



Nursery

Policies and Guidelines Handbook

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Treloar Nursery Guidelines

Accident and injury.

Policy Aim

The safety of all children is paramount and staff are aware of the safety aspects for the children.

Procedures in place

Risk assessments are in place and are reviewed regularly.

Parents/carers are required to sign the consent form as part of the application pack allowing qualified staff to provide basic first aid, including plasters, and access emergency treatment in the case of a medical emergency for their child.

Accidents occurring while a child is at Nursery

Minor injuries and accidents

At least one member of staff with a paediatric first aid qualification is on duty at any time.

Treloar School has trained children's nurses on site who are available in case of emergency.

The Nursery has an allocated children's nurse, who is familiar with the individual needs of the children attending the nursery.

Only trained First Aid staff will attend injured children.

More serious accidents

In the case of a more serious accident the following procedure will be followed:

- medical help will be sought immediately and the parent/carer will be contacted.
- if hospital treatment is required and a parent/carer is not available to accompany the child, a member of staff will accompany the child.

Every reasonable effort will be made to obtain a parent's consent before proceeding to medical treatment, but in the event that they cannot be contacted, the Head of School will sanction such treatment as is deemed necessary by the attending medical practitioner.

Recording of accidents

Factual details of all accidents which occur while a child is at Nursery are entered onto the Treloar's incident recording system (IRIS). Relevant managers are made aware of the incident reports and decide what action is appropriate.

Minor accidents will be explained to parents/carers upon collection of their child and recorded in the home school book.

A particular note will be made in the home school book if a child sustains a bump to the head.

Any relevant serious accident/injury will be reported to Ofsted, the Local Authorities Children's Services and The Health and Safety Executive

Existing injuries

It is the responsibility of all parents/carers to notify the staff of any significant injuries that have happened away from Nursery at the beginning of the morning/session.

Parents/carers must complete an Existing Injury Form detailing the injury and indicating on the body map the place of the injury. The form will be signed by a member of staff.

If staff notice a significant injury during the Nursery session which a parent/carer has not informed us about, the staff will ask the parent/carer to complete an Existing Injury Form upon collection of their child.

The Existing Injury Forms will be kept in the child's file.

Should you have any concerns, you may wish to contact:-

Ofsted's phone no: 0300 123 1231, email enquiries@ofsted.gov.uk

Services for Young Children phone no: 01962 847070, email sfyceh@hants.gov.uk

These guidelines are in line the Treloar's Safety Event Reporting and Recording Policy - HS006 & IRIS policy - SMT10

Treloar Nursery Policies and Procedures Behaviour Management

Policy aim

The Education Act of 1997 places the duty on all schools to promote good behaviour and discipline.

At Treloar School Nursery, we believe that the rights and dignity of all children are recognised and actively promoted. Every child must be treated at all times with dignity and respect. This applies to students whose behaviour can be challenging, aggressive or inappropriate.

The purpose of a behaviour policy is to encourage and develop acceptable standards of behaviour so that a positive atmosphere is created, which will benefit all children.

The behaviour should be clearly understood by the children, their parents/ carers and all the staff, in order to minimise problems and ensure that when problems do occur, consistent strategies are in place.

Our behaviour policy will:

- Ensure the smooth running of the nursery with consistent strategies for behaviour management.
- Promote and encourage appropriate behaviour in a range of situations.
- Discourage any behaviour which may offend others - physically or emotionally.
- Establish a range of rewards and sanctions.
- Provide clear guidelines as to how to deal with behaviour problems.
- Encourage parental involvement - a consistency between school and parental expectations of behaviour is essential.

Managing unwanted behaviour

If unwanted behaviour disrupts the running of a session the child in question will be distracted and, if necessary, assisted to a quieter area with an adult.

Any behaviour problems will be handled in a developmentally appropriate manner, respecting individual children's level of understanding.

Adults will be aware that some kinds of behaviour may arise from a child's special needs or personal circumstances.

All adults will provide a positive role model for the children with regards to friendliness, care and courtesy.

Adults will praise and endorse behaviour such as kindness and willingness to share.

The unacceptability of unwanted behaviour will be made clear immediately taking care to explain that it is the behaviour that is not liked, not the child.

Children will be given a positive alternative to the behaviour they have displayed.

Physical punishment will not be used or threatened. Children will not be excluded or left unaccompanied.

Adults will not shout, or raise their voices in a threatening way.

Managing recurring unwanted behaviour.

- Recurring behaviour will be tackled by the staff and school behaviour specialist in partnership with the child's parents/carers.
- Objective observation records will be kept to try and establish a cause.
- Staff will follow a behaviour management plan in partnership with the behaviour specialist.

