



Confidence

|

Respect

|

Compassion

Unfold your Childs future...

Policies & Procedures

Blue Nest Policies & Procedures

The following policies and procedures are available for all parents to view should you wish to.

<ol style="list-style-type: none">1. Accident / Incident Policy2. Admissions Policy3. Anti Bullying Policy "http://www.schooljotter.com/files/happydaysmontessori/Anti-bullyingpolicy.doc" Bullying Policy4. Anti Discriminatory Policy "http://www.schooljotter.com/files/happydaysmontessori/Anti-discriminationpolicy.doc" Discriminatory Policy5. Arrival and Collection Policy6. Behaviour Management Policy7. Childhood Spirituality Policy8. Classroom Observation Policy9. Compassionate Leave Policy10. Complaints Policy11. Confidentiality Policy "http://www.schooljotter.com/files/happydaysmontessori/confidentialitypolicy.doc" Policy12. CCTV Camera Policy13. Data Protection Policy14. Drinking Water Policy15. Emergency Treatment Policy16. Equality of Opportunity Policy17. Essential Records Policy18. Fire Policy19. First Aid Policy20. FEF Funding Policy21. Head Lice Policy22. Healthy Eating Policy23. Healthy Environment Policy24. Health And Safety Policy25. Individuality Of Children "http://www.schooljotter.com/files/happydaysmontessori/individuality_of_the_child.doc" / of Children Policy26. Internet Policy27. Inclusion Policy (SEND)28. Key Person Policy29. Medicine Policy30. Mobile Phones & Camera Policy31. Maternity Leave Policy32. Missing Child Policy34. Nappy Changing & Toilet Policy35. Outdoor Play Policy36. Outings Policy	<ol style="list-style-type: none">37. Parent Observation Policy38. Parental Leave Policy39. Partnership with Parents Policy40. Paternity Leave41. Photography Policy42. Police Check Policy (DBS)43. Premises Policy44. Risk Assessment Policy45. Record Keeping Policy46. Safeguarding & Child Protection Policy47. Safe Environment Policy48. Safe Equipment Policy49. Settling In Policy50. Smoking, Alcohol & Drugs in Workplace Policy "http://www.schooljotter.com/files/happydaysmontessori/smoking_workplace.doc" & HYPERLINK "http://www.schooljotter.com/files/happydaysmontessori/smoking_workplace.doc" Drugs in the Workplace51. Staff Recruitment Policy52. Staff Disciplinary Policy "http://www.schooljotter.com/files/happydaysmontessori/staffappraisal.doc" Disciplinary"53. Staff Ratio Policy54. Staff Uniform Policy55. Social Networking Policy56. Uncollected Child Policy57. Visitors Policy58. Weather Policy59. Work Experience Policy
--	--

As well as the above policies we also have the following:

Special Educational Needs:

Blue Nest Montessori School welcomes children with special educational needs i.e. for those experiencing "learning difficulties." Dr Montessori initiated the method for children in this sector of the community and we aim to continue in her footsteps.

Equal Opportunities:

Blue Nest Montessori School operates an Equal Opportunity Policy. Our work is enriched by the contribution made by people of differing backgrounds bringing with them a wealth of experience and cultural understanding. We benefit from difference and diversity within the school.

1. ACCIDENT / INCIDENT POLICY

Blue Nest is aware that when working with young children accidents and incidents will naturally occur. To minimise the number of accidents/incidents at Blue Nest we ensure that all appropriate risk assessments are carried out on a regular basis.

However, we believe it is important to allow children to take certain risks within a safe and supervised environment as this will allow children the ability to familiarise themselves with the tools and skills to solve their own problems and understand the risks that can occur in life.

Policy

All accidents/incidents occurring on Montessori premises are recorded in the accident/incident record (held in the classroom) and parents are required to read and sign for each accident/incident that occurs. A new page for each child should be used for Confidentiality.

Any accidents/incidents occurring outside the setting must be recorded on the Existing Injuries Form.

Location of files

- The adult accident/incident file is located in the cupboard in the Manager's office.

Procedure

Accident (When an incident occurs that does not involve another person or child)

Minor accident

- The staff member will take the child to a quiet area away from all the other children where their injury can be assessed, and the child calmed.
- A first aider will be informed and will assess the injury and administer the treatment needed.
- The manager/ deputy manager will be informed

- The child will be settled back in to their room and observed to ensure there are no longer term effects.
- An accident form will be filled out giving details of the accident (Attached) the parents will sign the form when their child is collected from Montessori.
- If a child has had an accident/incident at home or out of nursery hours, before the child enters the nursery. Staff must ask parents to complete an accident/incident explaining what happened to the child and sign the form.
- If it is deemed necessary by the manager/deputy a phone call may be made to the parent to inform them of the accident before the end of the day.

