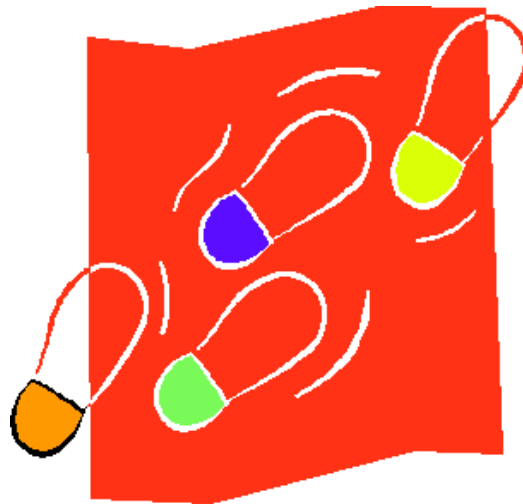




# St. Mark's Church Pre-school Prospectus



**'A step in the right direction'**

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# **An Introduction to St Mark's Church Pre-school**

Our aims are to:

Enhance the development and education of children  
aged 2 years 6 months to statutory school age in a parent  
involving, church-based community group

Provide a safe, secure and stimulating pre-school environment

Work within a framework which ensures equality of  
opportunity for all children and families

Bring children and parents into contact with and  
offer a welcome to St Mark's Church

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We believe that

Children Learn Through Play

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Charity Exemption Number 2074/63

# **St. Mark's Church Pre-school And All Day Care**

**'A step in the right direction'**

## **Welcome**

We believe that your child will receive an excellent pre-school education at St. Mark's. Together with you we will work hard to ensure that they are happy and achieve their highest potential in a caring environment. This prospectus includes many of the policies and guidelines which we use, however if there is anything further which you would like to know, please ask for further information. Our pre-school is established and governed by the Church Council of St Mark's Church. It delegates a Management Team who meet frequently to act on its behalf and all policies will be reviewed by them on a frequent basis. All staff are employed directly by the Church Council and are subject to the policies and discipline of the Church. Our pre-school teachers are professionally well qualified, motivated and personally committed to providing good quality care and education for your children.

You are always assured of a warm welcome to St Mark's Church we and hope that we will see lots of you and your children over the coming years. Sunday services are 'family friendly' and children leave the service for their Sunday School which is very popular. Family Services take place on the 1st Sunday of each month and we welcome children brought for Christian baptism at this service. Chat and Play takes place every Thursday from 9.45 –11.30am. Come and join this friendly, newly formed group for the under 5's. As well as a big play area there are craft and musical activities with stories and rhymes for the children and an opportunity for parents and carers to chat and enjoy some refreshments. For further information contact St Mark's Office, 342613. Why not stay on for our popular Storybox at 12 noon? St Mark's welcomes the under 5's and their carers for a sandwich lunch followed by a Bible Story, singing and activities. For more information contact the church office.

As a pre-school there are many legal requirements with which we have to comply; a condition of our registration is inspection regularly by Social Services and also OFSTED. As a member of the Pre-school Learning Alliance we ensure that we are kept up-to-date with information and training opportunities. You may rest assured that your child is in the best care here with us.

## **Introduction**

Children may start pre-school from the age of 2 years 6 months and remain with us until they are 5 years of age. When they are 4 years old they have the chance of a place in the Rising-5's group 'Top Marks' which prepares them for entry into school without taking away any of the enjoyment of coming to a pre-school, subject to places being available.

## **Number of Sessions**

We will seek where possible to offer sessions on days that are convenient to you. When you complete your health and registration form, specify which days you would prefer. We will do all that we can to take this into account but you may not receive a place on the days that you requested. All three and four year old children are now funded by the Local Education Authority and will be offered up to 5 free sessions. Funding occurs the term following their third or fourth birthday. St Mark's also offers All Day Care for children from 2 years and 6 months

## **Fees**

Any fees for sessions will be clearly defined and explained to all parents. The bills are issued half-terminally and fees are payable in advance. If you decide to pay by cheque it should be made payable to 'St. Mark's Church Pre-school'. Fees are non-refundable if a child is ill for any reason.

## **Pre-school Holidays**

Pre-school and Top Mark's term times are usually the same as the local Lower Schools. However St Mark's offers All Day Care throughout the year.

## **Session Times**

Breakfast Club	8.30am - 9.00am
Morning Sessions	9.00am - 12 noon
Lunch Club	12.00 - 12.45pm
Afternoon Sessions	12.45pm - 3.45pm
After School Club	3.45pm- 5.30pm

You may decide to opt for all day care in addition to any funded sessions

## **Introductory Morning**

All children who are new to pre-school are invited along with their parents or carers to attend an Introductory Morning. This usually takes place the day before the start of term. You will be invited to St. Mark's where the sessions are usually held to meet the pre-school teachers. Everyone will be introduced to you and they will explain their particular role. The children will be given the opportunity to meet the pre-school teachers and this provides them with a friendly and familiar face to recognise when they start pre-school within the next few days. Whilst the staff are talking to the parents/carers the children will have a chance to spend time with some of the toys and activities that they will be using within a pre-school session.

## **Setting- Down and Picking-Up**

When the children arrive they assemble in the entrance area of the Community Centre. There are coat-hooks at the children's height for them to hang their coats and enough floor space for their belongings. The children do not enter the hall until one of the pre-school teachers opens the door for them. This allows the pre-school teachers to arrange and put out the activities for the sessions. If you arrive by car or walk through the car park to the entrance of the Centre please be aware of any moving vehicles.

At the end of a session the children will be sitting down with their models, paintings, and other pieces of creative work. Please wait outside in the entrance hall until one of the pre-school teachers opens the door, signalling to the children that this is the end of the session. The children will remain in their place until you go to them. If you do not intend to pick up your child and somebody else is coming in your place, please inform one of the pre-school teachers personally or by letter.

## **St. Mark's Pre-school Session**

The session is divided into three areas of Free Play, Organised Play and Activities which will include painting, water and sand play, drawing, gluing, cutting, role-play (dressing-up), and musical activities. There is also a climbing-frame. With these many and varied activities you will see how important it is that your child is dressed suitably. Please can you make sure that your child wears soft-soled shoes as accidents are more likely to occur if the child is trying to climb in hard-soled shoes or boots.

During the course of the session the children and staff all sit down together for a drink and a snack with healthy options encouraged. The drinks offered to the children are milk and water so if your child has a preference for one or the other please advise one of the pre-school teachers. Squash or juice will not be offered as an alternative. The children are taken to the toilets before their drink.

There is a term 'topic' in which the children will be involved in learning something new.

## **Top Marks**

In this group the children's morning is much more structured but no less fun! When they arrive they are settled with registration and a talk on a wide range of subjects. There is a creative free-play time, including painting, drawing or perhaps dressing-up. Children can access a rolling snack bar during the session.

Before the session is over, if the weather allows, the children may be taken outside to play. When indoors children play games, sing, play musical instruments and the morning ends with a story. Basic skills are also learnt during these sessions such as buttons and zips, writing their first names, putting on and fastening their own coats. All staff plan a varied and enjoyable curriculum around the topic.

## **Accommodation**

We are fortunate to have spacious premises where children have ample space to play. Other rooms are made available on an occasional basis for older children to have time together in smaller groups. Outside the Church Centre in our grounds is a fenced safe all weather play area.