Our named Behaviour Specialist is Emily Ball (speech and language therapist)

This policy is in line the Treloar School Behaviour & Sanctions Policy SMT012

Treloar Nursery Policies and Procedures

Concerns and complaints

What to do if things go wrong?

Concerns and Complaints

Treloar's encourages students, parents and carers, prospective parents, in fact anyone who uses our services, to raise concerns, or make a complaint if they are not satisfied with our services. If we know what these concerns are we can investigate the problems so that we can:

- ✓ Put things right if we have made mistakes
- ✓ Make sure that you are happy at Treloar's, in a safe and effective environment
- ✓ Make sure that your concerns or complaints have been listened to and resolved to your satisfaction
- ✓ Improve our processes, if necessary, to ensure that similar problems don't happen again
- ✓ Apologise if mistakes have been made, and learn from them

We want to continuously improve all the activities and facilities at Treloar's. We can only do this if students, parents/carers and other people tell us when things are not going right. It is very important for us to receive feedback, suggested improvements or complaints, as soon as possible.

Everyone who uses Treloar's services has a right to be treated fairly and not be victimised if they make a complaint, express a concern or ask for an explanation.

For students, learning how to complain, how to discuss things that cause concern or worry, or how to ask for an explanation of something, are all very important parts of being assertive, making decisions and becoming more independent.

When should I complain?

If you are unhappy with any aspect of any service being offered, the best way to complain is to tell the member of staff concerned straight away so that they can put it right immediately. Treloar's expects its staff and volunteers to respect your wishes, listen to your concerns and either respond to them, or explain clearly if there are good reasons for not doing what you ask. In most cases you should be happy with the outcome. If you are happy with the outcome, this will be recorded and treated as an **informal complaint**.

If you are not satisfied you have the right to make a **formal complaint**.

What happens if I make a formal complaint?

Making a formal complaint means that:

- Your complaint is thoroughly investigated by a senior member of Treloar's staff
- Your complaint is dealt with quickly by Treloar's
- You will receive an acknowledgement of your complaint within 2 working days
- You will receive a written response within 28 days
- You will be given the reasons for our response
- You will receive a written apology from Treloar if your complaint is upheld
- Matters will be put right if possible, and improvements made to make sure the problem does not happen again in the future.

How do I make a complaint?

You can use the way that suits you best to make a complaint:

- You can tell a senior member of staff such as the Head of School, Heads of Therapy or Head of Healthcare and Nursing, who will then make a note of your complaint, give you a copy and send it to the Head of Safeguarding, who deals with all complaints.
- You can telephone, email, or write to the Principal, or a member of the School Senior Management Team. The names and email addresses of senior staff are listed at the end of this procedure.
- If you make a telephone complaint, the person taking your call will take notes and will either send a copy of the notes to you for your agreement, or will ask you to confirm your concern or complaint in writing by email or letter to the Head of Safeguarding, whichever is best for you.
- If you need support, please ask anyone you trust - a teacher, therapist, nurse or support staff - to help you to make your complaint.
- If you raise a concern in another way, for example by a parental Annual Review feedback form, we will normally contact you to discuss this with you in advance of the review so that we can decide with you whether you wish to address your concern in the full meeting or in a separate meeting. The choice is yours - the chair of the review will not influence your decision.

What can you expect from us?

- ✓ We will tell you that we have received your complaint, so that you know that we are dealing with it. This will usually be by letter from the Head of Safeguarding. It will tell you who is looking into your complaint and the timescale in which they will report back to you. You should receive an acknowledgement of your complaint within 2 working days.

- ✓ You will receive a response, either when the investigation is completed, or an update on its progress, **within twenty eight days** of receipt of the complaint, unless your concern or complaint is made just before a school holiday.
- ✓ A record and copy of the complaint will be kept in the Complaints Log, copied to the investigating manager and added to a record of complaints which is seen by the Senior Management Team, Governors and may need to be seen by inspectors.
- ✓ After the investigation, the response to your concern/complaint will cover all the points that you have raised, apologise if an error has occurred and give you the opportunity to discuss the findings or confirm that you are satisfied that your complaint has been dealt with.
- ✓ If you are unhappy with the outcome of the investigation, you have the right to appeal and ask for a further investigation to be carried out. Your request should be made directly to the Head of Safeguarding. This investigation may be done by an independent person - someone who has never been a governor, parent or member of staff and has no direct connection with the Treloar Trust.
- ✓ The independent person's response will cover the concerns you had about the conduct of the investigation and its findings, and give you a further opportunity to confirm whether or not you are satisfied with the new conclusions.
- ✓ If you still feel that your complaint has not been dealt with properly after it has been investigated within Treloar's, you can contact the appropriate agency from the list given below.
- ✓ A Governor regularly reviews the Complaints Log to make sure that senior managers are investigating complaints and replying within the agreed timescales and are concluding complaints satisfactorily.

