



Learning through play in a caring and
stimulating environment.
For children aged 2 to 5 yrs.

Prospectus and Policies (updated Sept. 2017)

INTRODUCTION

Welcome to our nursery. We are members of the Pre-School Learning Alliance and registered by OFSTED.

We work closely with our Early Years Development Team and adhere to all statutory guidelines set out Ofsted therefore ensuring that we give your child the best possible start in the education system. The Early Years Foundation Stage Curriculum was revised in September 2014 and staff are all fully trained on the new guidelines.

Most children leave pre-school in the term before their 4th birthday and move onto nursery school, however more and more children are staying with us for their nursery education and moving straight onto reception. Please talk to us about this when the time comes.

The Pre-School Team is made up of a Manager, Linda Lacey who holds a B.A qualification (level 6), Deputy Leader, (level 3) and three other members of staff. We also have a rota for parents which enables them to come and help on a voluntary basis. We are also committed to the local work experience programme and offer placements for students. Our recruitment process for staff is thorough and vigorous and no person will be employed until all relevant checks have been carried out.

Our flexible opening hours are:

Mon—fri 9.00—12.00 lunch clubs 12.00—1.00pm afternoons 12.30—3.30 whole
day sessions 9-330

Please read through the following policies thoroughly together with our welcome book. They will tell you everything you need to know before your child joins our pre-school.

If you have any questions or would like to discuss a certain aspect of the group, please do not hesitate to contact us. We welcome new ideas or suggestions. Parents are always encouraged to take an active part within our school and we hope that your time spent with us is happy and rewarding.

Mission statement

We aim to provide a safe, secure & stimulating environment where children are given opportunities to learn through play, develop their language and acquire social skills within an informal setting. We offer care and support by experienced and qualified staff in a non-judgemental way. We welcome children and parents from all cultures and backgrounds offering equal opportunities and integrated practice to children, parents and staff.

OBJECTIVES (What we want to achieve)

We want to support your child through their developmental milestones and ensure they leave our nursery fully prepared for the next step in the educational system. During their time with us your child will learn through play, developing at their own rate and most of all having fun. We hope to stretch your Child's imagination and help them to become happy, confident individuals with respect for themselves and others. How will we do this?

We use a key-person system which enables us to build up close relationships with children and their families. This helps us to assess each child's individual needs/record their achievements and plan for their development. We offer the Early Years Foundation Stage Curriculum which helps children to progress through **7 areas of learning** to reach their potential and to prepare them for main stream school.

We offer a free-flow session which encourages children to be active learners, playing and exploring, making their own choices, encouraging children to be independent learners, thinking critically to problem solve and work things out for themselves and we also have a daily routine which helps children to remember what will happen next throughout the day and therefore helps them to feel comfortable within the setting. We have outdoor play every day and ensure even if it is raining we can enjoy our garden and learn from the activities on offer. Physical development is now one of the Prime areas of learning and ensures our children are healthy.

We have sand/water/playdough and painting every day which helps children to develop in **all 7 areas of learning**. We also have construction, role-play, singing, stories, puzzles and small world toys and a laptop computer which all children can access. Each day children are encouraged to speak about their news and then carefully listen to others.

ADMISSIONS/SETTLING IN/FEES

ADMISSIONS

Children's details can be entered onto our waiting list from the age of 1 year together with the date of registration to ensure places are allocated fairly and in strict date order.

In the term before your child is due to start, we will contact you to arrange a visit where you will have the opportunity to look through our information, meet staff and ask any questions you may have. Your child will also have the opportunity to join in play. This is an important time for us to share information with each other. For children who have additional needs or disabilities it is vital that we work together to ensure we have all the information we need to support that child.

A free trial session will then be arranged for your child and only when you and your child are completely happy we will arrange a start date.

You will be given a 'Welcome Pack' which contains an enrolment form, medical form, fee list and letter confirming the sessions offered to you. If you wish to accept this place, you are asked to return a £10. registration fee within 7 days (this will be deducted from your first terms fees but is not refundable) which will guarantee your Child's place. For funded children this will be refunded on starting once your funding declaration form has been signed.

We do have a 4 week settling-in period where we ask that parents/carers are prepared to stay on site if necessary. However we also feel that the sooner parents are able to leave their child, the earlier they will start to build relationships with staff and peers. Every child is different and we work together with parents to ensure a smooth settling in time for each child. It can be very hard parting with a crying child at the door but please be assured we would always telephone you if your child did not settle and we felt it would be in the Child's best interest to have a parent stay with them. The last thing we would want is for your child not to look forward to coming back! After this 4 week settling in period you are then obligated to give us the required 6 weeks written term time notice to withdraw a place.

