish at 12.30pm, 5.30pm & 6pm – please make sure your child/ren are collected on time, before the end of their session. Otherwise, a late collection charge will automatically be applied. **After School Collection & Pick up: Walking Collection from School:** A member of staff will be available in the main hall of the school. Once all children are accounted for, the staff member/s will make a note of the children on the register and escort the children to the After School Club.

**3. Health and Safety** It's the responsibility of all members of staff to ensure that the Nursery and After School Club is a safe environment for children, parents, visitors and staff. We adhere to the relevant legislation such as the Health and Safety at Work Act 1974. Staff must make themselves familiar with health and safety procedures as directed by the Proprietors. Some of these are outlined below.

- Nursery safety gates are placed at the access points to areas in which the children could be at risk. These gates must be locked, shut at all times, even when there aren't any children nearby.
- All First floor windows at Nursery are fitted with safety locks and can only be opened to a maximum of 11cm. Staff are responsible for making sure when opening them, the fittings are secure.
- Children must be supervised at all times; staff must not leave the area they are responsible for when there are children present.
- Risk assessments are carried out regularly.
- All cleaning materials will be kept in a safe place away from children.
- Food preparation areas must be kept spotless and all eating and drinking equipment must be washed in the allocated sink bowls/dishwashers.
- Staff must wear appropriate aprons when preparing food.
- Staff's hands must be washed before any food is prepared
- Staff must wear medical gloves when changing nappies, soiled clothing and emptying potties/cleaning toilet areas.
- Children's hands must be washed before any meal/ snack times and after creative activities and toilet trips.
- Furniture and equipment must be kept in good repair and unsuitable items removed and reported to the proprietors.
- Equipment must be stored tidily and safely.
- If a member of staff notices a hazard then it is their responsibility to make that hazard safe. For example clearing of floor spillage, removing inappropriate resources and cleaning unhygienic areas.
- The outdoor play area must be kept clean, safe and secure at all times. A check must be made before the children go outside to make sure the gate is closed and the area is clean, (free from glass, animal faeces for example).
- The children must be counted out of the building, then counted back in to avoid leaving a child unattended outside.

Any other persons entering the nursery or after school club must take responsibility for their own safety and the safety of others by taking note of all the above.

**Nursery Car Park:** Please Park in the parking bays. Please drive slowly and with caution when entering and existing the car park, always giving right of way to pedestrians. Nursery cannot be responsible for any damage or accidents whilst in the car park. The lower car park is for staff managers only, please make sure access is always available and access is also available to the front

garden area, for emergency services. DO NOT PARK IN FRONT OF THE ELECTRIC GATES. All staff must park on the public highway, always allowing parents and carer's access to the car park.

**Overton Kids Club:** Please do not obstruct the bus lane. Parking is available on the main road. Please drive slowly and with caution, always giving right of way to pedestrians. We cannot be responsible for any damage or accidents.

**Nursery:** Dogs must always be kept on a lead, they must not enter the front play area, unless they are registered as a guide dog. It is your responsibility to make sure they are left safely tied up in the car park or outside on the public pathway. We will not be responsible for any accidents or injury caused whilst on our premises. It is your responsibility to remove and dispose of any faeces left on nursery premises in a safe manner.

**Overton Kids Club:** Dogs must always be kept on a lead, they must not enter the building, unless they are registered as a guide dog. It is your responsibility to make sure they are left safely tied up outside the building. We will not be responsible for any accidents or injury caused whilst on the premises. It is your responsibility to remove and dispose of any faeces left on the grass play areas.

**4. Behaviour:** Taken from "Full Day Care: Guidance to the National Standards" Ofsted. *Children benefit most where adults adopt a consistent and positive approach to the management of their behaviour. By establishing clear boundaries according to the child's level of understanding, children become aware of the setting's routines and procedures and know what is expected of them.* No child attending Time 4 Nursery & Overton Kids Club will be subject to physical punishment whether by smacking, shaking, pulling or shouting. Staff will communicate verbally and positively to encourage appropriate behaviour. Appropriate behaviour will be encouraged by positive role-modelling, consistency and communication with home. Staff must act positively towards children to encourage acceptable behaviour. This involves always being a positive role-model, showing respect and taking time to talk and listen to children. Staff must:

- Reassure children and make them always feel valued
- Encourage sharing and try to develop their negotiation skills
- Promote confidence in the children and provide them with strategies to deal more easily with other children's unacceptable behaviour.
- Discuss what is, and what is not acceptable behaviour in the nursery.
- Help the children to identify with others so they can understand the behaviour of other children.
- Give praise when acceptable behaviour is being displayed.