## **Equipment**

We have extensive resources and equipment to vary and maintain the interest of children so that they develop in all areas of the curriculum. This is constantly updated and checked for safety and suitability.

## **Special Events**

At the end of each term the children normally give a short concert to which family and friends are invited, this is often combined with a coffee morning. In the summer term children are invited to take part in a sports day and during the year various different events take place.

## **Links With Other Organisations**

- 1. Chat and Play at St Mark's** Thursdays 9.45 –11.30am. A friendly, newly formed group for the under 5's. As well as a big play area there are craft and musical activities with stories and rhymes for the children and an opportunity for parents and carers to chat and enjoy some refreshments. Everyone is Welcome. £1.50 for the first child and 50p for each extra child over 2 years. For further information contact St Mark's Office, 342613 or Emma Strangwick 211070.
- 2. Sunday School.** This takes place during the Sunday morning service at 9.30am. There is also a crèche operated by qualified personnel, we would be delighted to welcome you.
- 3. Storybox Thursdays 12pm** St Mark's Church welcome the under 5's and their carers to join them between 12 noon and 1pm for a sandwich lunch followed by a Bible story, singing and activities. Lots of fun, donations. Contact Liz Spavins on 1234 302349
- 4. Parents and Toddlers**  
Many of our children attend St Mark's Church Toddler Group before attending pre-school. This enables the children to become familiar with the surroundings whilst accompanied by their parent/carer.
- 5. Schools**  
We have good links with local schools whose teachers frequently visit children within the group
- 6. NHS Health Clinics.** The Baby Clinic and Fledglings Group operated by the Health Authority takes place on Thursdays in the Church Community Centre.

**Policies** Copies of our policies are contained within this prospectus, however specific pre-school policies are intended only to work alongside the existing policies of St. Mark's Church Centre, which govern all church organisations.

**Registration** If your wish to register your child for a place at our pre-school please complete an application form, one is usually enclosed with this prospectus or may be obtained from the Headteacher.

## **POLICIES**

The policy documents in this section are subject to the Full day Care Guidance to National Standards as published by OFSTED (including revisions). Copies of which may be obtained from the Headteacher.

### **Policies contained in this prospectus**

1. Admissions
2. Behaviour
3. Curriculum
4. Equal Opportunities (Co-ordinator Sue Jones)
5. Complaint Procedures
6. Confidentiality and Record Keeping
7. Parental Involvement
8. Safety
9. Special Needs (SENCO Co-ordinator Helen Harpin)
10. Staffing and Employment
11. Student Placement and Work Experience
12. Procedures for Dealing with Bullying
13. Medication Policy and Practice
14. Policy for promoting personal development and continence
15. Policy for the Collection of Children – Late Collection
16. Policy for Prevention and Dealing with Lost Child
17. Policy for School Trips, Taking Children Away From Premises on Outings
18. Outdoor Play
19. Safeguarding the welfare of Children – governed by church policy and contained within this prospectus.
20. Settling in and Transition Policy
21. Sun Protection Policy
22. Mobile Phone policy
23. Data Handling Policy
- 24 Diet - Packed Lunch Policy
- 25 Emergency Closure Policy

These policies were last reviewed and agreed December 2010

*Please note that due to the need for frequent review by statutory bodies, our policies and practices are subject to change. As a result the policies outlined in this prospectus may be changed at any time to comply with current legislation and practice .*

## 1. Admissions Policy

It is our intention to make our pre-school accessible to three and four year old children and their families from all sections of the local community. In order to accomplish this we operate a waiting list and a registration fee will be requested. Our policy is reviewed frequently by the Church Management Team. We will work with you the parent and child to potty train your child if they are not ready before they start. The following criteria are considered when allocating children from the waiting list, providing the child is of pre-school age. Discretion is exercised by the Headteacher who will consider each child on an individual basis.

Cases referred by Church Leadership Team.

Cases of social/special needs (including referrals from Social Services etc).

Children in their pre-reception class year.

Children of families actively involved with the life of St Mark's Church.

We will offer 1 to 2 sessions per week when the child is 2 years 6 months (if unable to offer 2 sessions immediately the 2nd session to be offered as soon as available), and 5 sessions on reaching eligibility for government funding. This will be subject to the maximum capacity (including projected requirements) of the pre-school. Parents will be encouraged to discuss their child's suitability for sessions with the Headteacher.

**Please note we do not guarantee days or times of sessions.**

Children enter our pre-school as near to 2 years 6 months as possible. As you can appreciate if all the places are already full, then children will be offered a place as soon as possible. Entry into the pre-school is termly so that there is as little disruption to the smooth running of the morning sessions. Again this entry is dependent on the availability of places.

### **Moving to Top Marks**

Sessions will be at or around the child's birthday, providing that it is considered appropriate for the individual. We will offer one session at this time and subsequently up to five sessions for a four year old in the term after their fourth birthday. Priority for these sessions will be given to children already in the group and subsequently the waiting list. Surplus sessions (if any) will then be offered to four year olds within the group.

## 2. Behaviour Management Policy, Helen Harpin

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

### **In order to achieve this:**

1. Rules governing the conduct of the group and the behaviour of the children will be discussed and
2. agreed by the staff of the pre-school and notified to all adults within the pre-school.
3. Carers will be informed of our expectations of them.
4. All adults in the pre-school will ensure that the rules are applied consistently, so that children have the
5. security of knowing what to expect and can build useful habits of behaviour.
6. All adults will provide a positive model for the children with regard to friendliness, care and courtesy.

7. Adults in the pre-school will praise and endorse desirable behaviour such as kindness and willingness to share.
8. We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

**When children behave in unacceptable ways:**

1. Physical punishment, such as smacking or shaking, will be neither used nor threatened.
2. Children will never be sent out of the room by themselves.
3. Techniques intended to single out and humiliate individual children such as the 'naughty chair' will not be used.
4. Children who misbehave will be given, where possible, one-to-one adult support to identify problems and work towards a better pattern.
5. Where appropriate this might be achieved by a period of 'time out' with an adult.
6. In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanation rather than personal blame.
7. In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
8. Adults will not shout, or raise their voices in a threatening way, unless it is considered necessary to prevent an injury to a child.
9. Any behaviour problems will be handled in a developmentally appropriate fashion, respecting an individual child's level of understanding and maturity.
10. Recurring problems will be tackled in partnership with the child's parents, using objective observation records to establish an understanding of the cause.
11. Adults will be aware that some kinds of behaviour may arise from a child's special needs.

### **3. Curriculum Policy**

As we are a part of the Bedfordshire's Early Years and Childcare Plan we are working with Early Years Foundation Stage for children's learning and are subject to OFSTED inspections. The main findings from our last OFSTED report are also enclosed. All activities are planned around the National Curriculum areas - Personal, Social and Emotional Development, Language, Literacy and Communication, problem solving, reasoning and numeracy, Knowledge and Understanding of the World, Physical Development and Creative, Development. We aim to support all children and strive to develop their potential at their own pace by providing developmentally appropriate play activities in a free flow environment. In order to achieve this we will -

**Language and literacy communication**

1. Encourage children, both in small and large groups, to extend their vocabulary and fluency by talking and listening, and by hearing and responding to stories, songs and rhymes.
2. Help children to understand that written symbols carry meaning, to be aware of the different purposes of writing and, when they are ready, to use drawn and written symbols for themselves.
3. Provide a well-stocked book corner to give every child the opportunity and encouragement to become familiar with and enjoy books, able to handle them and be aware of their uses, both for reference and as a source of pleasure.