FEES

Our session fee is £16.50 per morning and afternoon and £5.50 per lunch club. A whole day is £35.75. We offer a minimum of two sessions per week. Fees are payable termly in advance and must be paid within the first week of term.

Fees must be paid in cash or direct through the bank system. If circumstances arise which mean fees cannot be payable the first week you must discuss this with the Manager or Deputy to make alternative arrangements. A £5.50 reminder charge will be added for each week fees are late. . We reserve the right to the immediate withdrawal of a place if fees are not paid on time.

All holidays and absences (for any reason) do have to be paid for. If you wish to leave the pre-school at any time (moving away/moving on to nursery) we require 6 weeks (half a term) notice in writing. This will ensure that we have time to offer your child's place to another child on the waiting list and also gives staff time to prepare leaving assessments and learning journey books which will be sent on to ensure a smooth transition takes place.

We ask all parents to donate one piece of fruit every session their child attends.

SPECIAL EDUCATIONAL NEEDS and DISABILITIES (SEND)

We welcome all children into our pre-school. For children with SEND, We will work closely with parents before they start to ensure we can support them and make suitable adjustments within our setting which will ensure they are able to access each activity on offer ensuring they feel valued.

Admissions for children with additional needs will be given after consultation with parents/carers to ensure we can work together to give the child as much support as possible. When a child first starts, we ask the parent to complete a child profile form. This gives us valued information about their home environment and abilities. These profiles are kept with the Childs personal records and key-worker files. If it is felt that a child will need outside support/specialist equipment, we will work closely with the family and our **Inclusion Development Officer** to ensure we can provide for that child.

From September 2014 the Special Educational Needs and Disabilities Code of Practise has changed. To identify additional needs as early as possible we will work with other professional agencies (SEN support) to support families and if needs are identified we will use a new **Education, Health and Care Plans. This is to ensure we work together with parents and professionals to agree on support needed (joint approach) This will be set up and outcomes agreed within a maximum of 20 weeks.**

Our key-person system enables us to work closely with each child, observing them, assessing them and planning for their needs. We record their progress in their learning journey books. These records are available to parents at all times and act as a two way communication system.

We have a named Special Educational Needs Co-ordinator (SENCO) who is responsible for ensuring all staff understand and implement our SEND policy and together with parents/carers we will be able to ensure a smooth settling in for each child. We also welcome visits from external support services including health visitors, advisory teachers, speech therapists and local authority advisors which will support children further and give us professional advice. All staff attend regular SEND networks to ensure we are aware of current guidelines/policies. All staff are aware of the principles of the Code of Practise as set out by the Department for Education. Our S.E.N.C.O (Special Educational Needs Co-Ordinator) is Mrs. LINDA LACEY Reviewed sept 17

EQUAL OPPORTUNITIES

Our Pre-School is open to everyone. We treat everyone equally and we give everyone an equal opportunity to use all facilities and resources on offer.

We believe that the children, parents and staff at our group have much to offer one another, from our varied cultural, ethnic and religious backgrounds. We aim to develop a positive self image in all children by taking care to ensure that our resources show positive images of all backgrounds, cultures and abilities. We do not discriminate in areas of race, colour, gender, marital status, political or religious beliefs and disabilities. We do not stereotype or discriminate in any way against staff, children or parents. We give all children equal opportunities to access all activities and resources and aim to meet every child's individual and unique needs.

Children in today's society will be growing up in a multi-cultural world and we aim to help our pre-school children understand the differences in society and respect different cultures and beliefs.

Throughout their time with us your child will meet other children with different religions and cultures and we want to embrace these together and learn from each other. Each child is unique and will be treated as such. Depending on which children are attending during any one term, we will work with parents to find out about their different cultures and ensure our setting provides activities to reflect these in a positive light. We welcome parents who may have knowledge of the different cultures/festivals in our community.

Discriminatory statements or behaviour will not be tolerated by any person within our pre-school, including staff, parents or children. Action will be taken to combat such behaviour. (See complaints procedure)

Our Pre-School is open to every family in the community. Families joining us are made aware of our Equal Opportunities Policy which is reviewed regularly.

All staff are aware of our Equal Opportunities Policy and are employed on the basis that this is implemented as part of their job description.

We will work with parents to offer support for children with English as an additional language and ensure our group offers resources and literature from different cultures.

Our Equal Opportunities Co-Ordinator is Linda Lacey

Behaviour Management/Exclusion —Policy & Practise.

We as adults will provide a positive role model for the children in our care. We will show friendliness, kindness, courtesy and care. We constantly praise good behaviour, kindness, sharing, turn taking, modelling correct language (please/thank you)

Staff have attended the STEPS behaviour management training. We are aware of distraction techniques, how to handle a child safely who may be physically challenging. We are consistent in our behaviour management and this helps children to understand what is acceptable behaviour. We have rules such as “we walk inside” “we use our indoor voices” “we use kind hands and feet”.