The expectations are communicated throughout the staff so that everyone involved in the care of the children takes a consistent approach. This is led by the suitable example of the Nursery & After School Manager, through in-house training and course attendance. It is the responsibility of the Nursery & After School Manager to make sure that every member of staff is made aware of her/his expectations when dealing with a behaviour issue. Strategies must be discussed regularly between staff to develop the best ways of dealing with difficult behaviour. Some strategies that can be helpful include;

- Ignoring minor inappropriate behaviour and focus in on a child displaying positive behaviour.
- Keeping calm if a situation arises that could upset others
- Talking quietly and slowly
- Removing the child (or the other children) to help calm the situation
- Giving space and time to the upset child and discussing their behaviour when they are ready to do so.
- Helping the child to take responsibility for their actions

It must be made clear that any member of staff who is proved to have taken any sort of physical punishment towards a child will be formerly disciplined. This could lead to dismissal.

We encourage parents to take an active role in promoting a consistent approach to discipline.

**Anti Bullying:** Bullying comes in many forms, physical, verbal, silent and isolation etc. We at Time 4 Nursery & Overton Kids Club believe that all children and individuals have the right to come to our settings without fear of being bullied. Any act of bullying will be dealt with immediately.

**5. (SEN) ~ Special Educational Needs** We have a special educational needs policy that follows the recommended guidelines. It is a large policy and is provided separately. If a parent expresses an interest in reading or indeed having a copy of our Special Needs Policy, then this can be arranged. Parents will be approached on an individual basis regarding their child's individual or special needs. Our Special Educational Needs Co-ordinator is ~ Beth Hammond/Sarah Rodriguez. If you wish to discuss any areas of concern, please see the office to arrange an appointment.

**6. Equal Opportunities and inclusion.** All families are accepted without discrimination in relation to religion, political belief, health, sexual orientation, academic ability, national origin, marital status, ethnic background or disability. Every family enquiring about a place for their child will be treated individually and admission would be based on availability. Consideration is always made between the parents and us to ascertain whether Time 4 Nursery and/or Overton Kids Club would be the setting in which a child's needs could be met. There would be a special consideration for instance if a child requiring a wheelchair wanted to attend the Nursery as it occupies two floors and there is no lift. However, the after-school club is on one level. The nursery would not refuse admission on this basis; a discussion would take place to try to ascertain if the child's needs could be met at Time 4 Nursery. The parents would then have the choice to enrol their child in the nursery that they think would be the best in caring for their child. If a child comes to us that has special needs, then we would endeavour to provide the support that would best cater for the child's needs through appropriate equipment, staff training, gaining specialist advice, requesting outside support. Refer to the special needs policy. *Time 4 Nursery & Overton Kids Club will endeavour to undermine all forms or discrimination through training, recruitment, role modelling and enforcement. We will promote a policy of positive discrimination in play encouraging all children to join in with all activities as far as possible. Our aim is to ensure that all resources, books and activities promote positive images in the realms of race, gender, disability and so on. We aim to develop bias free resources. It is our policy to treat children as individuals and we will work in close partnership with parents to achieve this. We aim to promote tolerance and appreciation of other cultures, languages and individual differences.*

All members of staff are recruited fairly with the criteria being the skills requirements of the occupation. We adhere to all relevant legislation. See staff recruitment and retention.

**7. Medication** It is the policy for Time 4 Nursery & Overton Kids Club to administer medication to children only under the following circumstances.

1. A form must be completed, on the day or prior to their session, and signed by the parents' giving details of the medication, including how much and how often.
2. The staff will only administer prescribed medication that is clearly labelled with the child's name, date and dosage.
3. Two members of staff are to be present when medication is administered
4. A written record must be kept of medication given with details of time and amount.