Complaints Procedures

There are two separate procedures to make sure that complaints are dealt with properly.

1. For complaints about the way students' work has been marked or assessed, the **Academic Appeals Procedure**, should be used.
2. For all other kinds of concerns or complaints the **Concerns and Complaints Procedure** should be used.

Where can I find copies of the Guide to Concerns and Complaints Procedure?

Copies of this Guide to the Concerns and Complaints Procedure are given to all students when they come to Treloar's and are available to parents, prospective parents, staff, volunteers and others, from the internal intranet and the Treloar's website.

Treloar's sincerely hopes that you will not need to implement this procedure. However, should you need to do so the contact details of Senior Managers and their roles are stated below:

Martin Ingram Principal, Treloar School and College
Martin.ingram@treloar.org.uk

Lisa Bolton Head of Treloar School
Lisa.bolton@treloar.org.uk

Sally Nissen Head of Healthcare and Nursing
Sally.nissen@treloar.org.uk

Ben Baxter Head of Safeguarding
Ben.baxter@treloar.org.uk

Jo Cox Head of Quality
Jo.cox@treloar.org.uk

Ofsted

Parents may approach Ofsted directly at any stage of this complaints procedure. In addition, where there seems to be a possible breach of our registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure the National Standards for Day Care are adhered to.

The address for any such complaints is:
Ofsted Piccadilly Gate Store Street Manchester M1 2WD

0300 123 4666
<http://www.ofsted.gov.uk/contact-us/how-complain>

This policy is in line the Treloar Guide to the Concerns and Complaints Procedure School, College and Trust SMT004, and Treloar Procedure for dealing with Concerns and Complaints School, College and Trust SMT004/PR01

Treloar School Nursery Policies and Procedures

Eating and drinking

Lunch and snacks

Children have a snack / break between 10.00 and 10.30 and lunch between 12.00 and 12.30.

All children are required to sit together at the table during snack and lunch time.

Nursery children can bring snacks and a cold packed lunch supplied by parents/carers. Treloar's operates a nut free environment, therefore we ask parents to refrain from sending in anything containing nuts. Please see the parents/carers handbook for guidance on what can be included in packed lunches supplied from home. Cold packed lunches will be kept in the Nursery Fridge (this will need to be checked and monitored by Nursery staff). Food brought in from home cannot be heated up and this includes blended food via gastrostomy

We can provide snacks and a hot lunch for children at a cost of £3 per day, this includes a choice of main course, dessert (hot or cold) and / or fruit, yoghurt, crackers & cheese. Menu choices always include the options below:

- Healthy
- High Calorie
- Vegetarian
- Soft
- Plated Pureed moulded food

Tuesday Lunch	
♥	Roast lamb
♥	Baked & creamed potatoes
♥	Kale
♥	Gravy
♥	Salad bar (including mackerel, cous cous & cucumber salad)
+	Spicy bean roast with a creamy onion sauce
+	Cauliflower cheese
+	Roast potatoes
♥	Fresh fruit
♥	Low fat yoghurt
+	Rhubarb & apple crumble with custard
+	Thick & creamy yoghurt

Children are either taken to the hot food counter to make their choice (assisted by nursery staff) or they can pick from a menu. If you choose the hot food option please let Nursery staff know, they will keep a tally and arrange for an invoice to be sent at the end of each term. A copy of the most up to date menus is available by contacting the catering team: catering@treloar.org.uk.

Eating and drinking support

All children will be assessed by a dysphagia specialist speech and language therapist and an individual eating and drinking programme drawn up by the schools nutrition support team.

If appropriate, your child will have allocated 1:1 support during snack and lunchtime.

The Nursery has a variety of supportive seating, however if no appropriate supportive seating is available parents/ carers will need to bring an appropriate pushchair or buggy to Nursery and this will need to be used for eating and drinking.

Only trained staff will support children with eating and drinking.

All Nursery staff take part in Treloar Trust's basic eating and drinking training delivered by qualified speech and language therapists, occupational therapists and a dietician.

Should children need advanced feeding support, staff will be required to take part in advanced feeding skills training.



Gastrostomy feeds

Treloar's Nursery understands that some children will have fluids, nutrition and medication via gastrostomy and are happy to support children who require gastrostomy feeds.