Major -Accident

- The manager/deputy will be informed
- If the child can be moved they will be taken to a quiet place where they can be kept calm and be assessed, if they cannot be moved a space will be cleared around them and children will be kept away. A child will not be moved if there is any doubt.
- The manager/deputy will assess the injury and decide if it requires immediate treatment by an ambulance or if the parent/carer can be contacted immediately and take the child themselves. If there is any doubt the ambulance will be called.
- If an ambulance is required 999 will be called and the parents/carer will be contacted with arrangements to meet the child at the hospital. A senior member of staff will travel with the child to the hospital taking with them the child's Incident/accident form, Child's registration forms and a mobile phone which parents are able to contact on any time (07414141314).
- If an ambulance is not required a phone call will be made to the child's parent/carer and the child will be kept calm and comfortable, a member of staff will remain with them until the parent/carer arrives.
- An accident form will be filled out recording in detail the circumstances.
- The accident will be reported to RIDDOR and Ofsted (if necessary) by the manager/deputy and instructions/advice will be followed.
- A risk assessment of the sight of the accident and any equipment involved will be carried out.

Incident (Child has physical contact with another person (child/children/adult) which may cause injury)

From time to time parents may be asked to sign or fill out an incident form. Incident forms are used in the following circumstances:

- If a child comes in to Montessori with an injury that has happened at home, the parent will be asked to fill out an incident form stating how the accident occurred, where the accident occurred, who was present when the accident occurred, details of the injury and sign and date.
- If a child has displayed inappropriate behaviour that has resulted in the injury of another child, such as biting or scratching, an incident form will be filled out explaining the circumstances of the behaviour, the behaviour management response, and who was present when the incident occurred. This will be

signed and dated by the staff member who dealt with the incident and manager/deputy. The parent will be asked to sign the form on pick up.

This policy works in conjunction with:

- Emergency Policy
- Health and Safety Policy

2. ADMISSIONS POLICY

All children are welcome here at Blue Nest Montessori regardless of their backgrounds or level of ability. Parents who are interested in registering their child with Blue Nest may call us to make an appointment to come in and see us and observe the children and our living values. We would encourage this, as parents should feel comfortable and secure with the surroundings.

Children entering the school need to be at least 3 months old.

On registering your interest, a £70.00 non-refundable administration fee is required and upon acceptance of a place a £100/£200 (part time/full time) deposit is payable which will be deducted from the last terms fees provided a full term's notice of withdrawal has been given.

Each child is assigned to a key worker who will be responsible for ensuring the child has a holistic experience at school and should be your key point of contact. However, all teachers do interact fully with all children and the key worker is not a sole point of contact for your child.

Fees are paid on the 1st of each month in advance for the following month. Your child will not be admitted into the Montessori until the first payment is made by either cash or cheque. We ask that you fill in a standing order form to start from the first of each month following your first month's payment. Vouchers are also acceptable as full or part payment against fees. Please ask for our registration number when you set this up as we are already registered with lots of the companies who deal with this.

Non-Payment - Overdue fees will be challenged, in the first instance by the manager who will ask for payment within 7 working days and in the second instance by the director who will ask for payment immediately. If your child's fees cannot be paid the child's place will be suspended for a period of one month. If your child's fees can still not be paid, then your child's place will be terminated and a debt collector will be contacted.

If you are having trouble paying your fees, then we ask that you contact the manager as soon as possible to discuss the options available to you.

Sickness - In the event of illness or holiday the full fees are still payable to retain the place.

Apart from one week's closure at Christmas and two day's closure for training one at the beginning of January and one week in August, fees are payable for 52 weeks a year.

One month's notice is required in writing for reducing a child's attendance or if leaving the Montessori.

When maximum attendance numbers are reached, applicants will thereafter be added to the waiting list. Priority will be given to full time places.

If you require a different more flexible attendance pattern to what is offered, you may discuss your needs with the manager.

Term time only places (38 weeks) are offered to children attending full time only.

3. ANTI BULLYING POLICY

The aim of the Blue Nest anti-bullying policy is to ensure that children learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will be dealt with in accordance with the Montessori philosophy. Only when all issues of bullying are addressed will children be able to fully benefit from the opportunities available at the school. Although incredibly rare at this age, it is not something to be ignored and therefore this policy is written to cover the exceptional incident that may arise. Children at this age are not aware they are "bullying" and it is our responsibility as adults to guide them.

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

- physical (hitting, kicking)
- verbal (name calling, racist remarks)
- indirect (spreading rumours, excluding someone from groups)

Children who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of unexplained tearfulness, lack of concentration or not wanting to join in. Children must be encouraged to speak to teachers about this.

Our staff must be alert to the signs of bullying and act promptly.

As a school, we have a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils and to bring these procedures to the attention of staff, parents and pupils.

Managing Bullying

As children this young are not aware of "bullying" as such, we will deal with any incidents that could be deemed as "bullying" behaviour in accordance with our Blue Nest Behaviour policy, always ensuring we adopt a loving and supportive approach when dealing with any children.