If a child needs medication to be administered on a particular day, then parents need to approach a member of staff who will carry out the above procedure. The medication cupboard at Nursery is allocated in the downstairs Kitchen and upstairs pre-school room. At Overton Kids Club, the medicine cupboard is allocated in the staff /resource room. ***All medication must be kept out of reach from children. Under no circumstances must any medication be left anywhere else other than these allocated places. (This must be done under the supervision of a member of staff). Parents must ensure, for instance, that their child's medication is not left in their child's bag.***

**8. Accidents and Emergencies:** When a child has a minor accident, a member of staff should make the child comfortable and then inform the Manager, who can decide whether to contact the parents, if we cannot contact the parents, we will contact the person identified as the First Emergency Contact on the registration form.

In the case of a more serious accident, or emergency, the above procedure should be carried out and contact the relevant emergency services. If the child is to be taken to hospital, then staff must ensure that any relevant information is made available, and documentation passes on as necessary. If there is a serious accident, or death, then we must inform OFSTED.

Any member of staff dealing with an accident involving blood must wear protective medical gloves. These must be disposed of appropriately. All accidents must be recorded on the accident forms and signed by the child's parent and witnessed. If a form needs to be signed by a parent, then it is noted on the signing in form for the parent to approach a member of staff. The accident form will then be passed to you for signing. The staff are responsible for reporting and explaining the nature of the accident. It is the staff's responsibility to forward the signed accident report to the office to be filed in the child's personal file. (All children's personal files are stored in a locked cabinet). It is very important for parents to keep emergency contact numbers up to date and they must inform the Office via email ([time4nursery@gmail.com](mailto:time4nursery@gmail.com)) of any changes in writing, with the date, child's name and parents name. Most of our staff are qualified First Aiders and our nominated person is a qualified Paediatric First Aider. When an accident has occurred the member of staff working with the child at the time of the accident will be responsible for the first-aid treatment and filling in the accident form. If unusually, that member of staff is not qualified then the next nearest member of staff will deal with the treatment in partnership. The Manager and Deputy Manager are responsible for ensuring that a program of training is in place to ensure that as far as possible all staff employed have their first aid certificate up to date. If a child has had an accident at home or off our premises, then parents must fill in an "Accident Of our Premises' form. (Obtained from the office). This helps to inform us of any possible consequences at our setting, such as the child having a headache after bumping their head. It is the responsibility of the parents to ensure that the setting is informed of any accident at home and that the above procedure is carried out.

**9. Illness:** It is normal practice to identify children who are showing signs of illness. If a child seems to be feeling a little unwell but is assessed by the appropriate staff as being well enough to stay, then they will be monitored and the parents informed when they arrive to collect their child. If a child is upset and the Manager feels that the parent should be contacted, then the staff and parents can discuss the situation and decide the best course of action (all staff understand that many of our parents are working and that it can be problematic to plan to collect their sick child). If a child is showing more serious signs of illness whereby it is deemed that the child would benefit being away from the setting, then the parents/carers named on the registration form will be contacted and asked to take their child home. It is the parent's responsibility to ensure that there is always a responsible adult available to collect their child to collect their child in such circumstances. If the normal contactable person is unavailable on a particular day, then other arrangements must be made, and the office must be informed in writing. We have an obligation to protect other children and staff from infectious illness (communicable diseases). We seek professional advice and follow the relevant guidelines in these cases. There will be times when children will need to be excluded from the setting because they have an infectious illness. Please see sickness in our brochure's terms and conditions. We will notify Ofsted of any communicable disease as defined by the Health Protection Agency. Parents must inform us of any illness that their child may have,

**10. Safeguarding Children.** Under the terms of the Children Act 1989 we have a duty to be aware that abuse does happen in our society and that we have a responsibility for the welfare and well being of the children in our care. We have a duty to report any suspicions of abuse to LADO Local Authority Designated officer and they have a duty to investigate such matters. We must also inform OFSTED of any such suspicions; C.I.E (Complaints Investigations and Enforcement) 3<sup>rd</sup> Floor, Royal Exchange Buildings, St Anne's Square, Manchester, M2 7LA. Telephone 0161 255 4804. The local police may also be contacted on 01524 63333. Both settings follow the procedures set out in The Area Child Protection Committee Procedures. All members of staff are trained to observe and record children's behaviour as part of normal practice. If they have any concerns regarding any unusual behaviour then they should discuss these with The Nominated Persons Lisa Mooring, Beth Hammond. In the absence of the The Nominated Person, Nursery/After School Manager would take responsibility. If The Nominated Person regards any of these observations as being Child Protection issues, then she would take the appropriate action. She has the duty to report any physical or verbal evidence that might indicate, or give rise to suspicion of, child abuse whether physical, emotional, sexual or neglect. All members of staff are provided with a more detailed Safeguarding Children's Policy, which gives guidance to the staff and lays out the procedures that must be followed. If an allegation is made against a member of staff, then OFSTED (see address above) and Morecambe Bay Area Childcare Team (address as above) will be informed and the settings disciplinary procedure will be brought into effect.