When children behave in an unacceptable manner where their behaviour could lead to them harming themselves or others or causing severe disruption, we will take the child away from the situation for calm in a quiet area. After other strategies have been put into place such as distraction and discussion, an adult will explain which behaviour was wrong and how it may have affected others. We then talk about the behaviour we wish to see. The child will then re-join activities and will be praised at the next opportunity for acceptable behaviour.

We will never use any form of physical punishment, such as smacking, shaking, or physical restraint. We will never deprive a child of food and we will **never humiliate a child** by use of a 'naughty chair'. We will always speak to a child quietly and confidentially. If a pattern of behaviour is observed the leader will then speak to a parent to discuss ways of overcoming this and work together to resolve any issues ensuring to record any observations and discussions. **Once all other options have been exhausted we may decide to exclude a child but this would be a last resort.**

A child will only be held/restrained if injury could befall them or another person. If a child has been restrained, we will record it in the Childs personal records and in our incident book. We will also speak to parents the same day and ask them to sign the entry.

Bullying

Any signs of bullying will be dealt with accordingly. The child will be spoken to

Safeguarding Children — POLICIES & PROCEDURES—SEPT 2017

At Our Pre-School we aim to offer a safe and secure environment for all children. In order to achieve this, we comply with the procedures set out by the local Safeguarding Board and Childrens Act 1989./2006

STAFF & TRAINING

We have a thorough and vigilant recruitment process. All applicants must have a **Disclosure and Barring Service (DBS)** check carried out and staff are given the option to register for the update service which means all employers can complete an online check to ensure staff are suitable to work with children. We also carry out two references including one from a previous employer. No member of staff will be left alone with a child until the manager is completely satisfied that all checks are complete. Applicants who live in the same household where a disqualified person lives ", cannot become a childcarer.

Each staff member joining our pre-school will be party to an induction process which is ongoing and consists of various tasks that must be taught/completed for example staff must attend SAFEGUARDING training within 3 months of starting employment and understand our safeguarding procedures in relation to children. This will ensure they are aware of procedures and practises. This means that all staff are aware of ‘signs of abuse’ and how to deal with them appropriately.

All staff are also required to be FIRST-AIDERS and to be trained in food hygiene. This is in addition to training which will enhance their own professional development and practise. High staff ratios allow us to make sure that children are well supervised at all times

DISCLOSURE INFORMATION: Once a staff member has undergone a DBS check, the leader will check the information on the disclosure form to ensure that there is nothing listed against a staff member which would prevent them doing their job. In some circumstances when a person does have a criminal background, we would not necessarily exclude that person from employment if their past record did not affect the job they had applied for. This is a very sensitive issue and would be dealt with by the leader only and all information kept completely confidential. Once an offer of employment has been made the disclosure information would then be destroyed.

SUSPICIONS OF ABUSE

Changes in behaviour/appearance of a child will be investigated. The Leader will discuss any relevant details with the Childs’ parent and then if needed the local safeguarding board. However in some cases, the local authority/OFSTED may be the first point of reference. Whenever there are concerns over a child, a **confidential** record will be set up. This will include detailed observations on the child and any conversations between child and staff member including times and dates. These records will be shared with the local authority as necessary. We will refer to the document **“what to do if you’re worried a child is being abused” march 2015**

Female Genital Mutilation (fgm)

Any information or concern that a child is at immediate risk of, or has undergone female genital mutilation should result in a child protection referral to childrens services. This is illegal in the u.k and faces upto 14 years prison, a fine or both.

Child Sexual Exploitation (cse)

Child sexual exploitation is a form of abuse which involves children (male and female) of different thnic origins and of different ages) receiving something in exchange for sexual activity. HALO—tackling child sexual exploitation toether” is the Hertfordshire strategy to identify and prevent CSE.

CONFIDENTIALITY

Our Pre-School works in partnership with parents and other childcare agencies to safeguard and promote the welfare of all children. We respect confidentiality and suspicions/details of abuse against a child will only be discussed on ‘a need to know basis amongst staff. However, if we feel a child is at risk of harm we would share this information with the relevant authorities. All records will be locked away with only the manager/leader having access and kept for a period of 3 years.

Internet/Social networking sites – All staff are to sign a confidentiality agreement which clearly states that any information regarding staff/children/parents of our pre-school are not to be discussed outside of the setting in any

Safeguarding continued...

Photos/Mobile Phones

During times when children are in the setting all staff **must not** carry mobile phones on their person. All phones must be switched off and placed with personal belongings and locked away. The leader/manager should have the pre-school phone accessible but left on show at all times in the main setting area.