**Personal, social and emotional development**

1. Support children individually, in a nurturing environment, to develop confidence, autonomy and self respect.
2. Encourage children to work and concentrate independently and also to take part in the life of the group, sharing and co-operating with other children and adults.
3. Provide activities, conversation and practical examples so that they learn acceptable ways to express their own feelings and to have respect of the feelings of others.
5. Allow children, as appropriate to take responsibility for themselves and also for the group, its members and its property.

**Problem solving, reasoning and numeracy**

1. Provide adult-supported practical experiences, to enable children to become familiar with

sorting, matching, ordering, sequencing and counting activities, which form the basis for early mathematics.

- 2 To assist the children to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number.
3. To use songs, games and picture books to help children become aware of number sequences and, when they are ready, to use simple mathematical operations.

### **Knowledge and understanding of the world**

1. Provide a range of natural and manufactured materials to allow children to explore and experiment in a safe and stimulating environment.
2. Help children to observe the features of objects and substances, recognising differences, patterns and similarities, and to share their findings.
3. Assist children in exploring and understanding their environment, both within the group and also in the wider community.
4. Provide a range of safe and well maintained equipment, to enable children to extend their technical understanding,
5. Use simple tools and techniques as appropriate to achieve their intentions and to solve problems.

### **Physical development**

1. Provide a range of equipment and opportunities, both indoors and out of doors, to allow children to develop confidence and enjoyment in the use and development of their own body skills.
2. Maintain a high level of adult supervision to enable children to create and meet physical challenges safely, developing increasing skills and control in moving, climbing and balancing.
3. Support children in the development of fine motor skills required to use tools, including pens and pencils, and to handle small objects with increasing control and precision.

### **Creative development**

1. Encourage children to use a wide range of resources in order to express their own ideas and feelings and to construct their individual response to experiences in two and three dimensions.
2. Provide art equipment, including paint, glue, crayons and pencils, as well as natural and discarded resources, to give open-ended exploration of colour, shape and texture and develop the skills of painting, drawing and collage.
3. Give children the opportunity to become involved with and respond to music and stories.
4. Provide many opportunities for imaginative role-play, both individually and as part of a group.

## **4. Equal Opportunities Policy**

(Co-ordinator - Sue Jones)

We are committed to provide equality of opportunity for all children and families in accordance with relevant legislation. We will make our equal opportunities policy known, and will ensure that the pre-school is advertised and material made accessible in such places as the local library and internet. The pre-school and its practices will be described in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.

### **Employment**

The pre-school will always seek to appoint the best person and will treat fairly all applicants for jobs and all those appointed. Commitment to implementing St Mark's Church Equal Opportunities Policy will form part of the job description for all workers.

### **Families**

The pre-school recognises that many different types of family successfully love and care for children. The pre-school offers a flexible payment system for families with differing means.

### **Festivals**

We will show respectful awareness of all the major events in the lives of the children and families in the pre-school, and in our society as a whole and we welcome the diversity of backgrounds from which they come. Out of respect for other faiths and in the context of a Christian Church Pre-school, it is recognised that any such activities will be educational and not worship orientated.

### **The Curriculum**

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

### **Resources**

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society. Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people.

### **Special Needs**

The pre-school recognises the wide range of special needs of children and families in the community, and will consider what part it can play in meeting these needs. Planning for pre-school meetings and events will take into account the needs of people with disabilities.

### **Discriminatory behaviour/remarks**

These are unacceptable in the pre-school. The response will aim to be sensitive to the feelings of the victims) and to help those responsible to understand and overcome their prejudices.

### **Language**

Bilingual/multilingual children are an asset to pre-school life. They will be valued and their languages recognised and respected in the pre-school.

### **Food**

Medical, cultural and dietary needs will be met.

## **5. Complaints Procedure**

We believe that it is in the best interests of the pre-school and parents that complaints are taken seriously and dealt with fairly and in a way which respects confidentiality. We believe that children and parents or carers are entitled to expect courtesy and prompt, careful attention to their needs. Our intention is to work in partnership with parents, and the community and we welcome suggestions as to how we may improve our pre-school. A complaints record will be kept by the pre-school and will be made available to Ofsted at all inspections. Your complaints will always be taken seriously and dealt with promptly, therefore no aggressive or abusive behaviour towards staff will be tolerated and parents may be asked to leave and remove their children from the pre-school with immediate effect.

### **Making your concerns known**

A parent who is uneasy about any aspect of the group's curriculum or the care which their child receives should first talk with the Headteacher. Most complaints should be resolved informally, however subsequent action when necessary should be taken as follows -

1. The complaint should be put in writing, a complaints record form will be supplied, which may be used. If desired assistance will be provided to complete the complaint form, the Leadership Team of St Mark's Church will provide a suitable person.
2. Written complaints will be referred to St Mark's Church Leadership Team and a meeting will subsequently be arranged. A friend, colleague or other representative may be present and an agreed written record of the discussion will be made.
3. If the problem is still unresolved an agreed mediator, acceptable to both parties, may be invited to listen to both sides and offer advice. A record will be kept of this meeting.

4. If the matter is still unresolved, the final decision will rest with the Church Council. Details of the Early Years Partnership complaints procedure will also be provided to parents whose child is in receipt of a Nursery Education Grant.
5. The parent will receive a response to the complaint within 28 days of the complaint being received.

**The role of the registering authority:**

In some circumstances, it may be necessary to consult OFSTED EARLY YEARS who have a duty to ensure laid down requirements are adhered to. They would be involved if a child appeared to be at risk or where there seemed to be a possible breach of registration requirements and must be informed within 28 days. Telephone 0300 123 1231

## **6. Confidentiality and Record Keeping Policy**

We aim to respect the wishes of parents/carers and to adapt our curriculum according to a child's needs.

In order to achieve this we will:

1. Keep a daily log of observations made by pre-school teachers and long term volunteers (3 months+). Access to this log will not be permitted to parent helpers.
2. Formal observations will be completed on four-year-olds within the group in order to fulfil the curriculum planning requirements of the funded scheme.
3. Parents/carers may request to see written records of their child. In the case of entries which have been made in the daily log, sufficient time must be allowed for an individual child's records to be extracted.
4. Records will only be available to pre-school teachers on a 'need to know' basis.
5. Liaison with outside organisations and professionals will only take place where the parent has given consent. However confirmation of a child's attendance at pre-school will be given to schools on request, together with knowledge of friendships.
6. Records will be given to parents when the child leaves the group for them to pass on, if they wish, to the child's next setting.
7. Where a child study needs to be completed as part of pre-school teacher training, the student will be obtain written permission from the parent before the study commences.
8. Observations will only be carried out by suitably qualified staff.
9. All staff will be bound by confidentiality including long term volunteers and temporary staff.

## **7. Parental Involvement Policy**

The pre-school is supervised by highly trained and qualified staff, nevertheless we appreciate the support of 'parent helpers' one morning a term during a session that their child is already attending. Research shows that children learn better when parents take an active interest and feel involved. Our rota system enables parents to help in the group on a regular basis. This allows us to maintain the high ratio of adults to children in our pre-school, as well as providing parents with the opportunity to take an active part. You will find it helpful to understand what takes place during the sessions and you will be able to talk with your child about their day. We hope that you will also value the opportunity to meet other adults involved with the pre-school.