#### **Contact Numbers**

Children's Integrated Services-0845 0530 009  
 Emergency Duty Team – 0845 602 1043 (out of hours)  
 CAF team – 01772 530 514  
 Early Years Safeguarding Officer- 01772 531555  
 OFSTED – helpline-0300 123 1231  
 Whistle Blowing 0300 123 3155  
 Complaints- 0300 1234 666

**Mobile Phones & Cameras Policy (Parents/Carers & Staff).** This new policy has been written following recent advice from county, in order to safeguard children and protect all adults from any false accusations.

- You must **terminate all calls before entering the nursery/after school club.**
- You must not use mobile phones or personal cameras in nursery/after school club at any time.
- Parents are asked not to take any photographs at any time in nursery or at the after-school club.
- Any outside agencies are not allowed to use mobile phones in nursery or at the after-school club.

**11. Missing Child.** Our room registers/signing in/out sheets are continually kept up to date. Recording when children arrive on the premises and when their parents arrive to collect them. Because we have an open-door policy, and parents can arrive and leave when they wish, within their booked sessions, it is crucial that these registers are updated immediately so that children can easily be accounted for at any time throughout the day. Each setting carries out a register/headcount at the beginning of each session and after outdoor play, before coming inside. If the whereabouts of a child is uncertain then one member of staff will make a thorough search. If the missing child is not found, all staff (some of which will still supervise the other children) will be involved in a throughout search. Should the child still be missing then the setting will contact the child's parents and then the police.

**12. Early arrival and late collection of children. Nursery:** If a parent arrives at nursery before the nursery is open, then they will have to wait until the staff on the early shift opens the nursery at 7.30am. Our main gate to the car park is locked every evening. If a parent arrives at nursery before their child's session begins, they will have to wait until the session has formally begun before they can drop them off. The Nursery must ensure that the strict staffing ratios guidelines are always maintained.

**Nursery and After School Club:** While we understand that it can sometimes be difficult for parents to arrive on time to take their children home, we do have to balance the needs of the parents with consideration of the staff. If a parent is having difficulties in collecting their child on time, then it is **their** responsibility to make **other** arrangements. If someone different is going to collect their child, it is the parent's responsibility to telephone the setting to give a description of that person and use a password. There are times when something unexpected can arise and unusually a parent will be late ~ for instance exceptionally heavy traffic. In these instances, the setting will make an allowance. However, we would ask parents to phone to inform us if they are going to be late so that arrangements can be made within the setting. We would ask parents to be considerate to the staff by arriving in time to leave the premises by the end of the session. If a parent wishes to discuss anything with the staff, then they need to arrive in good time to do so. If a child has not been collected by the end of their booked session and we haven't heard from the parents, then we will attempt to contact them. The child will be cared for on the premises until they are collected. However, if the same parent persistently does not arrive to collect their child before the end of their session, then a late pick-up charge will be automatically added to your next invoice. Please see point 2 on our Terms and Conditions. In very unusual circumstances, if it comes to a point in which it would seem reasonable to assume that the child isn't going to be picked up, then the Manager would have no choice but to contact the relevant agencies to make further arrangements. This procedure would not be carried out lightly.

**13. Complaints.** It is our job to look after the children as closely to the wishes of their parents as possible. Unfortunately, things can occur that will not be what a parent wants for their child. If a parent wishes to express a concern, then they must inform a member of staff, who will.