4. ANTI DISCRIMINATORY POLICY

Blue Nest operates an anti-discriminatory policy. Discrimination will not be tolerated at Blue Nest.

Blue Nest respects and values our multi-cultural society and ensures that there is equality of access, expression and quality for all who come into contact with our work. We are committed to actively promoting the value of "Difference" and this will be reflected in all

our communication with each other as teachers, students, children and parents / carers. The activities provided for the children will encourage and support diversity and will encourage each individual child to meet their full potential. We will ensure that all children at Blue Nest are able to enjoy and play. All parents / carers are able to visit the school without discrimination.

Further to this, we intend to meet all individual needs, to ensure equality of access as much as possible. We are committed that any behaviour, language or action that creates discrimination or disadvantage or is designed to be offensive to any group which experience discrimination, will be challenged directly and will not be tolerated.

5. ARRIVAL & COLLECTION POLICY

To ensure the safety of all children and staff, Blue Nest staff must ensure the following procedures are adhered to:

Answering the Door

- The person who answers the door must always check to identify the visitor.
- If the visitor is unknown, identification must be asked for and seen i.e. name, reason for calling, name of person whom the caller is here to see, identity card.
- Before granting a visitor access, always check with the authorized person.
- Never grant access to anyone who is not known.

Authorised Collectors

- Each child must have at least two authorized collectors. Parents are required to provide photographs of each authorized together with work, home and mobile phone numbers. Any additional family members or friends, who are collecting a child, must be asked for the password.
- Once a term, parents will be asked within the Newsletter to confirm the authorized the authorized collectors are unchanged from the previous term and update any contact details.

Persons Prohibited from Collected Children

- If a different person calls to collect a child and the parent / carer has not informed the Montessori of this, then the parent / carer's permission must be obtained before handing over the child. The password for the child must be given and the time, date and name of person collecting the child will be written in the diary and the person collecting will sign the diary.
- All staff should be aware that some children are not allowed to come into contact with certain members of their own family. In such circumstances, a register is kept of each child and the names of those family members with whom the child is forbidden contact. If one of these family members should call at the Montessori, they must not be granted access, and an authorized person must deal with the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter.

Uncollected Children

- See the "Uncollected Child Policy"

Late Collection Procedure

- It is the individual parent's responsibility to ensure that their child is collected from the Montessori on time.
- If on the odd occasion you are unable to collect your child before the set time of 6.00 pm we ask that you find alternative arrangements.
- If you are able to make alternative arrangements, the Montessori operates on password system. This password is not kept on file and is used spontaneously as and when needed.
- We also ask that you call the Montessori giving a full name of the person collecting and the password. When the alternative carer comes to collect your child, we will ask them for both of these details and if they do not match, the child will not be allowed to leave the premises. In this instance we will call the child's parents for conformation i.e. a brief description of the carer, along with their full name and the password given, before the child is allowed to leave the Montessori premises.
- If you are unable to find alternative childcare arrangements, we ask that you kindly call us prior to 6.00 pm letting us know your circumstances and an approximate time that you will be collecting your child.
- If you are unable to collect your child by 6.00 pm on a regular basis you will occur a late fee of £7.50 for every 15 minutes.

6. BEHAVIOUR MANAGMENT POLICY

"Good relationships are built on creating success and then noticing it."

Jenny Moseley

Policy

At Blue Nest Montessori our aim is to work in partnership with parents/carers to meet the individual needs of children in our care.

To create a supportive structure within which children learn to behave appropriately in order to:

- Promote respect for ourselves and others
- Promote an atmosphere for learning where everyone has an equal opportunity
- Ensure rewards and sanctions are consistently and fairly applied
- Ensure firm action is taken against all forms of unacceptable behaviour including bullying, racism, sexism, aggression, name calling or offensive actions.

GOLDEN RULES

- Be kind and polite to everyone
- Always do your best
- Listen to other people

- Tell the truth
- Keep yourself and others safe
- Call each other by the proper name
- Take care of things around you

We believe that positive behaviour is promoted through positive language, praise and encouragement, encouraging self-discipline, consideration for each other. Promoting a positive 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 throughout the setting. Ensuring children's well-being and learning is facilitated effectively.

By praising children and acknowledging their positive attitudes and actions, we aim to show all children that we value and respect them as individuals.

Children are given opportunities on a daily basis to express their feelings through non-aggressive strategies such as circle time. Children are also given the opportunity to discuss and understand that bullying, fighting, hurting and racist comments are not acceptable behaviour.

Careful consideration is made when arranging the layout of the children's play area to ensure that the environment and equipment is accessible, child initiated and safe to use.

All children have access to a variety of equal resources to avoid arguments. Through the Montessori ethos the child will develop the ability to share. It is important to acknowledge children's feelings and help them understand how others are feeling and why it is important to share.