Allegations against staff

If any member of staff is accused of any form of child abuse, he/she will be spoken to immediately by the Manager and if necessary asked to go home while further advice is taken from our Local Authority Safeguarding Officer (LADO). We will follow our policies and procedures as advised by them. We will respond to the allegation within 24 hours. If the allegation is against the Manager, the local Safeguarding Board will be informed as well as OFSTED. All details will be kept confidential and recorded appropriately. In some cases, the police will be informed and we must inform Ofsted within 14 days.

Staff who have been dismissed

There is a legal requirement for employers to make a referral to the ISA (Independent Safeguarding Authority) of any staff they dismiss who are not suitable to work with children, e.g if they have:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

We will always take advice from our local authority designated safeguarding officer (lado) on this matter to ensure it is dealt with appropriately.

Whistle-blowing: Should any member of staff who raises a concern over a child feel that the concern is not dealt with appropriately by their line manager, they have options. They can call the NSPCC, they can take advice from the Hertfordshire safeguarding Board (online website), they can call the police and they can also call childrens services directly. The whistleblowing hotline number for Ofsted is **0300 123 4043**

TOILET PROCEDURE

Children are taken regularly to the toilet as needed. This is always supervised by a suitable member of staff that has undergone an enhanced Disclosure and Barring check.

Photos/Video recordings

Any photographs of children taken at pre-school are used **only for the purpose** of displaying evidence of learning and to promote our pre-school through out website/local paper.

Photographs are always kept locked away outside pre-school hours and never distributed to anyone other than parents. If you would rather not have your child photographed, please

Prevent Duty Policy- September 2017

Under new advice from HM Government as of 1st July 2015, all childcare providers must protect children from being drawn in to terrorism.

We at Pre School will not tolerate any forms of bullying, racism or radicalisation in anyway and will challenge children and parents to ensure this does not happen in our Pre-School.

We keep our children safe from terrorist and extremist material when using the internet by using parental controls.

We will complete risk assessments on any new device such as an ipad or a computer, new toys, books and new activities to ensure there is no risk of a child being drawn in to terrorism.

We renew and update our safeguarding policy annually to ensure any new legislation is adhered to and included.

All our staff have regular safeguarding training that gives them the knowledge and confidence to be able to identify a child "at risk". They will challenge any extremist ideas/views/opinions which may be used to incite radicalisation.

All our staff know who to contact and the correct procedures to follow if they feel a child is at harm or could possibly be radicalised.

Every child has the freedom to speak in a group and express their choices/opinions. Children are listened to by adults and are taught to listen carefully to each other. It is our duty to ensure all children can play and learn together in a non-judgemental environment cared for by highly trained staff.

We will refer any child deemed at risk to Chanel.

September 2017

COMPLAINTS PROCEDURE

We aim to provide an approachable, friendly and informal environment for parents and children. We feel by working in partnership with parents, we can give careful attention to any needs they have.

As adults, we expect staff and parents to treat each other with courtesy and politeness. We are always available at the end of each session for private and confidential discussions.

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the pre-school and parents that complaints should be taken seriously and dealt with fairly and in a way which respects confidentiality.

If a parent has any cause for concern/complaint, please discuss this with the pre-school leader/deputy immediately. A record will be made and kept by the pre-school of any complaint that arises and will be dated and signed by both parent and leader. [Complaints form available on request.](#)

Investigation into a complaint. – If you are a parent with a child at the setting, we must provide you with an account of the findings of the investigation [within 28 days](#) of receiving your complaint.

If a satisfactory outcome cannot be reached, you should contact the registering local authority: **our UNIQUE REFERENCE NUMBER IS: EY482743**

[Office for Standards in Education \(OFSTED\)](#)

Helpline: 0300 123 1231

Website: www.ofsted.gov.uk/parents

Piccadilly Gate, Store Street, Manchester M1 2WD

Complaints Form—Apple Blossom Pre-School

Name of child: _____ Date of birth: _____

Parents Full Names _____

Daytime contact number: _____

Nature of complaint:

Has this been discussed with a staff member or manager? _____

Has the problem been resolved? _____

What further action was agreed?

What would you like to happen now?

If your complaint is not resolved after talking to Manager, you may want to take matters further. If so, please ask for the registered address for Ofsted. (see noticeboard)

Signed _____ Date _____

CONFIDENTIALITY POLICY

The Pre-Schools work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the pre-school and 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 any information about another child. Staff will not discuss individual children with anyone other than staff members involved in their care or the child's parent. Information given by parents/carers to the pre school staff will not be passed onto other adults without permission. Any anxieties/evidence relating to a child's personal safety will be kept confidential amongst staff on a 'need to know' basis. If a staff member needs to discuss a matter with a parent, this will be carried out confidentially and not while other parents/staff are present. This could relate to an incident/accident or special needs matter. Everything will be recorded.