- Listen to their complaint
- Assess whether there is something that can be done immediately to solve the problem
- Make sure that the Manager is aware of what has happened so that they can take appropriate action
- If the problem is more difficult, or a parent is not satisfied with the initial response, then the Manager and Partners must be brought in to take responsibility for the situation
- It may be appropriate to invite the parents to express their concerns privately in the office
- If a parent is making a member of staff feel uncomfortable then it is recommended that another member of staff is present.

We are committed to building good relationships with parents and their children. We encourage parents to discuss any queries in the first instance with their child's key worker. If a parent wishes they may speak to the Manager. If after discussions at all levels, the problem remains unresolved the parent should then write to Ofsted at the following address: OFSTED, The National Business Unit, Royal Exchange Buildings, St Anne's Square, Manchester, M2 7LA (Telephone 0300 123 1231).

**14. Fire Procedure.** All members of staff must make themselves familiar with the "Fire Evacuation Procedure" which are displayed around the building and are provided to staff on recruitment. Staff must make sure that the displayed procedures are always visible. Each member of staff is responsible for evacuating their group of children in a safe place via the nearest exit and taking with them the register. Managers are responsible for taking with them a telephone, the registration form file (listing all children's and staff's emergency contact no's) and the staff signing in forms.

#### FIRE EVACUATION PROCEDURES

In the event of a fire in the building.

1. Evacuate all children through the nearest exit, shutting all doors behind you.
2. The room registers, visitor's book, staff signing in form and children's registration forms file and a telephone must be taken out.
3. Nursery: Progress to the front of the garden (if it is safe to do so) and congregate at the wall. OKC: Progress to the Bus shelter
4. Call the Fire Brigade 999
5. Do not attempt to extinguish the fire until all the children in your care are in a safe place, for if the fire has reached such proportions as to endanger your life.

In the event of a fire parents must be responsible for their own exit from the building under guidance from the staff. Parents must not try to find their own child, as the staff will be responsible for them.

*Regular fire drills will be done to familiarise the children with the noise and the procedure.*

**15. Smoking/Drinking/Drugs.** We operate a strict policy. Admission to the settings will be denied to anyone who is thought to be under the influence of alcohol, or any illegal substances. A responsible parent/carer will be asked to collect your child.

**16. Terms and Conditions.** Time 4 Nursery & Overton Kids Club's Terms and Conditions can all be found within our Brochure. Once a child has been registered then these "Terms and Conditions" apply.

**17. Personal Belongings and Lost Property.** All children's personal belongings need to be labelled. It is parent's responsibility to ensure that supplies of wipes, nappies, creams etc are ample for the day. A charge of £1.00 per nappy will be added to your next invoice should nursery nappies be used. Parents will be informed by staff members when items are needing to be re-stocked. In our Sunbeam room (under 2yr olds), this will be noted on the daily report you receive. Staff will encourage children to place items in their labelled trays and/or for Sunlight Room children on their coat hooks. The staff will do their best to keep personal belongings safe. Any items left on the premises, which are not labelled, will be placed in our "lost property box", which will be in the porch. At the end of each month, any items still left in the "lost property box" will be donated to charity.

Toys/Valuables ~ Parents are requested to ensure that children do not bring in jewellery, money or other valuables. We will not be held responsible for any loss or damage to valuables.

**18. Communication.** It is the parent's responsibility to ensure that all relevant information is put on the Registration Form and this is updated with any changes IMMEDIATELY. We require parents to put any changes to information regarding their child VIA EMAIL ([time4nursery@gmail.com](mailto:time4nursery@gmail.com)). The office will be responsible for passing on personal information on the children to all relevant staff. This will be done in the most appropriate manner for example memo's, staff meetings, verbally and lists placed in the settings. All staff must always adhere to the "Confidentiality" policy. The passing of information to and from and within the setting is a priority. We operate a key worker system in which one member of staff is responsible for gathering, recording and sharing information on several children. This does not mean that this member of staff will work with their key children all the time. They will however work with them regularly enough so that they can assess and record their progress. It is the child's key worker that parents should contact if there is anything relevant to be passed on to staff on the day-to-day nature (for instance has started 'potty training', hasn't slept well, child unwell over the weekend, injured themselves during an after-school activity etc). A child's key worker may not remain the same throughout their time in our settings. For the nursery setting, as the child moves rooms, The Manager, along with the Team Leader/s will change the child's key worker to a member of staff who will be working more frequently with them.