Gastrostomy feeds will only be administered by staff who have undertaken appropriate gastrostomy training in accordance with Treloar's Medication Policy.

Procedures for gastrostomy feeds need to be considered under the Treloar's Medication Policy and will only be given if appropriate documentation and administration of medicines & treatment consent is in place.

Gastrostomy care is in accordance to the Trust's Gastrostomy Care Policy and Procedures.

It is our policy to include all children, therefore children who have gastrostomy feeds will join other children at the table at snack and lunchtimes.

This policy is in line with the Treloar Enteral Feeding Policy CG031



Treloar Nursery Guidelines

Inclusion and Equal Opportunities

Aims

Treloar School Nursery aims to be an inclusive nursery. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual children, or groups of children. This means that equality of opportunity must be a reality for our children.

At Treloar School Nursery we follow the Equality Act 2010 where two core duties apply to our early years setting:

- Not to treat a child or an adult with a disability "less favourably"
- To make "reasonable adjustments" for children and adults with a disability

Making inclusion a reality

We are committed to giving all of our children every opportunity to achieve the highest of standards. We do this by taking account of children's varied life experiences and needs. We offer a broad and balanced curriculum and have high expectations for all children. The achievements, attitudes and well-being of all our children matter. We pay attention to all different groups of children within our nursery:

- Girls and boys;
- Minority ethnic and faith groups;
- Children who need support to learn English as an additional language;
- Children with Special Educational Needs;
- Gifted and talented children;
- Children who are at risk of disaffection or exclusion;
- Travellers and asylum seekers.
- Children looked after (CLA)

Educational Inclusion

The Early Years Foundation Stage (EYFS) is our starting point for planning a curriculum that meets the specific needs of individuals and groups of children. We meet these needs through:

- Setting suitable learning challenges.
- Responding to children's diverse learning needs.
- Overcoming potential barriers to learning and assessment for individuals and groups of children.
- Providing other curricular opportunities outside the Early Years Foundation Stage to meet the needs of individuals or groups of children.

At Treloar School Nursery we achieve educational inclusion by continually reviewing what we do, through asking ourselves these key questions:

- Do all our children achieve their best?
- Are there differences in the achievement of different groups of children?
- What are we doing for those children who we know are not achieving their best?
- Are our actions effective?
- Are we successful in promoting racial harmony and preparing children to live in a diverse society?

Teaching and learning

At Treloar EYFS we aim to give all our children the opportunity to succeed and reach the highest level of personal achievement. We analyse the attainment of different groups of children to ensure that all children are achieving as much as they can. We also make ongoing assessments of each child's progress. Staff use this information when planning.

When the attainment of a child falls significantly below the expected level, staff enable the child to succeed by planning work that is in line with that child's individual needs. Where the attainment of a child significantly exceeds the expected level of attainment, staff use appropriate resources and learning styles, and extend the breadth of work within the area or areas for which the child shows particular aptitude.

All staff are familiar with the relevant equal opportunities legislation covering race, gender and disability.

Staff ensure children:

- Feel secure and know that their contributions are valued;
- Appreciate and value the differences they see in others;
- Take responsibility for their own actions;
- Participate safely, in clothing that is appropriate to their religious beliefs;
- Are taught in groupings that allow them all to experience success;
- Use materials that reflect a range of social and cultural backgrounds, without stereotyping;
- Have a common curriculum experience that allows for a range of different learning styles;
- Have challenging targets that enable them to succeed;
- Are encouraged to participate fully, regardless of disabilities or medical needs.

Racism and inclusion

Treloar's staff are aware of the changes and follow the guidance in the Race Relations Amendment Act 2000. The Nursery actively discourages bullying and name calling, the parents of both children would be informed immediately and we would discuss appropriate action.

British Values

Treloar's Nursery actively promotes fundamental British values through the planned curriculum and approach.

If there is inappropriate behaviour or discrimination

A member of staff will talk to the child and explain that the behaviour was unkind, we will take into the account the maturity of the child. The parent/carer of the child will be told of the inappropriate behaviour and we will work together to redeem the situation.

These guidelines are in line with Treloar Equality, Diversity and Inclusion Policy ED001

Treloar School Nursery Guidelines

Infection control and hygiene

Policy Aim

The prevention and appropriate management of infection is of paramount importance to the quality and safety of the care of children, visitors and members of staff.

Education and training in infection prevention and control is seen a fundamental requirement for all staff.

Decontamination of equipment is also a high priority to ensure it is safe to use between service users whether through simple cleaning techniques, disinfection or sterilisation.

Hygiene

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed.