Procedure

- Children who demonstrate unacceptable behaviour, whether physically or verbally will be given the opportunity to explain and justify their actions.
- The key teacher will speak to the child with kindness and patience. We do not endorse harshness in any situation.
- If the behavioural issue continues, the key teacher will raise the issue with the Manager/Deputy Manager.
- The Manager/Deputy Manager will talk to the child – again with love and kindness
- The Manager/Deputy Manager may at this point decide to speak to the parents so that the school and the parents can work in partnership to try and get to the root of the issue.
- Ongoing behavioural concerns will be recorded on the "Child Behaviour" record and filed.
- Children will also be encouraged to apologise to the child who has been hurt. Children's apology that does not show they mean it, for example, apologising only in the hope of being able to continue playing will not be accepted and will be asked for another.
- The child who has been hurt will be comforted by the adult and any first aid treatment will be applied if needed.

- In extreme cases where children's behaviour is totally unacceptable, a time out sanction may be given in order to calm down and reflect upon their actions. Where appropriate, this may be given with a book or alternative toy.
- The adult must acknowledge and explain to the child that it is their action or behaviour that is not accepted not the child that is being rejected.
- Once the child has re-joined the activity/ play session, the adult must ensure that the child is treated equally and not targeted for the behaviour that has just happened.
- The staff at Blue Nest Montessori must never threaten or punish, nor use or threaten any form of punishment which could have an adverse impact on the child's well-being.
- Physical intervention should only be used to manage a child's behaviour if it is necessary to prevent personal injury to the child, other children or adult, to prevent serious damage to property, or in what would reasonably be regarded as exceptional circumstances.

STAFF RESPONSIBILITY

LISTENING SKILLS - Golden Rules

- I keep my voice quiet
- I keep my hands and my feet to myself
- I keep my body still when needed
- I look at the speaker
- I listen to and think about what the speaker is saying

This is important

- To make sure that children know the Golden Rules.
- To communicate with children in warm positive ways in order to build confidence and enhance self-esteem.
- To teach children acceptable behaviours in order to create an atmosphere for learning and access to the curriculum.
- To maintain a high standard of behaviour throughout the school.
- To reward and reinforce appropriate behaviour and achievements with praise or stickers as appropriate.
- To be consistent.
- To make it clear that the behaviour, not the child, is unacceptable.
- To ensure parents/carers are informed of issues that arise
- Providers must not threaten corporal punishment, and must not use or threaten any punishment which could adversely affect a child's well-being.

CHILDREN'S RESPONSIBILITY

- To keep the Golden Rules and class/ school routines.
- To reflect on how their actions can affect others.

- To go to an adult if they have any concerns or worries.
- To understand that breaking Golden Rules/name Calling/bullying is making the wrong choice.

PARENT/CARER RESPONSIBILITY

- To reinforce school rules.
- To discuss concerns with the school.
- To support the school and child in regard to behaviour agreement.

SANCTIONS

Appropriate sanctions are taken which might include: immediate reparation/apology where appropriate (e.g. saying sorry, inviting another to join a game); an initial warning to 'chose the right thing to do'; loss of Golden Time/minutes of playtime; involvement of Head teacher; reporting to parents.

DEALING WITH AN INCIDENT (particularly useful for incidents of bullying, racism, physical aggression)

Child A

- Explains what happened.
- Explains why they are unhappy/upset/frightened.

Child B

- Listens to hear how their behaviour has affected the other child.
- Explains what they were doing and why.
- Both children discuss how this behaviour could be altered and work out a plan of action for next time.
- Staffs monitor the situation where appropriate.
- Parent/carer involvement as appropriate.

MONITORING

Teachers will record the loss of Golden Time in order to observe patterns of behaviour over time. Head teacher monitors lost Golden Time. Where concerns are raised parents/carers will be involved.

OUTSIDE AGENCIES

Where inappropriate/unacceptable behaviour persists over time, the services of the Educational Psychologist, the school counsellor or other agencies may be called upon, after consultation with parents/carers.

EXCLUSION

- Exclusion procedures may be instituted in the event of persistent and continuous incidents or in the case of a particularly serious "one off" incident.
- In the main, parents and children will have had warning that this is being considered.

- The safeguarding policy will be invoked immediately if any member of staff is suspected of using inappropriate behaviour on any child in their care, the procedure will be followed, and any parents informed.
- We only use positive reinforcement when speaking to children about their behaviour; we do not use the words 'naughty' or any negative language. We never label the child with their behaviour.
- If a child is consistently using inappropriate behaviour a "Child Behaviour" record will be filled out, so the staff can see what is happening before the behaviour is displayed and at what time of day it is occurring. If a pattern of behaviour is identified a strategy can be put in place to deal with the cause of the problem. If necessary, help and advice will be taken from professionals such as Educational Psychologists or the Local Authority Inclusion Team and we will work in partnership with the parents throughout this process.