**19. Confidentiality.** Time 4 Nursery & Overton Kids Club is open to all. Parents have the right to see what is on record regarding their own child but no other child's records. All information held by us will always be totally confidential. The staff must not disclose any information on any child without written permission off the child's parents. Parents will have access to their own child's work folders at any time and are encouraged to add to it if they so wish. Staff must always be aware of confidentiality issues and must make the necessary arrangements to discuss matters privately using the staff room or office if suitable. All members of staff must be aware that all information is confidential and any personal information, such as telephone numbers or addresses, of staff as well as parents and children must not be given out.

**20. Grouping of the children.** **Nursery:** Ground Floor ~ Sunbeam Room (0-2yrs) & Sunshine Room (2-3yrs). First Floor ~ Sunlight Room (3-4yrs). **After School Club:** Children group themselves in accordance with friends, or what activities are available. Staff monitor these daily, making spontaneous observations and interacting when necessary to change grouping or involve all children for activities.

**21. Learning.** Each member of staff brings a variety of skills, attitudes and characters to provide positive role models and facilitate learning in a fun way. See 'Staff Recruiting and Retention' point 32. Each member of staff is a valuable part of the team and should be treated with respect and warmth. To develop children's decision-making skills staff will try to encourage the children to think for themselves. It is a crucial part of interaction that all members of staff ask children a variety of questions throughout their day. It is seen as very important to allow children the time and space to learn how to do things themselves. Every part of the day is a potential learning situation and staff will endeavour to make sure that they maximise this and do not do things for the children for speed and their own convenience. Long-term planning is carried out annually, children are encouraged to share their thoughts and ideas. The activities are differentiated according to the children's ages and abilities. We have a wide range of equipment available to the children so that all areas of development are encouraged. The Manager oversees the planning and guides the staff through the process. Assessment and record keeping is ongoing, and the Managers are responsible in ensuring that the children are being given tasks suitable for their stages of development to maximise their learning. We operate a key worker system in which each member of staff is responsible for assessing and recording children's progress. This is then passed on to the Manager, parents and other establishments when the children move on.

**Digital Cameras.** The nursery will use digital cameras to take pictures, to show the development and progress of the children within the setting. These images will be downloaded onto the nursery computer and printed to be displayed in the children's personal files and occasionally displayed on nursery walls, the images will be immediately deleted from hard drive and will not be stored.

**22. Meals & Snacks.** **Nursery:** For children arriving at 7.30am, we provide a light breakfast of toast, cereals, full fat milk/water. If you wish your child to have something different, a cold alternative must be provided by yourselves. For children arriving later than 8.00am breakfasts cannot be accommodated. We provide children with a snack mid-morning and mid-afternoon, the drinks provided are full fat milk & or water. Our snack time also provides an opportunity for learning, for instance, counting cups, recognising colours and taking turns. Children sometimes assist the staff in preparing for snack either as part of the planned curriculum, or as our helper for the day. A freshly cooked meal is prepared in our kitchen (on site) daily by our fully trained cook. Lunch is served at approx. 11.45am. If your child is not going to be in nursery for lunch, please telephone us no later than 10.00am. Please make sure your child is in nursery no later than 11.00am for them to be settled prior to having lunch. Our staff may also have a cooked lunch and join the children at the table, helping them when needed, discussing manners, how to eat using a knife, fork and spoon, and encouraging and helping each other try new, different foods.

**After School Club:** We provide all children with drinks and a snack mid-afternoon. This consists of a choice of fresh fruit/cheese & crackers/noodles/biscuits/breadsticks/toast & jam. The drinks provided are milk, water, diluted cordial. Children are given the opportunity to assist the staff.

There may be times when we plan tasting activities (maybe for a festival) or a child may bring in a birthday cake for everyone to share. It is part of our practice to allow all children to join in with these celebrations, unless there is a known request from parents for us not to do so.

It is the parent's responsibility to inform us if their child has any dietary requirement or allergies. Please refer to the "Communication" policy/point 18.