Personal hygiene

A large box of tissues is always available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically.

Children are encouraged to shield their mouths when coughing.

Paper towels are used and disposed of appropriately.

Hygiene rules relating to bodily fluids are followed with particular care and all staff and volunteers aware of how infections, can be transmitted.

Hand washing

Hand hygiene is widely acknowledged to be the single most important activity for reducing the spread of infection.

Staff must ensure that they wash their hands when:

- When they arrive at work
- Before preparing, handling or eating food
- After using the toilet
- Whenever hands are visibly dirty
- Immediately before giving personal care to a child
- Before putting on gloves
- After removing protective clothing, e.g. gloves
- Before preparing/giving medication

- After giving personal care
- After handling laundry and waste
- Before leaving work.

Staff will ensure children wash their hands:

- Before eating or handling food
- After using the toilet
- Whenever hands are visibly dirty

Cleaning

- Protective gloves will always be worn to clear away any bodily fluids.
- All bodily fluids will be cleared away immediately and all areas disinfected.
- Fabrics contaminated with bodily fluids will be enclosed in a washable bag and washed in the washing machine.
- Contaminated clothing will be put in a plastic bag and returned to parents / carers
- The kitchen and toilet areas will be cleaned daily.

Body Spillage Kits

There are Standard Spillage Kits available in all areas and include all the equipment required to deal with a spillage.

Floors

- For hard surfaces wet cleaning methods are preferable to dry ones,
- Hard flooring should be washed using a neutral detergent and a mop with a detachable, launder-able head.
- Mop heads are cleaned after use in bleach, and stored in the cleaner cupboards.
- Any equipment that is particularly dirty or has been used to clean up body fluids will be discarded.
- Mop buckets must be washed daily after use, and stored dry and inverted.
- Scrubbing machines are also used.
- Vacuum cleaning is suitable for carpets.

Other hard surfaces

Other hard surfaces including hard toys should be cleaned with household detergent and hot water.

Toys, mats and play equipment

All hard toys, mats and play equipment are wiped with disinfectant wipes after each session.

Soft toys and fabrics

All soft toys and fabrics are washed on a 40°C wash each half term.

No Shoe policy

In order to keep the floors hygienic as possible for play, we operate a no outdoor shoe policy.

All staff and adults are asked to change their shoes for indoor shoes/slippers with a non-slip sole. Visitors will be asked to wear over shoes.

Food

Treloar school nursery observes the current legislation regarding food hygiene, registration and training. Staff are required to have a Certificate in Basic Food Hygiene to participate in cooking and food preparation.

The following basic precautions will be taken to ensure good food hygiene in the Nursery.

- Wash hands before preparing food and ensuring children do the same.
- Always follow storage and preparation instructions as specified on food labels and check "use by" dates.
- Food preparation surfaces to be cleaned prior to use and the correct chopping board will be used.
- Fridge temperatures to be checked regularly.

Treloar Trust appoints an Infection Prevention and Control Senior Manager with accountability to report directly to the Trust. **This is currently the Head of Health Care and Nursing**

Treloar Trust recognises its obligations under the Hygiene Code and seeks to demonstrate full compliance against the framework of the Health Act (2006).

These guidelines work in accordance with Treloar Trust Policy CG005 - Infection, Prevention & Control Policy and Procedures

Treloar Nursery Guidelines

Information Sharing and Confidentiality

Our work with children and families will inevitably involve sharing personal information. To ensure that all those using and working at Treloar's can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have access to the files and records of their own children but will not have access to information about any other child.
- Staff will need to discuss individual children with colleagues at Treloar's, but will do so only for the purposes of managing and planning the nursery. Staff will not discuss personal information with other parents. Staff will not normally share personal information with any professional who does not work here without a parent's consent. If a child is funded by the local authority we may need to pass on information about that child's progress.
- Information given by parents/carers to the staff at Treloar's may be shared with colleagues who are also involved in the child's care or the management of the setting. It will not be passed on to other adults without permission.
- If we are concerned that a child is at risk of harm we will contact statutory child protection agencies. We will normally inform parents that we are doing this unless to do so would put someone at risk of further harm.
- Matters to do with the employment of staff, whether paid or unpaid, will normally remain confidential to the people directly involved with making HR decisions. If we feel that a member of staff has harmed a child or put a child at risk of harm we contact child protection agencies.
- Any information relating to a child's personal safety will be kept in a confidential file and only be shared by those members of staff who need to know.
- Any visitors observing the group will be advised of our confidentiality policy and required to respect it.