Data Protection Act 1998

Any records set up will be stored away under lock and key to ensure confidentiality with only the leader/manager having access. These records will be kept for a period of 12 years.

Mobile Phones

During times when children are in the setting staff **must not** carry mobile phones on their person. All phones must be switched off and locked away. The leader/manager should have the pre-school phone accessible but left on show at all times in the main setting area.

Parents/visitors—Our policy is that no mobile phones are used in our pre-school at any time by staff/parents/visitors where children are present.

Internet/Social networking sites – Any information regarding staff/children/parents of our pre-school is not to be discussed outside of the setting at any time or placed on any internet / SOCIAL NETWORKING SITE. STAFF ARE NOT PERMITTED TO BE FRIENDS WITH PARENTS/STAFF ON ANY SOCIAL NETWORKING SITE AND MUST REMAIN PROFESSIONAL AT ALL TIMES.

Staff are not permitted to contact children/parents at any time or share information with them outside of the pre-school hours. This includes on social network sites.

All Staff/Students/trainees/visitors will be asked to adhere to this confidentiality policy when they are in the pre-school and failure to do so will result in disciplinary proceedings and possible prosecution.

This policy shows our commitment to the safety and well-being of children in our pre-school.

HEALTH AND SAFETY POLICY

HEALTH

We try to promote a healthy lifestyle at our pre-school and encourage good standards of hygiene to all children in our care.

Food:

Any food that is on the premises is kept refrigerated at a temperature of 5 degrees and in sealed containers. Any snacks we give or the children make themselves are always considered to be healthy and nutritious. We also try different recipes from around the world to enhance the children's learning. We also pay special attention to any allergies/diets. We offer fresh drinking water whenever required. Milk, and water are available at snack times also. We always supervise children so that food is not swapped from child to child.

Hygiene

Staff and children always wash their hands when they have been to the toilet and before they eat or prepare food. Good practise also requires that we wash hands when we come in from outside play & after painting/messy activities. We encourage children to wipe their own noses and tissues are disposed of correctly. In the bin provided.

Cleaning

Premises/toilets are cleaned on a daily basis. Table cloths are cleaned after activities and again before snacks are given. Equipment is cleaned half-termly at staff meetings but checked daily and cleaned before use if necessary. Spillages are cleaned immediately with suitable cleaner and a disposable cloth/paper towels while children are moved away from the area. Bodily fluids are cleaned immediately and disposed of. Soiled clothes are double bagged and given to parent at home time. Staff always use disposable gloves and disinfectant. Sand is changed half-termly. Any spillages are immediately disposed of. All cleaning liquids are stored safely away from children's reach.

Sickness

If a child has had sickness/diarrhoea at home, we ask parents not to bring that child to pre school **for 48 hours which will help to prevent the spread of infection.** If a child is sick in our care, we will remove that child away from other children and telephone parent to collect. If a child has been diagnosed with any **viral infection**, we ask that parents inform us immediately. We are then able to inform other parents and combat the spread of infection. It is for this reason also that we ask for an emergency daytime contact number on our enrolment forms.

HEALTH (2)

Accidents

We have an accident book on the premises for recording any accidents that happen at pre-school either by staff, children or visitors. We will record details of the accident, any treatment given and ask the parent to sign this. In the case of serious accidents/illness, under regulations which came into force in April 1996 (R.I.D.D.O.R.) we have a duty to **Report any Injuries, Diseases, and Dangerous Occurrences** to the local environmental health authority. This applies to all staff, adults, children on premises.

Parents responsibility We ask parents to send their children to pre-school in comfortable practical clothes with no awkward fasteners or buckles and soft-soled indoor shoes. Children are required to have a spare set of labelled clothes, sun hats, outdoor shoes. Parents should apply sun cream in hot weather or give written permission for staff to do so. We also ask that parents do not send their children wearing jewellery. Long earrings/necklaces can get caught and cause accidents.

Medication

Parents give details of any medical conditions/dietary requirements on our enrolment forms. We ask for a letter of authorisation if we are requested to administer medication and details of any given are recorded. However we are only authorised to give life-saving medication **I.E ASTHMA INHALERS OR EPI-PENS**. We ask parents to label their child's medication and to keep it in the original container. All medication is stored away out of children's reach. We also ask for written consent from each parent to administer emergency first aid if deemed necessary.

