

## **Policy statement on child protection**

The Nursery has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to either emotional, physical or sexual abuse or neglect.

Our prime responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/main carers and staff to act quickly and responsibly in any instance that may come to our attention.

The Nursery has a duty to report any suspicions around abuse to the Local Authority. The Children Act 1989 (Section 47(1)) places a duty on the Local Authority to investigate such matters. The Nursery will follow the procedures set out in the Local Authority Child Protection Documents and as such will seek their advice on all steps taken subsequently.

### **1. Physical Abuse**

Action will be taken under this heading if the staffs have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or a reasonable suspicion, that the injury was inflicted or knowingly not prevented.

#### *Procedure*

- a.** Any sign of a mark/injury to a child when they come into Nursery will be recorded
- b.** The incident will be discussed with the parent/main carer
- c.** Such discussion will be recorded and the parent/main carer will have access to such records
- d.** If there appear to be any queries regarding the injury the Local Authority will be notified

### **2. Sexual Abuse**

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, and drawing or had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

*Procedure*

- a. The matter will be referred to the Local Authority

**3. Emotional Abuse**

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.

*Procedure*

- a. The concern will be discussed with the parent/main carer
- b. Such discussion will be recorded and the parent/main carer will have access to such records
- c. If there appear to be any queries regarding the circumstances, the matter will be referred to the Local Authority

**4. Neglect**

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including non-organic failure to thrive.

*Procedure*

- a. The concern will be discussed with the parent/main carer
- b. Such discussion will be recorded and the parent/main carer will have access to such records
- c. If there appear to be any queries regarding the circumstances the Local Authority will be notified

## Settling in policy

1. The Nursery staff will work in partnership with parents/carers to settle the child into the Nursery environment
2. Once a child is accepted by the Nursery, arrangements will be made for a Nursery Visit so that the child can familiarise him/herself with the Nursery
3. During the first few weeks, parents/carers can stay with the child for sufficient time so that the child feels settled and the parent/carer feels comfortable about leaving her or him if they wish to do so. This arrangement can continue until the child feels at home within the Nursery
4. For the first few sessions, parents/carers may collect the child early if they so wish, making sure staff know about these arrangements
5. No child will be taken on an Outing from the Nursery until he or she is completely settled in
6. Parents/carers are welcome to ring the nursery at any point during the day to see how their child is coping

## Behaviour policy

1. The Nursery believes in promoting positive behaviour.
2. We aim to encourage self-discipline, consideration for each other, our surroundings and property.
3. By praising children and acknowledging their positive actions and attitudes we hope to ensure that children see that we value and respect them.
4. Nursery rules are concerned with safety and care and respect for each other. Children who behave inappropriately, whether by physically abusing another child or adult, e.g. by kicking or biting, or by verbal bullying, may be removed from the group. 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 that a child is feeling angry or upset and that it is the behaviour we are rejecting, **not the child**.
5. How a particular type of behaviour is handled will depend on the child and the circumstances. It may involve the child being asked to talk and think about what he or she has done. It may be that the child will not be allowed to make his or her own choice or activities for a limited period of time. Every child is treated as an individual.
6. The child will also be asked to see if the person who was upset is all right and to say that they are sorry and give them a cuddle. An

- immediate response of 'sorry' is not accepted if the child does not mean it, but is merely saying the word in the hope of being able to continue playing.
7. In extreme cases the child will be removed from the classroom or garden until he or she has calmed down for a period of time out to reflect on his or her behaviour.
  8. Parents will be informed if their child is persistently 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 home and school. In some cases we may request additional advice and support from other professionals such as the Child Guidance Health Visitors or Early Years Manager

## **Policy statement on race and culture**

The Nursery believes that it is the right of every worker and user (both adult and child) to be treated as an equal and with respect, and that no religion or culture is inherently superior to any other.

The Nursery will not tolerate racism in any form.

The Nursery and our staff are committed to:

Users are encouraged to:

1. Promote positive role models
2. Actively promote equal opportunities at all times
3. Challenge those (including children) who do not do so
4. Challenge any form of racial abuse and report any incidents of this to the Manager
5. All staff will be continually reviewing their working practice and relationship in order to provide the best service to all Nursery users
6. All toys and books, etc., will be selected in order to provide positive images
7. The Nursery acknowledges the diversity of religious practices, customs and festivals and will provide opportunities for all users to share in these wherever possible

## **Complaints procedure**

If a parent/carer has an issue either involving their individual child or the Nursery as a whole, they should in the first instance raise this issue with either their child's Room Leader or the Manager of the Nursery.

In the first instance every effort will be made to resolve any matters within the setting of the Nursery.

Issues raised will be dealt with within the following appropriate framework:

- a. A matter relating to an individual child should be discussed between the parent/carer and the Manager and maybe Room Leader/Deputy Manager
- b. If the matter raised concerns a general or policy issue, again it should first be raised with the Manager of the Nursery

At all points throughout these processes the parent/carer will be kept informed of progress.