These guidelines are in line the Treloar Data Protection Policy ICT002, Information Security Policy ICT005

Treloar Nursery Guidelines

Intimate care

Treloar School Nursery understands there are times when staff will need to provide intimate care for a child. This may include bottom wiping, nappy changing, removing clothes due to soiling or getting wet. Staff will follow the procedure below:

- Only employed staff members will attend to a child in the toilet or help a child to change their clothing.
- Staff will explain to the child that they need to help them to get cleaned up.
- Protective gloves will be worn and soiled clothing / items will be double wrapped and returned to the parent / carer.
- The Nursery has adjacent specially designed toilet facilities with a changing area.
- All children will be changed in a private area.
- Staff and child's hands will be washed using soap and water and all surfaces and changing mat will be wiped with disinfectant wipes after use.
- If a child objects to staff providing intimate care parents will be contacted to come and provide the care themselves if necessary.
- Children need to bring nappies and a change of clothing to Nursery.
- A record of changing and personal care routines carried out will be entered in the 'Home Nursery' book.
- A confidential record of personal care interventions will be kept on the schools care recording system (Caresys).

All staff are recruited using safer recruiting procedures in line with OFSTED guidelines

These guidelines are in line the our Safer Working Practice Guidelines - Code of Conduct-SMT056

Treloar Nursery Policies and Procedures Medicines

Policy Aim

Where possible, medications should be administered at home. However, we understand that many children with physical disabilities take regular medication which may need to be administered during Nursery hours. In this circumstance, we will agree to administer prescription medication only. In any circumstance parents/carers must administer the first dose of any new medication to their child at home. This will enable them to monitor for unexpected side effects.

Staff will only administer prescription medications with written instructions from a doctor or dentist. All staff who administer medication will take part in the Treloar Medication Administration Theory and Practical training, delivered by trained nursing staff and will not be allowed to administer medications unless they are deemed competent to do so.

We will work with the family and other partners to determine how a child's care can be best delivered.

Procedures

- All medication to be administered will comply with the Treloar Medicine's policy - CG001
- All prescription medication must be in date and clearly labelled with the child's name, dose and times of administration, date of opening of bottle and any expiry date.
- Parents must complete an Administration of Medicines & Treatment Consent Form detailing the child's name, parent's contact numbers and signature, GP name and contact details, medicine name, dosage, frequency, and any special instructions.
- Where medication dose changes occur, these must be accompanied by a letter from the advising medical practitioner.
- Where applicable i.e. emergency medicine, the parent/carer must provide an Individual Health Care Plan that has been written by a Medical Practitioner/Specialist Nurse.
- Medication will only be administered by trained staff.
- Details of each administration of medicine will be recorded on the Treloar Nursery electronic medication administration records system (EMAR).
- Medicines will be stored according to their instructions, in either a locked safe or fridge, as appropriate and according to manufacturer's instructions.
- Medication will be signed into and out of the nursery setting each time it is received by the receiving staff member and parent/escort.

If a parent has administered a 'homely remedy' e.g. Paracetamol prior to the child attending Nursery, they MUST inform the staff of the dose and time it was administered. This applies to ALL 'as required' (PRN) medication

This policy is in line with Treloar's Medicine Policy - CG001

Treloar Nursery Policies and Procedures

Non collection of a child and if a child goes missing

Non collection of a child

If a parent/carer is late collecting a child, two members of staff will stay on the premises until they are collected. All efforts will be made to contact the parent or emergency contact number.

However, if we have not heard from or cannot contact a suitable member of the child's family within half an hour we will have to inform Children's Services or the local Police.

Missing children

Treloar Nursery makes every effort to ensure that children are closely supervised at all times. The Nursery has secure doors with high entry handles and a dedicated secure outdoor play area.

If a child goes missing on site

If a child cannot be located on the premises all staff and helpers will be asked firstly to check the local vicinity, ensuring that all external exits are still secure.

If the child is not found the police and the child's parents/carers will be contacted.

The following staff will also be notified:

- Treloar Senior Management Team Duty Manager
- Head of Safeguarding

A search of the campus and grounds will be organised by the Duty Senior Manager.

If a child goes missing on an Outing

All Nursery Children will be accompanied 1:1 during off site trips.

No off site trips will take place without prior consent from parents/ carers.

If a child cannot be located on an outing all staff and helpers will check the local vicinity and establish the child's last known whereabouts. If the child is not found, the Police and the child's parents/carers will be contacted

Procedures for signing in and out

All Nursery children are signed in and out when they arrive at and leave the campus.

Children are collected in person from their parent/ carer at Nursery reception.

The Nursery register records who will collect them and at what time. All parents and taxi firms know that the students must be signed out prior to departure.