First Aid

Ofsted require that at least one staff member is a registered first-aider. At our pre-school, **we have three first aiders**. Our current named first aiders are: Mrs Linda Lacey, Michele Stone, Kelly Smith, Cheryl Palfreman, Megan Hawkins, Natasha Keenan.

The pre-school have a well stocked first aid box which is updated regularly and kept in the kitchen stored with medicines out of children's reach.

WE DO NOT PERMIT SMOKING IN ANY PART OF THE BUILDING OR IN THE OUTSIDE AREAS WHERE CHILDREN PLAY We also realise the damaging effects of passive smoking and any staff member that works in close contact with children are asked to ensure they do not have any traces of cigarette smoke on their person.

SAFETY

SECURITY

Once children have entered pre-school, a member of staff will lock the front door. This is kept locked throughout the session. All other doors are fire exit doors and can only be opened from the inside. Register is taken once the door is locked and includes staff ,children, trainees, and visitors.

Children may only be collected by the authorised persons named on their enrolment forms. We will never let a child leave with anyone else or anyone under the age of 16 whatever claims they may make. We ask parents to give a letter of consent if anyone other than a named person will be collecting their child. If a parent is late collecting their child, staff will stay with the child for up to one hour whilst we try to contact an authorised person. Failing this we will have to contact the local authority for advice.

Children are supervised at all times and are not permitted into the kitchen/toilet areas unless supervised by a suitable member of staff.

Any visitors entering the building will sign in and out and complete a visitors form adhering to our confidentiality/safeguarding and health and safety procedures.

Outside play is always supervised and keys are taken out to ensure the security of all belongings in pre-school.

Any outings we may take are authorised by parents and will be undertaken providing we have a ratio of 1 adult/4 children.

FIRE

Each day at register time we emphasise to the children what to do if the alarm sounds. We carry out twice termly fire drills and log these in our register. We have our fire drill displayed around the building for parents and children. We have a yearly fire inspection and all equipment is checked and updated. We make sure all fire exits are labelled and not obstructed. Our named Fire person is **Linda Lacey/michele stone**

Apple Blossom pre-school

Fire drill

In case of fire breaking out in pre-school the following procedure will be followed:

Anyone detecting smoke or fire should immediately activate the nearest alarm bell (located by both the front entrance door and garden door) All staff know where the alarms are situated.

When the alarm sounds, all staff and children must stop what they are doing and proceed in an orderly manner through the nearest exit. Do not stop to gather belongings.

The designated area for role-call is the main field.

The designated fire officer is LINDA LACEY who will check the building is empty and call 999 for the Fire Brigade. They will then join all other staff/pupils on the main field for roll call, taking the daily register and contact details with them.

A head count will be carried out matching the total children/staff on daily register. If there are any discrepancies the fire brigade will be informed. Do not re-enter a building until the fire brigade say it is safe to do so.

Fire Apparatus on site

There are three fire extinguishers in the pre-school. One located near both exit doors and one located by the toilet area.

Fire equipment is checked every year and a copy of this check kept on the risk assessment file.

The fire-drills in pre-school are carried out every half term with all children.

In the case of a practise drill, the reset button is located in the secretary's room on the left hand wall (main school)

Sept. 2017 signed by: _____

Risk Assessment
The safety and security of all children and adults at our
pre-school is essential.

Each day before we open to children, we do a check of premises to ensure there are no potential hazards.

We list any potential hazards we come across and then take the necessary steps to reduce any risks.

Examples of checks we make are as follows:-

Outside areas are checked before use to ensure no debris or broken glass is about. Any rubbish is cleared away.

Fire exits are unlocked and free from obstruction

Floor is clean and safe to move around.

All electrical sockets are covered, All equipment is clean and safe

(An inventory is kept, reviewed, updated termly and any broken or dangerous items disposed of immediately.)

We ensure toys are placed in a suitable way to ensure children have ease and freedom of movement.

Any toys that are out of the correct area will be placed back to ensure no person slips/falls over them.

We have rules in place to ensure there is no running inside the building and parents are asked to provide soft soled shoes for their children to prevent slipping.

Kitchen area/cleaning equipment is un accessible to children.

Fridge temperature kept to 5 degrees.

Staff are all made aware of correct clothing to be worn on induction low heeled non slip shoes, hair tied back, no extra long or pointed nails that could be dangerous.

and how to lift safely

CURRICULUM POLICY

Throughout the year staff will attend regular training sessions and attend in house staff meetings where we plan our curriculum based on [THE EARLY YEARS FOUNDATION STAGE \(revised mar 2017\)](#).