7. CHILDHOOD SPIRITUALITY POLICY

We operate within the guidelines of the Montessori Method of Education and Philosophy. The philosophy includes:

- Individual needs of the child
- Holistic development of the child
- Spiritual development of the child

At Blue Nest we take the spirit of the child very seriously and encourage all staff to be aware of the importance of nurturing and protecting the spirit of the child. It is important to remember that at this age children are pure, and it is the adult that taints this purity. We, at Blue Nest, recognise this purity and try and learn from it rather than impose our own impurities on the child.

This is achieved in the following way:

- All children are treated as individuals
- The holistic development of the child is at the forefront of all activities
- Children are treated with respect and their dignity is protected
- Children are listened to and their opinions and ideas are respected
- Children are encouraged to express their feelings
- Values are an integral part of the Blue Nest environment and children are treated within the values guidelines
- Every child matters
- Every child is unique
- Children are treated as equals
- Children are allowed to share their own experiences
- Children are allowed to experiment within boundaries of adult supervision
- We never label a child as naughty and this word isn't in our dictionary

Our aim is that parents continue this nurturing at home so that there is continuity for the child and this is an area of key focus when speaking to new parents.

8. CLASSROOM OBSERVATION POLICY

In order to ensure that all teachers are fully integrated with the whole school rather than only focused on certain key areas or key children, we encourage all teachers to participate in classroom and children observations.

Observation is an important tool in allowing teachers to follow the child in his / her learning. Dr Montessori believed that the 3 most important aspects of the Montessori classroom, in conjunction with the EYFS, are:

- Observation
- Observation
- Observation

It is her belief and the belief of the Blue Nest team that without observation, teachers will not be able to understand the different learning abilities and holistic development of the children.

Observation is carried out in the following ways:

- Individual child observations
- Group observations
- Peer observations

Teacher's observations of children are added to the child's record card and all information received on observation is shared in the weekly staff meeting. It is important also that the teachers correlate their observations with any feedback from the parents. In addition, the observations must be used to tailor your Individual Learning Plans to the individual child. The success of observation is realized when the teacher successfully uses the information to advance the class and add to the child's individual development in the classroom.

9. COMPASSIONATE LEAVE POLICY

'Compassionate leave' is a term used to describe time off work to cope with personal circumstances. There is a statutory right called 'time off for dependants' which gives you the right to unpaid time off in some circumstances. When this right doesn't apply you will have to see what compassionate leave scheme your employer offers.

If you are an 'employee', you have the right to unpaid time off work to deal with emergencies involving a 'dependant' - a husband, wife, child or parent, or anyone living in your household as a member of the family. A dependant may also be anyone who reasonably relies on you for assistance. The right is not for long term care arrangements such as childcare or nursing a sick relative.

Letting your employer know about taking time off

You can take time off regardless of your length of service. If you do, you should let your employer know as soon as you can.

How much time you're allowed to take off

You are allowed 'reasonable' time off. There's no set amount of time allowed to deal with an unexpected event involving a dependant - it will vary depending on what the event is. You're allowed to take a reasonable amount of time to deal with it and to make any arrangements that are needed.

There's no limit to the number of times you can take time off, provided it's for real emergencies. If we feel that you are taking more time off than we can cope with, we will warn you of this.

Keeping disruption to a minimum

Try to cause as little disruption to the school as possible. For example, if your day carer has unexpectedly quit, try to get other family members to look after her instead of you while you look for a replacement.

Problems not involving a dependant

You don't have the right to time off for every problem. A burst boiler at home or problems with your dog don't count as neither involves a dependant.

Time off to care for people who don't count as a dependant (accompanying a friend to hospital for example) aren't covered.

10. COMPLAINTS POLICY

Blue Nest Montessori School aims to provide a safe, stimulating and caring environment where children and their families feel welcome and valued. We believe in working together with parents to ensure their children's needs are identified.

We welcome comments from parents about our provision and recognize parents are the prime educators of their child. We respect their comments, whether negative or positive, and that they are no doubt made with the child's interest at heart.

Positive comments are a good way for parents to let the School know their work is valued and appreciated and give everyone concerned the chance to build on good practice which promotes development.

Parents who have concerns/complaints should first talk to the Manager/Deputy Manager. Concerns/complaints should be expressed as soon as they arise as in most cases problems can be sorted out quickly and amicably. Any problems should be resolved within a reasonable timescale. Occasionally the Manager/Deputy Manager may need to consult the class teacher and if necessary arrange a meeting with everyone concerned.

All complaints are recorded in writing and investigated. *Official complaints that require investigation are kept in a separate Complaints File.*

The School has a Suggestion Box, Comments and Complaints Book which is available to parents at all times.

In the event of an unresolved problem the School may want to seek advice from

organizations such as the Early Years Advisory Team or other legal bodies.