Collecting a child without signing them out is an unacceptable breach of Treloar Safeguarding policy.

This policy is in line with the Treloar policy SMT040 - What to do if a Student/Child goes Missing



Treloar School Nursery Policies and Procedures

Outdoor play

Policy Aim

Treloar Nursery believes opportunities for indoor and outdoor play are crucial to providing the Early Years Foundation Stage for children from two to five years.

Environment

Outdoor play will be encouraged in all weathers, with the appropriate care taken to protect children.

The safety of children accessing the outdoor play area is crucial, a full risk assessment is in place and reviewed regularly.

The Nursery operates in a therapeutic environment with access to advice from physiotherapy and occupational therapy regarding the use of large outdoor equipment in respect to safety and suitability for each child.

Prior to any child accessing the outdoor area a member of staff will complete a full 'daily check' of the area and all the equipment and remove any potential hazards. Although the principles of continuous outside play will be adopted, the safety and wellbeing of children will always be prioritised; outside play may be temporarily restricted if this compromises children's safety.

Shade will be provided in the outdoor area.

Any doors held part open need to be secure to minimise accidents.

There is an alternative escape route other than through the building in event of fire.

When children are independently moving from indoors to outdoors health & safety must be considered as a priority.

Supervision

- Children must be supervised at all times.
- A varied play experience will be provided outdoors as well as indoors.

Clothing

To enable children to fully experience play opportunities offered, parents are requested not to send children to nursery in expensive clothing that could restrict play opportunities that children are able to participate in.

Hot Weather

Children will be encouraged to play outdoors, however a risk assessment will be taken to determine if in the interest of children's safety outdoor play may be restricted at the hottest parts of the day.

However:

- Shade will be provided in the outdoor area;
- Children will be encouraged to drink water regularly;
- Children will wear sun hats and sun cream will be applied before children play out in hot weather;
- Parents must provide sun cream (minimum SPF 30) and a hat clearly labelled with the child's name.
- Staff will apply sun cream, to children in accordance to instructions for use.

Wet Weather

Parents are asked to provide suitable waterproof clothing to enable children to be able to experience splashing in puddles or playing in the rain or snow.

Cold Weather

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

Where possible the nursery will try to build up a spare bank of additional clothing that can be used in emergencies to enable the children to continue to access the outdoors.



Treloar Nursery Policies and Procedures Parental Involvement Policy

Parents are the first and primary educators of their children. The aim of Treloar Nursery is to support their essential work. We will:

- Make all new parents aware of the relevant systems and policies.
- Ensure that parents are informed about their child's progress on a regular basis.
- Welcome parents into the Nursery both on the parent rota and as members of the Treloar Parents Association.
- Encourage all parents to have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.
- Involve parents in shared record keeping about their own child, either formally or informally by the Key Worker.
- Ensure that all parents are fully informed about meetings, conferences, workshops and training.
- Consult with families about the times of meetings to avoid excluding anyone.
- Welcome the contributions of parents, whatever forms these may take.
- Provide opportunities for parents to learn about Treloar Nursery curriculum and Early Years Foundation Stage children's learning, in Treloar Nursery and at home.

Treloar School Nursery Guidelines

Safeguarding

Policy Aim

At Treloar Nursery we work with children, parents and the community to ensure the safety of children and to give them the very best possible start in life.

We will:

Aim to ensure children in our care are kept safe from harm through promoting each child's right to be strong, resilient and listened to by:

- Creating an environment that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.
- Encouraging children to develop a sense of autonomy and independence.
- Enabling children to have the self-confidence and the age appropriate vocabulary to keep themselves safe.
- Helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- Working with parents to build their understanding of, and commitment to, the principles of safeguarding all our children.
- Being alert to any issues for concern in the child's life at home or elsewhere.

Working with others

We work within the Hampshire Safeguarding Children Board (HSCB) guidelines.

'What to do if you are worried a child is being abused' is accessible to parents and staff.

Responding to concerns

If we have concerns about children's safety or welfare, we will notify agencies with statutory responsibilities (Hampshire's Children's Services and, in emergencies, the Police) without delay.

If we have concerns that any member of staff or volunteer may have acted in a way that has harmed or could have harmed a child we will notify Hampshire Children's Services, Ofsted and the Disclosure and Barring Service in accordance with this policy.

If there is evidence for concern about a child's wellbeing the member of staff must inform their manager or the Head of Safeguarding immediately and make a dated record of the details of the concern. This must then be emailed to the Head of Safeguarding. The Head of Safeguarding will follow HSCB's Child Protection Procedures.