Each child is unique and we ensure we plan our curriculum to meet their individual needs. We ensure that our curriculum plans cover all aspects of learning and development. All staff have been on training for the EARLY YEARS FOUNDATION STAGE and will be continuing to develop this knowledge. **Under this curriculum all children in our care will learn and play in an exciting and stimulating environment.**

When your child starts pre-school we begin an individual learning journey book for them by use of an evidence book. We add samples of their work, photos of their achievements and developmental statements to show parents how their child is progressing. We also ask parents to take these learning journey folders home at the end of each half term so that they can add to them. The learning journey is published and created by the pre-school and is therefore pre-school property. We will give this to parents when a child leaves.

We operate a key-person system where-by each staff member is responsible for the welfare and education of a small group of children. The key-person will work closely with the children in this group, observing them and assessing their abilities before planning next steps in their learning. This helps us to identify any special needs or abilities that the children may have. Each child learns at their own level and we try to ensure we give them challenging and rewarding opportunities.

We set out our pre-school each day to ensure that each area gives a different learning experience. We offer an inviting **book corner** where children an experience factual, fiction, and multi-cultural books giving different types of text and enriching stories. Our **home corner** is set out to relate to the childrens own home environment and we change this occasionally to offer familiar settings such as shops, hospitals, hairdressers etc. Our **dressing up** boxes consist of various costumes which include fairy outfits, dresses, hats, bags, police/fire/doctor uniforms etc. This gives the children the opportunity for **role-play** and creativity. We also have **craft** activities available every day which relate to our current topic. We also now have a maths/problem solving area and a literacy area although learning can take place across the whole setting. We have various other mediums for the children to experience which include:-

| | |
|-----------------|---|
| | paint/water/sand/playdough |
| Construction:- | Lego/big bricks/duplo/abc bricks/stickle bricks etc |
| Small World:- | Cars/Ponies/Trains/Farms/dolls house |
| Table top:- | stencils/chalks/crayons/puzzles/games/threading |
| Physical play:- | Cars/Scooters/Bikes/balls/hoops/slide, trampoline, parachute/music/dancing/games music/instruments |
| Outside: | We use our outdoor area every day and children can access this freely throughout the session. We always have a sensory area consisting of soil/sand/water and items are added to this to encourage the children to investigate and explore. |

Small group time for children with speech and language delay once a week

Time-lines/pec system for children with english as an additional/second language

DAILY TIMETABLE – Guide

- 09.00am** **SELF REGISTRATION**
Children come into the group and find their name cards which they place on the register board. (This will encourage them to separate from carer and start to recognise their names) They can then choose an activity.
- 09.15am** Children are called to the carpet for a **short wake up shake up song**. We may introduce a weekly topic or share some news.
- 09.30am** Free flow begins.(time-tabled in winter time)
Children can play inside or outside accessing all areas.
key person may take a small group of children for planned activity.
Child initiated play for all other children
Crafts always available along with role play, construction, book corner small world toys/dolls/playdough/sand or water/collage table, problem solving, and literacy areas.
- 10.00am** **Snack Table is Open** – Children can come to the snack table when they choose. Staff will encourage the children to pour/peel/chop/serve their own snack and they will use this time to encourage social skills and language development. Children are given the choice of milk/juice/water. At this time we also encourage positive behaviour, good manners and quiet discussion.
- 11.00am** All children are encouraged to help **tidy away** (lots of praise given).
- 11.10am** **Short story time**
- 11.20am** **Physical play**
- 11.45am** **circle time** (singing/action songs) - Encouraging confidence, self-esteem and co-operation.
- 12.00pm** Welcome parents in to share information **Home time**.

These times are given as a guideline for parents to show how our mornings are planned. However, no two days are the same at a busy playgroup and we are always prepared for the unexpected! We are happy to extend play if children are enjoying a certain activity. Sometimes we extend snack time if we are celebrating a birthday or if the children have cooked a special snack to eat. Please add your name to our parent rota to experience the fun!!

ABSENCE/HOLIDAY/LATENESS

If your child will be absent from pre-school for any reason we ask that you telephone us as soon as possible in order for your child to be marked in our register appropriately.

If your child is ill it is important that you telephone us as soon as possible especially in the cases of chicken pox, a virus, measles etc. We have a duty to warn other parents if an illness is circulating.

If you are late bringing your child to playgroup, please always advise staff as to the reason why. We have to mark our register with the times that children enter and leave the building for fire regulations. Again on collecting, if you are late, please let the staff know why. If possible please phone ahead so that we can prepare that child and make sure they are not unsettled by it in any way.

Staff work tirelessly to plan a curriculum for your children. We plan carefully to ensure your child gets the most from pre-school. Absences and lateness can really disrupt your Childs learning. Absence may mean they miss out on planned activities or small group work and lateness can be very disrupting to staff and children alike and unsettling for your child in particular. We have a planned routine each day to ensure your child gets the most from us and although sometimes it cannot be avoided, please always try to ensure you are on time.