For the information of parents/carers:

The Blue Nest Montessori School OFSTED setting number is: **EY485805**

The OFSTED (Office for Standards in Education) address and telephone number is:
Early Years Complaints Help Line

Ofsted
Piccadilly Gate, Store Street,
Manchester, M1 2WD
0300 123 1231

It is the Manager's/Deputy Manager's duty to make every effort that when a child leaves Blue Nest Montessori School both child and parents are happy and satisfied.

Complaints made against staff

- Ask parent to put it in writing at the beginning and refer parent to the Complaints Policy (which they will have received when the child started at the school) setting out the school's obligations, procedure and time frame.
- The Manager/ Deputy Manager will tell the person who complained that she will look into it.
- Manager/ Deputy Manager then talks to the member of staff concerned. The Manager Deputy/Manager will listen to the member of staff and may need to speak to all members of staff to get a clear picture if someone else witnessed something.
- If possible sort out complaint straight away and get back to the person who made complaint (remember: the school has up to 28 days to investigate)
- Record complaint in Complaints File and a copy in individual teacher/staff file.
- If necessary refer to Contract of Employment (i.e. Capability, Grievance or Disciplinary)
- Manager to give parent to complete a (Parent Outcome Form) after the investigation for feedback of how the investigation was dealt with.

Complaints Record:

Source of Complaint

Record who made the complaint (see form) but not mentioning a specific name.

Nature of Complaint

- This is for complaints relating to the national standards (see form)
- Record here one or more national standards to which the complaint refers.
- Give details of the complaint.
- Refer to your national standards and the accompanying guidance.
- Record all details associated with the complaint, taking care *not* to name individuals, e.g. Use 'child A' 'staff member B'

How it was dealt with

- Provide information on how the complaint was investigated. Need to record
- Process taken to ensure complaint was fully investigated, e.g. Interviews, records
- Who was involved in the investigation without identifying any individuals named in the complaint including staff or any child
- Any referrals made to an external agency, e.g. Social Services etc.

Action and Outcomes

- Provide details about the outcome of the investigation. Need to record:
- Any action(s) identified by Blue Nest Montessori School
- Any actions set or taken by OFSTED
- Any action taken by another external agency
- Outcome of Blue Nest investigation, identifying areas where feel improvements to provision could be made
- If any staff members are dismissed (see Staff Contract on Disciplinary Procedures etc) for misconduct, because they placed a child at risk of significant harm, you may need to refer the individual for inclusion onto the Protection of Children Act (POCA). Can ring OFSTED on 0300 123 1231

On receiving a complaint, we will:

- Provide the parent who made the complaint with an account of the findings and of any actions taken (if any) as a result within 28 days from the date the complaint was made.
- If necessary and appropriate send a separate letter to the parent who made the complaint by giving more detail.
- Make and keep a written record of complaints, any actions taken, and the outcome of any investigation (see Complaints Records Form in File) and (see Parents Complaint Outcome Form). Any parent of a child who attends the Montessori may request to see this form.
- Retain records for a period of 10 years from the date the record was made
- After the investigation parent to complete the (Parent Outcome Form)

COMPLAINTS RECORD

Date of Complaint	Ofsted Complaint Number (where applicable)
-------------------	--

A. Source of Complaint

Parent (in person)	Staff member
Parent (in writing)	Anonymous
Parent (phone call)	Ofsted
	Other (please state)

Please write brief details of the complaint:

--

C. How it was dealt with

Internal Investigation	Investigation by Ofsted	Investigation by other Agencies (please state)
------------------------	-------------------------	---

Please give brief details:

--

Actions and Outcomes

Internal actions	Actions agreed with Ofsted	Changes to conditions of registration
Other action taken by Ofsted	No action	

Please give brief details:

Name of recorder

Notified to Ofsted **Yes** **No** Date

Signature Date completed

RECORDING COMPLAINTS

Date of complaint

Name of person making complaint	Name of child
---------------------------------	---------------

Nature of complaint:

The premises	Actual
The staff	Perceived
Any aspect of the service being provided	

Is there a concern that a child may be at risk of 'significant harm' (i.e. a child protection issue)? Yes | No

Is there a need to take immediate action in either case to protect the child?
 Yes | No

If yes, what immediate action is to be taken?

--

Details of the complaint – what happened, where and when the alleged incident took place and who was involved

--

How will the complaint be investigated?

Mediation – i.e. talking to individuals involved to achieve an amicable resolution
Referral to Manager/Manager
Formal investigation – interviewing staff/others (witnesses) involved and taking written statements, making a final outcome report and feeding back to parent
Referral to Social Services department (if the issues concern possible Child Protection matters)

Date agreed to feedback to parent/complainant

Outcome

What was the result of the investigation of the complaint?