**22.A. Food Brought from Home:** Should you be providing your child snacks/drinks/lunch/tea etc due to dietary requirements or for other reasons known to us, or if you are choosing to opt out of the additional service charges. We promote healthy eating, therefore please be aware of these Restricted Items: Fizzy/sugary drinks (cans/glass bottles), milkshakes, coffee, tea, chocolate coated products/sweets/confectionary, chocolate spread as a filling for sandwiches, chewing gum, sugared/toffee and salted popcorn, any nuts. **We will not accept foods that require cooking. All items brought in from home must be brought in daily and already be prepared and ready for your child to eat.** Storage of food/snacks/drinks ~ We do not have the facilities to provide storage areas or cooled storage areas and therefore cannot take legal responsibility for foods prepared at home and then brought into Nursery.

**Breakfast:** For example, a piece of fruit, cereal/milk, along with a drink of milk, water or fresh diluted juice.

**Snacks:** For example, a piece a fruit or a plain biscuit

**Cold Packed Lunch/Tea:** For example, sandwiches, sausage roll, vegetable sticks, salad, cold pasta dishes, yoghurt, piece of fruit etc along with a drink of milk, water or fresh diluted juice.

**For more in-depth recommendations, please request our detailed policy on food/drinks brought from home.**

It is the responsibility of the parent/carer to provide an appropriate labelled bag/container/box where food items can be stored securely. NO PLASTIC BAGS.

*Parents are advised to include ice packs, cutlery (if necessary).*

**Waste and Disposal:** Nursery will send any uneaten food items along with wrappers and used/unused cutlery etc back home. The rationale for this is that parents can monitor what their child has consumed during the day.

**23. Daily Registration – Signing In/Out Forms.** Each setting has a daily register (signing in/out form). Staff are responsible for the signing in/out of the children, by whom and what time. Staff must also sign in/out on a separate staff signing in/out sheet.

**24. Staff Deployment.** The owners together with input from the Managers, place each member of staff in a suitable role/room for their skills and experience. For personal development staff may move rooms/settings so that they experience a different environment and different ages of children. This means that all members of staff can cover staff holidays or sickness in all rooms/settings. The office staff are not included in the staffing ratios and are therefore supernumerary.

**25. Staff Meetings, Training and Appraisals.** The owners and Managers initiate staff meetings. Different meetings are arranged at regular intervals.

Planning meetings	~	Staff meet to discuss long, medium- and short-term planning.
House Meetings	~	The owners and/ or the Managers can pass on any information and discuss relevant issues with the whole staff. This can also be for in-house training.
Team Leader Meetings	~	This is a chance for the Nursery Manager and the Team Leaders to discuss day to day running of rooms and forward plan.
Management Meetings	~	This is a chance for the owners and the Managers to talk about the day to day running of the nursery.
Partners Meetings	~	Arranged when required. These meetings are for long-term business planning and settling objectives. They also provide an opportunity for financial affairs to be discussed.
Overton Kids Club	~	Meetings are arranged as and when required.

Training takes place continually on a day-to day basis with the Managers and Team Leaders being a positive role model and communicating their wishes to staff. The induction provides an important tool in giving new members of staff information that they require to work at either setting. In-house training, using Noodle Now takes place at regular intervals to keep staff up to date. This could involve a member of staff returning from a course and cascading information or a course being set up by the management for all/some staff to update, say, a first aid qualification, NVQ's. Appraisals and supervisions are carried out by the Nursery Manager and take place annually for all members of staff.

**26. Staff Recruitment & Retention.** We aim to be an Equal Opportunities Employer. Staff are recruited on their qualifications, skills and experience and suitability for the job. We also offer apprenticeships and work alongside local colleges. We aim to employ committed and enthusiastic professionals who will be able to work as part of a team to create an environment in which children can maximise their learning through positive stimulating play experiences. A job offer is always made on the condition that the person's Enhanced Clearance from the DBS which shows that they are suitable for working with children. Applicants will not be discriminated against on the grounds of sex, race, colour, creed, religion, marital status, sexual orientation, ethnic background, national origin or political belief See "Equal Opportunities". We aim to provide the best pay and working conditions within the constraints of running a private business. We have a duty to run an efficient operation so that resources can be ploughed back to improve the quality of the provision for both children and staff. We have a structured approach to self-evaluation and have a commitment to this. We strive to create a positive work environment for the staff by providing regular staff appraisals, opportunities for staff development by attending courses and so on to encourage loyalty and commitment. We adhere to relevant legislation such as, Equal Pay Regulations 1997, Employment Rights Act 1996, Race Relations Act 1976 and the Sex Discrimination Act 1975. We aim to extend incentives to encourage staff loyalty.