If a parent is more than 15 minutes late collecting their child they will incur a charge of £5.50

If parents are late three times or absent 3 times without reason, we do reserve the right to withdraw that Childs place immediately without notice or refund of fees. It will be at the discretion of the manager and we will do our utmost to avoid this but we do need to treat all children and parents the same and have a duty to those children who are always punctual so as not to disrupt their learning.

Holidays – we ask that parents try to avoid term times for family holidays but if this is unavoidable, please ask for a holiday/absence letter which should be completed and handed in as soon as possible to give notice.

Many thanks.

PARENT PARTNERSHIP

We understand that parents are the child's first educator and play a vital role in their learning. We aim to work closely with parents to ensure the individual needs of each child are met.

To do this we will:

Ask parents for vital background information on their child.

Give feedback to parents each term on their child's development and give parents the opportunity to respond.

Keep parents informed of any new events/staffing arrangements

Provide termly newsletters and a fully informed notice board

Share information on a regular basis concerning their child and send home their child's "learning journey" each term showing progress.

Offer parents the opportunity to come into the group on a regular basis and have parent consultation time when children move up to nursery.

Work with local nurseries to ensure a smooth transition for children.

Make available all pre-school policies, Ofsted reports and newsletters on our parent desk each day.

We ask parents to commit to the following:

To bring and collect their child on time.

To ensure their child is clean and has clean clothing on.

To dress their child in practical clothing with non-slip soft-soled shoes and to ensure their child comes into group clean and with clean clothing.

To ensure their child has a named bag with spare clothing and sun hat/wellies.

To contribute each half term to snacks

To pay fees on time

To phone staff if their child is absent/late for any reason

To give staff 6 weeks notice if their child will be leaving.

To write a letter advising of holidays to be taken.

To ensure all contact details and collection details are up to date

To give 6 weeks written notice to reduce sessions/leaving

Staff are available at the end of every session to answer any queries you may have, to discuss your individual requirements and to allow you the opportunity to see your child's achievement records.

Many thanks.

Pre-school procedure for uncollected/lost child – Sept. 17

In the event of a parent/carer failing to collect a child from pre-school and no phone call received, **during 15 minutes after end of session**, the leader/deputy will then make every effort to contact all available persons given on the child's enrolment form.

It is vital that we have all possible contact numbers when your child starts pre-school and that you inform us of any changes. It is equally important that you keep our telephone number with you at all times which will enable you to contact us should you be late collecting your child for any reason.

Two members of staff will stay with a left child. If all attempts to contact parent/carer or legal guardian fail **one hour after home time**, the leader or deputy will contact the local authority (duty social worker).

The duty social worker will decide what happens next and whether the police need to be involved in helping to trace the parent/carer of the child. If the parent/carer cannot be found, the duty social worker will arrange for the child to be placed temporarily with a foster carer until the situation is resolved.

In the event of a child going missing from pre-school, or being lost on an outing, the police will be called immediately. We will give a description of the child, clothes worn and circumstances surrounding the disappearance in order to help police as much as possible. The police will then advise leader/deputy about informing parents/carer.

End of policy document

Lost/uncollected child.

In the event of a child being uncollected at pre-school or lost the leader/deputy should complete this form and inform Ofsted of the events.

Childs Name D.O.B

Home Address

Male/Female

Home Telephone No:

Name of Parents/guardian

Uncollected Child

Date and time child should have been collected:

Who should of collected child:

Name and no. of any Emergency Contacts?

Time duty social worker contacted:

Missing Child

Date,time,location of disappearance:

Who was responsible for care at this time:

Description of child:

What child was wearing:

Distinguishing features:

Circumstances surrounding event:

Time Police contacted:

Time Parents contacted:

Outcome:

Signed: (leader)

(copies of this form should be kept on premises at all times. Completed forms should be kept for 21 years.)

way including on the internet or social networking sites. This will result in disciplinary proceedings. (Staff are not permitted to be friends on facebook with other staff members or parents existing and past)

Cont...

PROFESSIONAL RESPONSIBILITIES for Early Years Staff

When using any form of ICT, including the Internet

For your own protection we advise that you:

Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with setting policies.

Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube/twitter/instagram.

Do not put online any text, image, sound or video that could upset or offend any member of the whole community or be incompatible with your professional role.

Use setting systems and resources for all professional business. This includes your work email address, work mobile phone and work video camera.

Do not give out your own personal details, such as mobile phone number, personal email address or social network details to children, parents, carers and others. Do not befriend any member of staff old/new/present or any parent on FACEBOOK

Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.

Only take images of children and/ or staff for professional purposes, in accordance with setting policy and with the knowledge of Leadership.

Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.