In our practices we aim to make clear that pre-school welcomes both fathers and mothers, other relations and carers, including childminders, and people from all cultural, ethnic, religious and social groups, without discrimination regarding abilities. Whenever the word parent is used this understanding should be acknowledged.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to help parents and their children feel comfortable in the pre-school, to benefit from what it has to offer and to be confident that their parents will return at the end of the session.

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences at pre-school. In order to encourage this we will -

1. Encourage parents to visit the pre-school with their children during the weeks before admission
2. Make clear to families from the outset that they will be supported in the pre-school for as long as it takes to settle their child there and reassure parents whose children seem to be taking a long time settling in the pre-school.
3. Encourage parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Parents are the main educators of their young children. The aim of the pre-school is to work in partnership with the workers/carers to provide good early years education. To achieve this we will -

1. Welcome the contributions of parents, whatever form these may take.
2. Encourage parents to take an active part in supporting the group.
3. Make all new parents aware of the group's systems and policies.
4. Ensure there are opportunities for parents to discuss the progress of their child with staff.
5. Ensure that all parents have opportunities to contribute from their own skills, knowledge and interest to the activities of the group.
6. Provide newsletters of activities of the group.
7. Make known to all parents the systems for registering queries, complaints or suggestions.

## **8. Health And Safety, Hygiene And Child Safety**

The safety of young children entrusted to our care is of paramount importance. The pre-school will be governed by the Health and Safety Policy of St. Mark's Church. This policy is carefully observed to ensure correct practice in relation to such things as fire drills, safe equipment, no smoking etc., recording of all accidents.

### **Safeguarding the welfare of children**

The pre-school will be governed by the Local Safe Guarding Children's Policy of The North Bedford Church Partnership, St Mark's and Putnoe Heights Church. A copy of this policy is attached. This policy provides specific instructions concerning supervision, and correct behaviour towards children. Clear procedure is also established for the reporting of any information relating to the possible abuse of children by any person. Every member of staff is obliged to report any suspicion of abuse to their line manager and The Reverend Charles Royden immediately.

### **Health and hygiene**

Our pre-school promotes a healthy lifestyle and a high standard of hygiene in its work with children and adults. Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents and make careful observation of any child who is unwell. Parents are asked not to bring into pre-school any child who has been vomiting or had diarrhoea until at least 48-72 hours has elapsed since the last attack. Cuts or open sores whether on adults or children should be covered with sticking plasters or other dressings. If a child is taking prescribed medication we will not administer unless it is an inhaler device. Parents would be required to return to pre-school to administer other medicines to their child.

### **Hygiene practice**

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

1. Hands washed after toilet.
2. Tissues available for children to encourage blowing and wiping of noses when necessary
3. Children encouraged to cover their mouths when coughing.
4. Hygiene rules relating to bodily fluids will be followed with particular care and all staff and

- volunteers aware how infection, including HIV can be transmitted.
5. No smoking is allowed on the premises.
  6. Spare laundered pants and other clothing are available in case of accidents, and polythene bags are available for soiled garments.
  7. All surfaces are cleaned daily with appropriate cleaner.
  8. Pre-school observe all current legislation regarding food hygiene registration and training.
  9. The kitchens and toilets at St. Mark's are regularly inspected and registered with the Environmental Health Department .
  10. We do hope parents/carers feel free to discuss their children and any problems they may be having with the pre-school teachers and to ask any questions that they may wish.

### **Safety practice**

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the pre-school will ensure that:

1. A book is available at each session for the reporting of any accident/injury.
2. Adults supervise children at all times.
3. Regular safety monitoring will include checking of the accident and incident book and reporting all accidents to the Church Centre Management Team.
4. All adults are aware of the systems) in operation for children's arrivals and departures and an adult will be at the door at these times.
5. Children will leave the group only with an authorised adult.
6. On outings, the adult/child ratio will be at least one to four.
7. Equipment is checked before use and any dangerous items repaired or discarded immediately.
8. The layout and space ratios allow children and adults to move freely between activities.
9. Fires/heaters/electrical points/wires and leads are adequately guarded.
10. No dangerous materials will be placed near children. Inhalers will be stored in a locked box.
11. Children are not allowed in the kitchen.
12. Adults are careful with hot drinks.
13. Fire drills are held half-termly and fire exits are kept clear at all times.
14. A register of both adults and children is completed.
15. No smoking is allowed on the premises.
16. A correctly stocked first aid box is available at all times.
17. Whenever children are on the premises at least two adults are present.
18. Large equipment is erected with care and checked regularly.
19. Adequate supervision is provided at all times.
20. Equipment is appropriate for the child's level of development.

## **9. Special Needs Policy**

(SENCO Co-ordinator Helen Harpin)

Our pre-school aims to have regard to the DFEE Code of Practice on the Identification and Assessment of Special Educational Needs, and to provide a welcome, and appropriate learning opportunities for all children. Children with special needs, like all other children are admitted to pre-school after consultation with parents, pre-school teacher and key worker. Our system of observation and record keeping which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis. Our key worker system ensures that each pre-school teacher is specially responsible for and close to six children, so that each child receives appropriate adult time and attention. If it is felt that the child's needs cannot be met in the pre-school without the support of a one-to-one worker, funding will be sought to employ one. Our pre-school teachers attend in service training on special needs arranged by the Pre-school Learning Alliance and other professional bodies.

In order to achieve this we will -

1. Welcome children with special needs to the pre-school, if appropriate, after consultation between all relevant parties.

2. Monitor and provide suitable equipment and access for all children's needs and progress.
3. Seek funding for a one-to one worker if it is considered appropriate.
4. Work in liaison with staff outside the group to meet children's specific needs.
5. Observe and monitor all children's progress.
6. Discuss concerns with parents/carers and encourage them to make full use of other services available (e.g. Opticians. GP's, Health Visitors etc).
7. Complete necessary documentation in accordance with Bedfordshire LEA's Code of Practice Training course. Making referrals to The Child Development Centre if appropriate.
8. Recognise the developmental needs of particularly gifted children.
9. Endeavour to provide appropriate training and staffing required for the individual needs of the child, bearing in mind funds available.

## **10. Staffing And Employment Policy**

The pre-school is governed by the requirements of legislation as an employer and all staff are employed on contracts which establish their conditions of employment. We wish to be a fair employer and to meet all of the requirements of the Children's Act. In order to achieve this we will

1. At all sessions endeavour to have one member of staff to eight children and at least one Parent Helper or other adult.
2. Operate a key worker system to ensure that each child and family has one particular pre-school teacher who takes a special interest in them.
3. Have regular staff meetings to provide opportunities for pre-school teachers to undertake curriculum planning and to discuss the children's progress and any difficulties.
4. Encourage attendance at relevant training opportunities, contributing to some of the cost.
5. Monitor the work of our pre-school teachers and provide appropriate advice and support.
6. Recruit, appoint and employ pre-school teachers in accordance with all relevant legislation and in adherence to the Equal Opportunities policy of St Mark's Church, a copy is attached.
7. Review Terms and Conditions of Employment at least once each year.

## **11. Student Placement And Work Experience Policy**

We recognise that the quality of our pre-school makes it attractive to students and persons seeking work experience. Students are welcome into the pre-school on the following conditions -

1. That they are considered fit persons.
2. Students should not hinder the essential work of the pre-school.
3. Students are required to conduct child studies will obtain written permission from the parents of the child to be studied.
4. Any information gained by the students about the children, families of the adults in pre-school must remain confidential.
5. Students must adhere to all policies for pre-school and employees of St Mark's Church Council.