## Accident procedure

### MAJOR ACCIDENT

**If a major accident occurs the procedure is as follows:**

At all times the staff must wear protective clothing (disposable gloves).

1. If able to be moved, the child is taken into the quiet room and the Manager is notified
2. She will then assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/main carer to come
  - a. If the child needs to go straight to hospital an ambulance will be called. Then the parent/main carer will be contacted and arrangements will be made to meet the parent/main carer at the hospital. A member of staff will accompany the child to the hospital, but will not sign for any treatment to be carried out
  - b. If the child can wait for the parent/main carer to come, then the parent/main carer will be contacted and the child will be made as comfortable as possible and a member of staff will stay with them until the parent/main carer arrives. It will then be for the parent/main carer to decide whether to go to the hospital or not
3. A report of the accident will then be recorded in the accident and log book for parents/carer to sign when they collect their child.

### MINOR ACCIDENT

**If a minor accident occurs the procedure is as follows:**

At all times the staff must wear protective clothing (disposable gloves)

1. The child is taken into a quiet area

2. The injury is assessed by a Qualified Staff Member and if necessary the Manager is called
3. The injury is then treated
4. The child is then resettled back into the routine and observed
5. The incident is then recorded in the accident book and an incident slip is written for the parent

**MEDICATION SLIP**

Date: .....

Child's Name: .....

Parent's/Carer's Name: .....

Name of Medication: .....

Dosage or instructions of application: .....

.....

I, the parent/main carer of the child named above, give my permission for the medication (named above) to be given at the stated times.

I state that the medication (named above) was prescribed by the child's G.P. and that the child has received the first 48 hours of the medication at home.

Signed: .....

# Incident slip

Date: .....

Dear Parent

Your Child .....

1. Needed a change of clothing because he/she:
  - a. Became wet playing with water/messy play
  - b. Had a toilet accident
  - c. Was sick
  - d. Was in unsuitable clothing (i.e. too hot/cold)
  - e. Other

2. Was hurt:

.....  
.....  
.....  
.....

Signed: .....

# Calpol letter

Dear Parent,

As most parents are aware, children do get high temperatures at one time or another.

As we have a policy on medication, it would be helpful if you could tick the boxes below that apply and sign the slip for us to keep in your child's file.

NAME OF CHILD: .....

DATE: .....

MY CHILD DOES NOT HAVE AN ALLERGY TO CALPOL

MY CHILD DOES HAVE AN ALLERGY TO CALPOL

I GIVE PERMISSION

I DO NOT GIVE PERMISSION

For my child to be given Calpol if felt required

Signed: .....

Name: .....



# **Policy statement on health and safety for staff**

## **HEALTH AND SAFETY POLICY**

All Health and Safety documents must at all times be available for inspection.

- a.** No smoking on the premises
- b.** No hot drinks in any room occupied by a child/children
- c.** No inappropriate jewellery to be worn. One pair of stud earrings and a wedding ring is acceptable
- d.** Dress code: uniform – polo shirts and sweat shirts, black trousers,  $\frac{3}{4}$  leggings or shorts
- e.** No running inside the premises
- f.** Children should be encouraged to run outside in a safe environment
- g.** All electrical sockets should be protected by safety plugs, no trailing wires
- h.** All cleaning materials/toilet cleaner to be placed out of the reach of children
- i.** All fire exits to be clearly marked and free from obstruction
- j.** All fire extinguishers to be clearly labelled
- k.** A copy of the fire drill should be clearly visible at fire exits
- l.** Protective clothing shall be worn when serving food
- m.** Never leave scissors or potentially dangerous objects lying within reach of children
- n.** Nuts, e.g. peanuts, are not allowed in the Nursery
- o.** An accident involving body fluid must be reported to the Senior First Aider on duty
- p.** Telephone calls must be received before 8.00 a.m. if a member of staff is not well enough to attend work. This includes all gastric problems and high temperatures
- q.** All staff should familiarise themselves with the First Aid Cabinet
- r.** Only qualified Nursery Nurses are allowed to administer medicine to a child
- s.** No student should be left unsupervised at any time, and children must be supervised at all times
- t.** Under no circumstances may a member of staff take a child from the Nursery unless written consent has been obtained from the parent of the named child

## **Procedure for animal care**

### **Rabbit/Guinea-Pig**

1. Feed and change water daily
2. Clean cage once weekly. (Ensure protective clothing is worn.)
3. In mild weather put out in the run in the morning, so they get some exercise and place back in cage later afternoon
4. Children are encouraged to handle the animals and help with caring for them, but ensure protective clothing is worn and hands are washed after handling

### **Fish**

1. Feed daily
2. Clean tank weekly