--

List any actions to be taken to ensure the matter is resolved and does not happen again

--

Date completed

Manager/Manager's Name	Signature
-------------------------------	------------------

Name of parent/complainant	Signature
-----------------------------------	------------------

(Completed forms should be kept in the child's file)

11. CONFIDENTIALITY POLICY

To meet the needs of all children in our care, it is important to share information with parents and with one another in order to support the child's development. It may also be necessary in some circumstances for Blue Nest to seek the help and advice from outside professionals. If this action is taken, the parent / carers permission will first be sought.

Any information will need to be on a need to know basis and will be kept confidential. Blue Nest Montessori, it is paramount that we protect the affairs of the children, families, staff and the company's interests and rights.

In order to do this, we require all employees to keep any information that you have gained or learned during your employment strictly confidential.

This includes any information relating to the following:

- Company
- Employees
- Customers
- Business
- Accounts
- Finance

Employees of Blue Nest Montessori are not authorised at any point to make or copy or abstract any document or part of it relating to the business or the company itself.

All information concerning the children and their families is to be kept strictly confidential

Information concerning salaries or contracts of employment is NOT to be discussed or shared with work colleagues or customers within the company

All staff is required to sign a confidentiality agreement prior to the commencement of their employment

THE DISCIPLINARY PROCEDURE WILL BE FOLLOWED IF THE CONFIDENTIALITY POLICY

IS BREECHEDED.

Name	Position	Signature	Date
	Director		
	Directress		
	Manager		
	Deputy Manager		
	Room Leader		
	Room Leader		
	Room Leader		
	Teacher's Assistant		
	Teacher's Assistant		
	Teacher's Assistant		
	Teacher's Assistant		
	Teacher's Asst./Montessori nurse		
	Teacher's Asst./Montessori nurse		
	Teacher's Asst./Montessori Nurse		
	Teacher's Asst./Montessori Nurse		
	Trainee		
	Trainee		
	Chef / Catering Assistant		
	Chef / Catering Assistant		
	Cleaner		

12.CCTV POLICY

Introduction:

Blue Nest Montessori operates a CCTV scheme within the Nursery environment. The scheme's overall aim is to provide a safer and more secure environment for the benefit of our children, parents and staff.

Also, the purpose of the CCTV system is for the security of the premises, the prevention, detection and investigation of criminal activity, trespass and vandalism and the safety of children, staff and visitors to the site. Static and remotely operated cameras enable this purpose.

The system will not be used to provide recorded images for the world-wide-web, or

to provide images for a third party, other than the Police in the course of their enquiries.

Images captured by the system will be monitored in the building and recorded in the office twenty-four hours a day, throughout the whole year. It is recognised that images are sensitive material and subject to the provisions of the Data Protection Act 1998; the Nursery Management is responsible for ensuring day to day compliance with the Act. All data recordings will be handled in strict accordance with this policy and the procedures.

Data Protection Act 1998

CCTV digital images, if they show a recognisable person, are Personal Data and are covered by the Data Protection Act.

The CCTV system

The system comprises: three fixed position cameras, monitors, a digital recorder and public information signs.

Cameras will be located at strategic points: one camera outside the main entrance, and two cameras on opposite ends of the building on the playground side. One camera in each room. No camera will be hidden from view. Signs will be prominently placed at strategic points and at the entrance to the building to notify staff, parents/carers, visitors and members of the public that a CCTV installation is in use.

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Recording

Digital recordings are made using a digital video recorder operating in real time mode. Images will normally be retained for 7 days from the date of recording, and then automatically over written.

Signs declaring the use of CCTV will be displayed throughout the nursery and staff members must be aware that any incident of malpractice seen through the CCTV monitor may be used as evidence in a disciplinary procedure.

Access to images

Access to images will be restricted to the Directors. Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
- Prosecution agencies
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
- Prosecution agencies
- Emergency services in connection with the investigation of an accident

Access to images by a staff member, parent/carer or visitor

CCTV digital images, if they show a recognisable person, are Personal Data and are covered by the Data Protection Act. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to the prohibitions on access also covered by the Data Protection Act. They do not have the right of instant access; they must abide by the Data Protection procedures.

A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Directors. Blue Nest Montessori will then arrange for viewing of the images and subsequent discussion of content.

The Data Protection Act gives the Directors the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.

If it is decided that a data subject access request is not to be complied with, the reasons will be fully documented and the data subject informed, whenever possible in writing, stating the reasons.

13. DATA PROTECTION POLICY

The Data Protection Act 1998 came into force on 1 March 2000 and superseded the Data Protection Act 1984. The purpose of the Act is to protect the rights and privacy of individuals, and to ensure that data about them are not processed without their knowledge and are processed with their consent wherever possible. The Act covers personal data relating to living individuals and defines a category of sensitive personal data which are subject to more stringent conditions on their processing than other personal data. The School is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal data.