## **12. Procedures For Incidents Of Bullying Within Pre-school**

1. Bullying of any kind will not be treated of any person associated with pre-school. The staff handbook lays out procedures for dealing with members of staff who raise the issue of bullying. If children complain of being bullied by an adult then it will be treated with equal importance.
2. Pre-school staff engage in ongoing observations and assessments on all children that will identify bullying or changes in behaviour that may indicate if a child is being bullied.
3. Pre-school staff will take seriously all reported incidents of bullying and not dismiss verbal and emotional bullying as less serious than physical bullying.
4. Pre-school staff will remain vigilant and will be aware that bullying can often be hidden

5. Pre-school staff will understand that the bully is often an emotionally distressed child who requires appropriate support as well as non-acceptance of behaviour.
6. Pre-school staff will be aware of and familiar with positive behaviour management techniques as in Behaviour Management Policy.

### **13. Medication Policy and Practice**

#### **Expectations concerning illness and pre-school**

Parents are asked to keep their children at home if they have infection, and to inform the pre-school as to the nature of the infection. This will allow the pre-school to alert other parents as necessary and to make careful observations of any child who seems unwell. Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhea until at least 24 hours has elapsed since the last attack.

If the children of pre-school staff are unwell, the children will not accompany their parents/carers to work in the pre-school.

Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

#### **Procedures for administration of medicines**

Agreement will not normally be given for the administration of medicines such as antibiotics. Asthma inhalers are considered by Insurers to be oral medication. In exceptional circumstances when agreement is made the following conditions will apply -

1. All medication must be prescribed by a GP and have clear instructions in how to administer such medication.
2. The parent/guardian must provide prior written consent
3. Information will be obtained from the parent, giving clear instructions about the dosage, administration of the medicine and permission for a member of staff to follow the instructions.
4. All medications will be kept in a lockable cupboard.
5. A medication book will be available to log the name of child receiving medication, times that the medication should be administered, date and time when medication is administered, together with the signature of the person who has administered each dose.

#### **First Aid**

The pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed. There will always be on the premises at least one qualified first aider trained to administer first aid to children.

#### **Special Medical Circumstances**

The following relates to the case of the administration of life saving medication such as insulin/ adrenalin injections, use of nebulisers, epipens pens for anaphylactic shock reactions to nuts, eggs etc. It also relates to children requiring equipment to help with every day living, e.g. breathing apparatus, to take nourishment, colostomy bags etc.

In such cases specialist advice will be sought in each case from the pre-school's insurance company. If agreement is provided the following conditions will apply

1. All medication must be prescribed by a GP and have clear instructions in how to administer such medication.
2. The parent/guardian must provide prior written consent
3. Information will be obtained from the parent, giving clear instructions about the dosage, administration of the medicine and permission for a member of staff to follow the instructions.
4. All medications will be kept in a lockable cupboard.
5. A medication book will be available to log the name of child receiving medication, times that the medication should be administered, date and time when medication is administered, together with the signature of the person who has administered each dose.
6. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional. Proof of staff training in the administration of such

medication by the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse will be made available.

7. Procedures will be put in place for each individual child for dealing with an emergency where life saving medication is required. This should be discussed and agreed with the parent or guardian of the child, and confirmed in writing.  
This could include,
  - List of symptoms
  - Procedure to call 999 and call an ambulance stating that the child has collapsed with a particular condition
  - Emergency contact telephone number for parent/guardian.
  - Emergency medication supply to be provided by parent/guardian for the ambulance crew to administer.
  - A care plan for each child is produced by the pre-school detailing any illness or allergies of the child.

## **14. Policy for promoting personal development and continence**

Our procedure for personal care within the Pre-school is in accordance with the Disability Discrimination act.

It is our policy that no child will be refused admission due to any delay in achieving continence. We will endeavour to work in partnership with parents to achieve continence for their child.

### **Parent and Pre-school Partnership**

#### **The parent**

1. Agreeing to make sure the child is toileted at the latest possible time before being brought into Pre-school.
2. We ask parents to provide spare pull ups /or clean underwear for their child.
3. Pass on relevant information to the staff about their child regarding the child's personal needs, including if the child is unwell, the child has a rash or marks on their body.
4. Strategies used to ensure the child is not distressed during changing or toileting routine.

#### **Pre-school**

1. We will provide an appropriate changing area for children aged 2 and a half until 5 years. Nappy wipes and bags will be provided.
2. The area and changing mat will be bright and clean.
3. No person without an up to date Police check will be permitted to complete toileting routines and all new staff will be trained in appropriate procedures. Students will not be permitted to complete toileting routines.
4. Staff will be sensitive to individual needs of children, strategies will include the use of praise and on occasions reward stickers will be given.
5. Children will be changed immediately that the staff become aware that a child has soiled or wet.
6. Changing mats will be cleaned with anti-bacterial spray following each nappy change this will be adhered to by all staff.
7. Staff will wear disposable gloves and apron whilst changing nappies. These will be thrown away and new ones used with each child.
8. Staff will dispose of soiled nappies in a bag and in the bins outside. Wet clothes will be placed in a bag ready for the child to take home at the end of the day. Parent will be informed of change.
9. Each child will wash their hands with soap following toileting routines. Paper towels will be provided.
10. Staff will wash their hands with antibacterial soap following toileting routine.

## 15. Policy For The Collection Of Children – Late Collection

1. All children will remain in pre-school until collected by their parent or designated adult. A child will not be released to a person who has not been previously designated by the parent under any circumstances.
2. A member of staff will remain with a child until the child has been collected.
3. In circumstances where a child is not collected the pre-school will make arrangements for contact to be made with the parent or designated adult.
4. All children must be collected by 5.30pm. Any collection after this time will be charged an additional £5 late fee.
5. When no collection is made after a period of one hour, Social Services will be advised and arrangements made for the safety of the child. Social Services Intake and Assessment Team  
Tel: 01234 223599

## 16. Policy For Prevention And Dealing With A Lost Child

### Policy for Prevention

1. The Pre-school entrance is closed when children are inside, along with the gates.
  2. Registration takes place at the start of the session together with a head count.
  3. Before outside play, a member of staff checks that the area is secure.
  4. During the play session the staff are always outside with the children.
  5. When taken from the premises the ratio is one adult to two children at all times, holding hands. The only exception to this is when children are taken on a circular tour of the Church Community Centre along the pavement and past the playground. No road is to be crossed. On this occasion a ratio of one adult to six children will apply.
- When on pre school outings consent forms will have been completed to take children on the trip, these forms would include the appropriate telephone numbers for that particular day. At all other times the emergency contact numbers would be used.

### Policy following loss of a child

One member of staff will remain at the location where the child is lost, the remaining party would return back to the pre-school. The Pre school will make every effort to avoid the loss of a child, however if a child is lost, the staff will immediately contact all authorities and parents. Bedfordshire Police 01234 841212. Ofsted will also be informed in all instances 0300 123 1231

## 17. School Trips Policy

### Policy Statement

St Mark's Church Pre-school recognises the valuable contribution which school trips can make to the education of children. We also recognise that school trips should only be organised with the highest regard to the safety and welfare of the children. For this reason school trips will only be organised under the following conditions.