Allegations against staff

We ensure that all parents know how to complain about staff or volunteers within the setting, including an allegation of abuse.

Visitors

All visitors must sign on arrival and are fully supervised.

We take all reasonable security steps to ensure we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Staff

Our Head of Safeguarding is Ben Baxter.

All staff receive child protection training which is regularly refreshed and updated.

We provide adequate and appropriate staffing resources to meet the needs of children. Treloar's operates 'Safer Recruitment' procedures in line with the Department for Education guidance.

Informing parents

Parents are normally the first point of contact.

If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, unless the Head of Safeguarding judges it unsafe to do so.

This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of HSCB

E-Safety

Aim

Information and communication technology (ICT) has changed the way we learn, work and live and will continue to do so. The future impact of ICT on students, staff and volunteers working at Treloar's and on families and students as they move into adulthood, cannot be foreseen. What is certain is that young people with disabilities must be given the confidence, motivation and skills to harness technology if they are to benefit from its advances and not be disadvantaged by comparison with their non-disabled peers.

Our e-safety policy aims to provide levels of protection appropriate to age, vulnerability and cognitive skills and complying with all legal requirements.

- Whole organisation awareness, designated responsibilities, policies and procedures

- An effective range of technological tools
- A comprehensive Internet safety education programme

Support to families

Treloar's believes in building trusting and supportive relationships with families, staff and volunteers in the group.

We make clear to parents our role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local children's services department.

We continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

We follow any Child Protection Plan as agreed by a Child Protection Conference subsequent to any investigation.

All child protection records are stored securely with access limited to those who need to know.

Early Years Foundation Stage Curriculum and Safeguarding

Children's personal, social and emotional development is promoted so that they feel emotionally safe in our setting and grow to be strong, resilient, and listened to and develop an understanding of why and how to keep themselves safe.

Children are provided with opportunities and experiences which foster a culture of mutual value and respect through having positive regard for each other's heritage arising from their colour, gender, ethnicity, languages spoken at home, cultural and social background.

These guidelines are in line with Treloar Trust policy SMT020 - Safeguarding Children and Adults with support needs

Treloar School Nursery Guidelines

Use of Digital Images

Use of Digital Images

Treloar's is very proud of the achievements of all its students in their academic, artistic and sporting endeavours. We celebrate our diversity and achievements in many ways, such as displaying photographs of learner's work, team photographs, and trips in which our learners have participated. We make full use of digital signage screens inside the school to enhance our displays and our website is updated regularly. Learners are always properly supervised when professional photographers visit the school. Parents are given the opportunity to purchase copies of these photographs. All new staff are given guidance on Trust's policy on taking, using and storing images of learners. Current staff will be reminded of this guidance at the start of each academic year.

The School will:

- Give parents/guardians the option to opt out of having their child's images used.
- Images of a young person, who is a looked after child or otherwise subject to a court order, will not be recorded or published without explicit consent.
- The naming of published images of students will be avoided wherever possible. Where named images must be used then specific written permission from parents or guardians of students under eighteen must be obtained to comply with the Data Protection Act 1998. Documented consent will also be obtained from students over 18 who are competent to give it.
- Recording images of children participating in extracurricular events that are taken for personal use are exempt from the Data Protection Act. These include uses such as parents taking photographs of sports day or videoing a school play. The School will monitor the use of cameras and anyone behaving inappropriately at extracurricular events will be challenged to cease using the camera or leave the premises.
- All students featured must be appropriately dressed with outer clothing garments covering their torso from at least the bottom of their neck to their thighs, (i.e. a minimum of vest/shirt and shorts). It is not appropriate to take images of students in their swimming costumes/trunks.

These Guidelines are in line with the Treloar School and College E-Safety Policy ICT04

Treloar School Nursery Policies and Procedures

Sleep

At Treloar's Nursery we see sleep as an important part of a child's daily care and well-being, for preschool aged children.

Our policy states that:

- No child will be deprived of sleep at any time if it is necessary for them to have a rest.
- Parents' wishes will be respected but a child will not be woken up if they naturally fall asleep.
- We will leave a sleeping child for a minimum of 45 minutes.
- Sleep mats are provided for children.
- Sleeping children will be monitored by a staff member regularly.
- Shoes, loose clothing, hair clips and anything that could be uncomfortable or pose a risk of choking will be removed before any child is laid down for a sleep.
- Blankets will be tucked in.
- Children sleeping on sleep mats must provide their own blankets but the Nursery will provide sheets, cleaning them after each use.
- Children are welcome to bring in their own comforters or blankets from home if this helps them settle.