**27. Staffing Structure.** Sarah Rodriguez & Laura Morgans are The Registered Providers and carry the responsibility for both Time 4 Nursery and Overton Kids Club in the provision of Care for 0–11-year-old children according to the National Standards set out by The Department for Education and Skills. They are responsible for maintenance of the premises, implementing all relevant employment legislation, invoicing, financial affairs and overseeing the running of both settings. Along with the Manager, they are responsible for policy setting in the nursery & after school club. The Manager & Deputy Manager are responsible for the overall day to day running of each setting and are primarily responsible for the care of the children and supervision of the staff.

**Time 4 Nursery ~ Staff**

Registered Providers/Owners:	Sarah Rodriguez, Laura Morgans.
Nursery Manager:	Lisa Mooring
Deputy Manager:	Beth Hammond
Senior Practitioner:	Kerry Malone



Team Leaders:	Jen Lunn/Caroline Malone/Chloe Shaw/Julia Major
Nursery Practitioners:	Danni Booth /Becky Siminster/Tasha Leach/Claire Cook/Amelia Calvert/Naomi Jones/Emily Winn/Danika Byrne/Millie Wainwright
Cook:	Tina Horner
<b><u>Overton Kids Club ~ Staff</u></b>	
Deputy Manager:	Kathy O'Neill
Play Leader:	Gill Bailey
Assistant Play Leaders:	Danielle McMinn & Tina Horner

**28. Students, Outside Agencies, Work Experience Placements and Volunteers.** We provide a valuable resource for work experience and training in the childcare profession. Volunteers and students are interviewed and will only be accepted if they seem suitable people to be working with children and in our settings. They must always be supervised when they are with children. It is the responsibility of the management team and all members of staff to support and guide them with their training. All members of staff are required to set good examples and demonstrate high standards of practice. We work closely with all outside agencies for example, speech and language, health visitors, teachers etc providing ongoing care and development for children and families.

**29. Outings** This may be a visit to a local library, shop, school, beach and playground etc. all of which will be risk assessed prior to the outing. Parental permission is included as part of the registration form. However, on occasions separate consent forms may be required. All outings are overseen by the Manager and appropriate ratios of staff to children will be in place. Registers, first aid kits and communication devices will be taken for regular contact with the settings and for any necessary emergencies.

**30. Parental Involvement** We work closely with parents and promote an open-door policy. We welcome all parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner and include them as an integral part of the care and early learning team within the nursery. Working together ensures we can meet the individual needs of the family and child and provide the highest quality of care and development. We encourage parents to support and share information about their children's learning and development at home. The key person system ensures all practitioners use effective, targeted strategies and interventions to support learning that match most children's individual needs. We make sure all parents are provided with a detailed parent welcome pack which includes our terms and condition/policies and procedure.

**31. Outside** We recognise the importance of daily outdoor play and the physical development and are committed to ensure all children have daily access regardless of their age and stage of development. Where possible this includes the children having free access to the outdoors allowing them the freedom to play indoors or out. We go out to play with all children in all weathers (unless it is deemed unsafe). We understand the vital role that learning outdoors has on children's learning and development as well as the importance of regular access to outdoor play to keep fit and healthy, develop children's large and fine motor skills, experience learning in a natural environment and access sunlight to absorb vitamin D more effectively. Our outdoor areas have a wealth of experiences and resources, which help children to learn and develop in a variety of ways, including independence, exploration and investigative skills, risk taking, confidence and self-esteem. We take reasonable steps to ensure the safety of children through daily risk assessments. Staff are informed of the importance of safety procedures and are trained appropriately to ensure these procedures are followed effectively. We ensure outdoor play is adequately supervised and we have robust safety checks in place, including regular head counts. We plan both adult-led and child-initiated opportunities to enable children to learn and practice new skills, knowledge and behaviours. When possible, weather permitting we will often have snacks and meals outdoors.

**32. Policies and Procedures** The policies are a working document as they are reviewed and updated as and when required. This ensures that parents, staff and other carers are given the same information on the running of the settings. It is hoped that this will promote confidence, understanding and trust.