**Important Note:** A 'school trip' is any occasion when children are taken away from St Mark's Church Community Centre under the supervision of pre-school staff. It will include visits to the park. It will **not** include occasions when the children walk within the grounds of St Mark's Church Community Centre or when they walk to the playground immediately adjacent to the church — which does not involve the crossing of any road. 17

### **Child accompanied by parent outings.**

A school trip does not include occasions when the pre-school provides transport for the use of children accompanied and under the supervision of their parents. However on such outings a pre-school trips form will be completed and due regard will be paid to this policy where appropriate.

#### **Practice**

1. A completed school trip risk assessment form will be signed by the member of staff responsible for the school trip.
2. The completed form must be signed by the Headteacher.
3. The completed form must also be signed by the Chair of the Church Council who will give authorisation for the school trip.
4. A copy of the school trip form will be retained by the Headteacher and will be used for reference for later trips, to help identify potential risks not previously recognised.
5. The Headteacher should de-brief members of staff following any school trip.
6. School trips should only take place where the ratio of one adult to two children can be guaranteed.
7. Where possible a member of staff should visit the location of the school trip beforehand to identify risk.
8. Full consideration of risks should be noted on the school trip.
9. All parents must be notified and give their written consent for their child to be taken on the school trip. Completed forms signed by the parent must be retained by the pre-school.
10. Staff must take with them a first aid kit.
11. A charged mobile telephone with credit must be taken by at least one member of staff
12. The staff must be aware of any special medical condition of any child taking part in the trip and take any necessary precautions.
13. All adults must have CRB clearance if they are responsible for children not their own.
14. All vehicles must have full insurance cover which is seen by the member of staff organising the trip. All vehicles must also have seat belts for all occupants.
15. Should any incident of concern occur during the school trip the member of staff responsible will immediately take action to ensure that the parent, Headteacher and Chair of the Church Council are informed.

## **18. Outdoor Play**

Children should have access to outdoor areas at all times. Parents should ensure that suitable clothes be provided in order that they may play out in all but the most extreme weather. In winter this will include; hat, coat, wellington boots, waterproof coat. In summer this will include sun hat, suitable footwear (not flip flops or open toes), sun cream should be applied by parents at home.

## **19. Safeguarding The Welfare Of Children**

Safeguarding the welfare of children. This policy is covered by the Policy for Safeguarding Children and Vulnerable Adults issued by St Mark's Church Council for all employees and volunteers. It is contained within this prospectus.

Visitors to pre-school will be specifically requested to sign a record book in line with our policy for safeguarding children.

### **St. Mark's and Putnoe Heights Church & Community Centres General Statement of Policy and Procedure**

This policy is for all employees and volunteers engaged in working with children and vulnerable adults. It is important to comply fully with this policy to ensure that you are personally protected and provided with insurance cover under our church policy. Any reference in this policy to children should also be taken to

refer to young people and vulnerable adults. Any person likely to come into contact with children (under 18) must be fully aware of the procedures outlined in 'Working Together to safeguard Children' as published by Luton Local Safeguarding Children's Board.

## **Policy**

St Mark's and Putnoe Heights Church are concerned with the wholeness of each individual and we seek to safeguard all persons using the facilities or being dealt with by representatives of our church and community centres. It is the responsibility of every member to prevent the physical, sexual or emotional abuse or neglect of children, young people and vulnerable adults. All persons having contact with these groups, through the activities of the church and community centres must comply with the policy and procedure outlined in this document.

## **Practice**

- 1.** Minimise opportunities whereby children can be subject to any kind of abuse. This would include arranging activities so that children are not left alone working with a single adult. i.e. ensure work takes place either in a large room or adjoining rooms with the door left open. Pre-school teachers will not be required to have another adult present.
- 2.** No person should meet a child, away from the church premises without the parent of the child being present or another adult authorised by the parent. Any meetings with children under such circumstances should be notified to a supervisor or line manager and cleared beforehand.
- 3.** Two adults must always be present with a group, particularly when it is the only activity taking place on church premises.
- 4.** Never take a group away from church premises without at least two adults present, always inform a supervisor or line manager when taking children off the premises.
- 5.** Every person working in church premises is responsible for observing the Health and Safety Policy and Practice.
- 6.** Attention should be paid as to how children and young people arrive at and leave the premises and adequate care must be provided. Children should be collected by a responsible, authorised adult. Arrangements must be made to ensure that they do not walk alone unsupervised to reach or leave church premises or places of arranged activities.
- 7.** Children travelling in cars must always wear seat belts and drivers should ensure that their insurance provides suitable cover. It is the responsibility of the leader to ensure that this is the case. No coach or mini-bus should ever be used which is not provided with seat belts for all passengers and the leader must ensure that all children wear them.
- 8.** All people should be aware of circumstances in which any child is shown special attention, either being highly favoured or treated unduly harshly, these could be signs of abuse. Supervisors should take opportunities to observe those for whom they are responsible as they work with young people.
- 9.** All children and young people shall be made aware of the existence of 'Childline,' this shall be assisted by the display of the telephone number inside the building on a suitable noticeboard.
- 10.** All staff and volunteers involved with children will be fully checked and CRB clearance obtained. References must be taken, including the previous employer where possible and proper interview procedure must be adopted. Any applicants wishing to work with children shall be advised that their work is exempt from the Rehabilitation of Offenders Act 1974.
- 11.** No staff members will be appointed permanently until after an interview procedure and the successful completion of a probationary period of between six months and one year.
- 12.** All paid workers and volunteers shall have job descriptions which clearly outline their responsibilities for the protection of children and young people. It will specifically state that they have read the guidelines produced by the church for safeguarding and that they are aware of the action they should take if abuse is discovered.
- 13.** Existing workers and all people having contact with children or vulnerable adults must complete the approved documentation for clearance with the Criminal Records Bureau. After completion the forms must be submitted to Mrs Janet Day for certification and forwarding to the Bishop's Office. The Registered Body, The Diocese of St Albans will be informed of the result of the checks made and a decision forwarded to the Leadership Team indicating whether the person concerned is to be authorised to carry out the agreed task.

**14.** Regular opportunities should be given for workers to meet together to review and discuss their experiences and relationships with children. All workers with children should be encouraged to attend the child awareness training provided by the Partnership. A list shall be kept of all workers attending training and refresher courses.

**15.** Workers who discover breaches of this practice statement should immediately report the matter to their supervisor or line-manager who will advise the Minister of the church.

**16.** No public statement involving safeguarding issues shall be made by any person prior to consultation and authorisation by the Diocesan Registrar and the Church Insurance Company

**17.** Any suspicions whatsoever of cases of any kind of abuse should be reported without delay. A reporting procedure would be carried out as follows -

A worker finding circumstances which cause any suspicion of any form of abuse shall report the matter immediately to a supervisor or line manager.

The person involved should make notes as soon as possible recording dates, times of events and keep the handwritten record.

A copy of the written record should be taken by the line manager.

In the event of an allegation being made against a member of pre-school staff, they will immediately be suspended on full pay pending the outcome of an enquiry. A full investigation will be made which will include informing Ofsted at the outset. Any allegations made must be recorded and attached to the personal record.

Those reporting should also independently ensure that the Minister of the church is advised immediately along with the line manager

If child abuse is suspected the Minister receiving the report will be responsible for contacting the statutory services responsible i.e. Social Services Intake and Assessment Team, NSPCC and Police, without delay. On receiving information relating to alleged child abuse the named Minister will report the matter to the Social Services Department in conjunction with the reporting member of staff, following the procedure as specified in The Local Safeguarding Children's Board. The Minister will also be responsible for informing the Church Insurance Company immediately, failure to do so may prejudice insurance cover.

If any Minister is suspected of any kind of abuse the case should be reported directly to the Chairman of the District or the Bishop of Bedford and also the senior member of the Church Leadership Team. The matter will be referred to the Social Services Department in conjunction with the reporting member of staff, following the procedure as specified in the Local Safeguarding Children's Board Guidelines. The Chairman or Bishop will be reminded to inform the Department of Health Consultancy Service and the Insurance Company of any incidents of suspected abuse.

#### **Contact Numbers**

**Vicar The Reverend Charles Royden** 309175 Mobile 07973 113861 **To be notified first and immediately**

**Bishop of Bedford** 01234 357551

**Ecclesiastical Insurance** 01452 528533

**Mrs Janet Day** 01234 295592 safeguarding @ thisischurch.com

**Bedfordshire Police (North Bedfordshire)** 01234 271212 Immediate danger 999

**Bedfordshire Borough Council** 01234 267422

Intake Assessment 01234 276797

Designated officer (LADO) 01234 276766 Responsible for managing allegations against people working (paid and unpaid) in a position of trust with children.

Children's Social Care (To determine if child is subject to a protection plan) 01234 276766

Social Services Duty Officer 01234 223599

Emergency Duty Team - (Mon-Thur 5pm—9pm, Fri 4pm—9am) 0870 238 5465

Training helpline 01234 228494

Date last reviewed December 2009 (This document was prepared in consultation with Bedfordshire Social Services. From time to time groups, organisations and statutory authorities issue instructions, however no other document shall be used by any group which contradicts the given procedures of this policy. Where exceptions or changes are agreed they must be in writing and signed by the Chair of the Church Council.

The address and telephone number of our Ofsted regional centre are:-  
National Business Unit, Royal Exchange Building, St Ann's Square , Manchester M2 7LA  
Tel:- 0300 123 1231

## **20 Settling In and Transitions Policy**

We want children to feel safe, stimulated and happy in pre-school and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the pre-school.

### **Aim**

We aim to make the pre-school a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

### **Methods**

Before a child starts to attend the pre-school, we use a variety of ways to provide their parents with information. These include written information (including our prospectus and policies), displays about setting activities, and individual meetings with parents.

During the half term before a child is enrolled, we provide opportunities for the child and their parents to visit the pre-school and stay for part or all of the sessions. These visit sessions are free of charge.

When a child starts to attend, we work with their parents to decide on the best way to help the child to settle into the pre-school.

We allocate a key person to each child and their family, the key person welcomes and looks after the child and their parents at the child's first session.

We ask parents/carers to lead the settling in process for their child. If they would prefer to stay for part or all of the early sessions, we support them in this decision. When a parent carer feels it is time for them to leave and allow their child to settle alone, we support them and their child in this. All children have different experiences and personalities when they start at the pre-school and we understand that the parent carer knows their child best.

Parents are welcome to telephone at any time during the session to check on their child, and their child's key person will be available at collection time to discuss the child's progress and involvement during the session.

We discourage the use of dummies in the pre-school because of the effect they can have on the development of a child's speech and language skills. However we acknowledge the role these and other comforters can have in helping a child settle into a new environment. Therefore we work with parents to reduce a child's need for these by creating a safe and welcoming environment. As the child becomes settled we remove the comforters to a safe place to be returned at collection time.

### **Transition**

Following a successful introduction to the pre-school we want the child's next transition to nursery or reception class to be as successful.

We work with parents to try to place children in groups with others who will be attending the same nursery or reception class. This helps children in their first days at the new pre-school .

We actively pursue links with other settings, inviting teachers/support staff to visit the children at the pre-school in the period leading up to the transition.

When teachers/support staff cannot visit, we offer to meet with them for a professional discussion on the children in our care.

Before any approaches are made to external bodies, the support and consent of the parents is sought.

During the final half term at the pre-school, activities are organised to reflect the transition process, and children are given the opportunity to express any concerns and fears they have. These are discussed within the activities and shared sensitively with parents.

The pre-school will provide a copy of each child's records to the parents for them to keep. If they wish these can also be shared with the receiving pre-school. Prior to sending this parents will be asked to sign their consent for sharing this information, and will have the opportunity to look at the report and discuss it with their child's key person.

## **21 Sun Protection Policy**

The pre-school takes very seriously the health and safety of the children in its care. We acknowledge the advice given by Cancer Research UK and in particular its 'SunSmart' campaign.

### **Aim**

To protect the children of the pre-school when playing out in the sun. To help educate the children in safe behaviour in the sun.

### **Method**

- Ensuring that all children are adequately clothed in appropriate sun wear. This should consist of short sleeved tee shirt, and a floppy, wide brimmed hat or legionnaire style cap.
- Ensuring that all children have had sunscreen applied before playing outside. In accordance with Cancer Research UK guidance we recommend the use of only factor 15 and above sunscreen.
- Where children are not adequately protected we will take steps to adapt our activities in order to protect them.
- We will ask all parents for written permission to apply factor 15 or above sunscreen or to provide their own if their child has an allergy.
- Ensuring that any outdoor play is, where possible, avoids the hottest times of the day.
- When appropriate we will provide a shaded area to protect the children whilst they play.
- Ensuring that the children can access the indoor play area at all times so that they can choose to continue their play indoors.
- Ensuring that there is an adequate supply of fresh drinking water available and that the children know how to access it if they feel thirsty or hot, and that cool drinks are available regularly during hot weather.
- Ensuring that safe sun behaviour is modelled by the staff of the setting, providing a positive role model to all the children.

## **22 Mobile Phone Policy**

To ensure the safety and welfare of children in our care we operate a personal mobile phone usage policy which stipulates that personal mobile phones cannot be used when in the presence of children, on the premises or when on outings.

**To ensure this we will undertake that :**

- All mobile phones will be kept in a secure place throughout contact time with children and be returned to the owner at the end of the session by the manager.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time. When staff have a personal emergency they are entitled to use the pre-school phone or make a personal call from a mobile in the designated staff area of the pre-school.
- Staff (will need to) ensure that managers have up to date contact information and that staff make their families aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- During group outings nominated staff will have access to the setting's mobile phone, which is to be used for emergency purposes only. If this policy has been agreed and signed, and not adhered to, disciplinary procedures will be followed.

## **23 Data Handling Policy**

This policy covers the Data Protection principles and an individual's rights as set down in the Data Protection Act 1998.

### **Data which may be held includes the following:**

- List of names, addresses and home telephone numbers and emergency contact numbers of children attending and staff! volunteers! students whether on spreadsheet, paper or card indexes
- Paper or computer based employee files containing employment records, bank account details and national insurance numbers
- Training records of staff
- Performance records of staff
- Information contained on e-mail which may mention the individual's name
- Laptop computers holding personal data
- Children's assessment! observation records
- Information provided to, or received from, external sources
- Photographs
- Incident reports

This list is not exhaustive and will be subject to change

### **Sharing of information**

Information and sharing is essential to meet the needs of the children and families who attend. Data may therefore be shared with and may be obtained from:

- Staff members / students / volunteers
- Schools
- Local settings
- External agencies such as Local Safeguarding Children's Board, Local Authority etc

### **Security of information**

We will ensure that measures are taken to safeguard personal data. Each individual has a personal responsibility to ensure that any information of a personal or sensitive nature to which he/she has access in the course of his/ her work is protected from unauthorised access and disclosure.

In particular, individuals must observe the following rules:

- Electronic storage of such material should be password protected

- Paper copies of personal data must be held in secure cabinets
- Information should be labelled as 'personal'
- Individuals must not disclose personal information except to authorised colleagues  
Particular care must be taken when exchanging information with third parties.
- Information must not be used for purposes other than that for which it was intended
- If records are taken off site (e.g. on laptops), appropriate security measures should be taken (e.g. laptops should never be left unattended in vehicles, and they should be stored securely off site)
- All employees/ students/ volunteers must sign a confidentiality agreement
- Where paper based documents are removed from records these must be confidentially shredded.
- Personal data should not be retained for longer than necessary
- Memory sticks, discs etc will be only used by authorised people and will be stored securely when not in use.

## **24 Diet - Packed Lunch Policy**

The aim of this policy is to ensure that all packed lunches brought from home and consumed at pre-school provide the child with healthy and nutritious food.

Healthy eating has become a popular topic within today's society and we feel the pre-school has an important role in teaching children the importance of health eating as early as possible. We wish to make a positive contribution to children's health and encourage a happier and calmer population of children within our pre-school. We really appreciate your help and assistance with this policy. Please help us to continue your good work in making your children fit and healthy for life.

### **Packed lunches should include:**

- At least one portion of fruit and one portion of vegetables.
- Meat, fish or other source of non-dairy protein (e.g. lentils, kidney beans, chickpeas, hummus and falafel).
- Oily fish, such as salmon, occasionally.
- A starchy food, such as any type of bread, pasta, rice, couscous, noodles, potatoes or other types of cereals every day. Savoury crackers, breadsticks served with fruit vegetables or dairy food are also a good choice, with no added salt, sugar or fat.
- Dairy food such as milk, cheese, yoghurt, fromage frais or custard everyday
- Only water, still or sparkling, fruit juice, semi-skimmed milk, yoghurt or milk drinks and smoothies.

### **Packed lunches should avoid :**

- Snacks such as crisps.
- Confectionery such as chocolate bars, chocolate-coated biscuits and sweets.
- Cakes and biscuits, teach your child to eat these only as part of a balanced meal.
- Meat products, such as sausage rolls, individual pies, corned meat and sausages/ chipolatas should be included only occasionally.

**Be allergy aware - Please no nuts or peanut butter sandwiches**

We recognise that some pupils may require special diets that requires special considerations.

## **25 Emergency Closure Policy**

The pre-school will endeavour to be open as stated in our admissions policy without disruption. Where disruption is unavoidable, all involved in the pre-school will be kept informed and the pre-school will reopen at the earliest possible opportunity.

### **Aim**

In the unlikely event that the pre-school has to close at times other than scheduled in the normal opening hours and dates, the policy will be applied to ensure that all involved in the pre-school have a clear understanding of the procedures which will take place.

### **Methods**

An emergency closure will be implemented in the following circumstances:

- When the building is unusable through accidental or malicious damage
- When the building is unusable due to required maintenance work. Where possible we will endeavour to negotiate scheduled work to be carried out during times of closure.
- When an outbreak of illness within the setting requires closure in line with
- Health Protection Agency (HPA) and Ofsted guidelines.
- When illness levels within the staff body mean it is impossible to maintain the
- correct ratios of suitable adults to children.
- When bad weather makes it unsafe for the building to be accessed e.g. snow and ice.

In the event of any of the above incidents occurring which requires the pre-school to not open on a given morning, the manager will make contact with the families of the pre-school affected for that session in advance of the day where practical. Where this is not practical, a member of the management will be asked to remain at the building until such time as it can be determined that all the affected families have been made aware of the situation. The manager will be responsible for informing the relevant authorities of the unexpected closure. Initially this will be the Early Years Childcare and Extended Services team. Other parties who may need to be informed are Ofsted, Health Protection Agency, local health authority, Health and Safety Executive and RIDDOR, depending on the circumstances of the closure. Parents will be informed about how they can find out when the pre-school will reopen and other pertinent information according to the circumstances of the closure. This may include asking them to nominate a preferred contact number/email address, or holding a special meeting to keep parents informed. The pre-school website will be update regularly [www.thisispreschool.com](http://www.thisispreschool.com).

### **Emergency closure after a session has started.**

In the event of an emergency closure after the session has started, parents and carers will be informed by telephone that they are required to collect their child as soon as possible. If the closure is due to sickness, the children and all staff who are unaffected will remain on the premises until all children can be collected. If the closure is due to an emergency which requires the building to be evacuated, the children will be safely evacuated according to the current Fire Drill procedures. Contact information for all the children will be taken out of the building alongside the daily register. Once the building is evacuated, the manager will ensure the relevant authorities/emergency services are called. The children will then be taken to a place of safety until such time as they can be collected by parents and carers.

**The place of safety is Beauchamp Middle School,  
Hawk Drive, Bedford. Telephone 01234 300900**

The manager will contact the parents and carers of the children present. All staff will remain with the children during this time. Where the pre-school has to close in an emergency, the management will arrange for any funding from the local authority to be repaid if required, and for refunds to be made to any families who pay fees. This will usually be made by way of a reduction from the next term's fees, but may be in the form of a direct payment if circumstances require.

## COMMON CHILDHOOD ILLNESSES

<b>INCUBATION TIME</b> (how long it takes to become ill after contact with infection)		<b>INFECTIOUS TIME</b> (the time your child can pass it on to others.)	<b>HOW TO RECOGNISE IT</b>	<b>WHAT TO DO</b>
<b>CHICKEN POX</b>	14 to 21 days	From 2 days before the rash appears until 5 days after the rash first appears.	Unwell; a rash with red spots that have fluid filled blisters, which eventually dry into scabs.	Paracetamol for fever; baths, loose clothes, calamine lotion for itch; plenty of drinks. No need to see the doctor unless the child is very unwell or if it is an adult who has it.
<b>MEASLES</b>	7 to 14 Days	From up to 4 days before the rash appears until 4 after it appears.	Cough; unwell; fever; rash that is red blotchy, not itchy and may be raised.	Best avoided by giving immunization; treat fever; warm drinks; Vaseline around mouth to protect skin; wash eyelids with warm water; consult your doctor
<b>MUMPS</b>	14 to 21 days	From a week before becoming unwell until 10 days after the swelling appears.	Unwell; fever; pain around ears or jaw; swelling under the jaw and by the ear may start on one side.	Paracetamol for pain and fever if any; plenty of drinks not fruit juice. No need to see the doctor unless the child has tummy pain & is being sick.
<b>RUBELLA (German Measles)</b>	14 to 21 days	From a week before becoming ill until 4 days after the rash appears.	Not unwell; rash on face and & spreading, flat, pale pink; neck glands may be swollen.	Keep away from pregnant women; treat any fever. No need to see a doctor unless the diagnosis is in doubt, or the rash lasts for more than 3 days.
<b>WHOOPING COUGH</b>	7 to 21 days	From a week before the first signs of illness until about 3 weeks after the coughing first started, unless an antibiotic is given.	Cough getting worse, after 2 weeks coughing bouts make breathing in difficult & causes the whooping noise.	Best avoided by immunising. Seek advice from your doctor