1. Scope of the policy

The Data Protection Act applies to electronic and paper records held in structured filing systems containing personal data, meaning data which relates to living individuals who can be identified from the data. This includes any expression of opinion about an individual and intentions towards an individual. It also applies to personal data held visually in photographs or video clips (including CCTV) or as sound recordings. The School collects a large amount of personal data every year including: staff records, names and addresses of those requesting prospectuses, references, fee collection as well as the many different types of research data used by the School.

2. Responsibilities

2.1 Data Protection means that the School must:

- Manage and process personal data properly
- Protect the individual's rights to privacy
- Provide an individual with access to all personal information held on them

2.2 The School has a legal responsibility to comply with the Act. The Manager/ Deputy Manager have overall responsibility for this policy

2.4 The Manager is responsible for drawing up guidance on good data protection practice and promoting compliance with this guidance through advising staff on the creation, maintenance, storage and retention of their records which contain personal information.

2.5 Every member of staff that holds information about identifiable living individuals has to comply with data protection in managing that information. Individuals can be liable for breaches of the Act.

3. Relationship with existing policies

This policy has been formulated within the context of the Blue Nest Confidentiality Policy.

14. DRINKING WATER POLICY

At Blue Nest the children and staff have free access to clean drinking water. The children are made aware of and encouraged that drinking water is available at all times while on the school premises.

- Children will be assisted in obtaining a drink of water should they need help
- Children are encouraged to ask for water when they require it
- The intake of water will be monitored by the staff

Blue Nest is aware of report that some children behave in an increasingly hyperactive manner after drinking orange juice and other similar products which contain artificial additives designated by E numbers. Blue Nest therefore only offers water to children throughout the day.

Parents are made aware of this policy when first applying for a child to come Blue Nest and encouraged not to send other drinks. Fizzy drinks are strictly prohibited.

15. EMERGENCY TREATMENT POLICY

Blue Nest recognise that even with all the safety measures in place, accidents and emergencies can arise. We therefore operate an emergency treatment policy within the school. If for any reason a child is required to receive emergency treatment it is the responsibility of the staff to ensure that the correct emergency service is contacted

All parents sign emergency treatment consent as part of the application/Induction process prior to the child beginning at Blue Nest. This consent gives Blue Nest permission to take the necessary action in the absence of the parent should any accidents occur. This may involve:

- Medical care
- Taking the child to the doctor

- Calling the ambulance and taking the child to the hospital

Please note the following:

- Children will only be taken to hospital by ambulance
- A teacher will ride with the child in the ambulance.
- All attempts will be made to contact the parent if such an occurrence should arise
- A teacher will stay with the child until a parent / carer arrives
- The teacher will consent with the Doctor to take the necessary action for the wellbeing of the child

16. EQUALITY OF OPPORTUNITY POLICY

Blue Nest respects and values our multi-cultural society and ensures that there is equality of access, expression and quality for all who come into contact with our work. We are committed to actively promoting the value of "Difference" and this will be reflected in all our communication with each other as teachers, students, children and parents / carers. The activities provided for the children will encourage and support diversity and will encourage each individual child to meet their full potential. We will ensure that all children at Blue Nest are able to enjoy and play and all parents / carers are able to visit the school without discrimination.

Further to this, we intend to meet all individual needs, to ensure equality of access as much as possible. We are committed to the Manager that any behaviour, language or action that creates discrimination or disadvantage or is designed to be offensive to any group which experience discrimination, will be challenged directly and will not be tolerated.

Our complaints procedure, code of conduct and procedure for dealing with challenging behaviour will help us implement this policy.

Blue Nest promotes equality of opportunity and challenges all forms of prejudice throughout our work, with particular regard to the following:

- Recruitment of teachers, students and volunteers
- Training and staff development
- Monitoring and evaluation of work
- Programmes and activities
- Work with other organisations and agencies
- The physical environment
- Resources and equipment
- Communication and support

Children

Blue Nest aims to demonstrate through its work that it positively values and respects children of all ethnic origins / racial groups, religions, cultures, linguistic backgrounds, socio-economic groups and abilities. Children of both sexes are positively encouraged by staff to participate in all activities.

Blue Nest considers it important to provide a range of experiences and an environment that will instil, in the children, a positive outlook towards people in our society whom they may see as different from themselves.

Please see Guidelines on The Discrimination and Disability Act 1995 for details. The duties set within this act will have an impact on this policy and its implementation and we will ensure that their implementation is monitored, reviewed and changed if necessary.

Blue Nest will ensure that:

- All equipment will be chosen with the differing needs of children in mind
- Displays will show and reflect a positive image towards the world in which we live
- Books will be chosen to meet all the children's ages and abilities and to reflect the many differing lifestyles that are in our society
- Food tasting and discussions around different parts of the world will encompass all cultures, countries and religions
- Practises which unnecessarily separate children according to their gender, ability or race will be avoided
- Use of language will be monitored – for examples statements such as "boys don't cry"; "you are too big to cry" will be avoided.
- Non-stereotypical role models will be provided where and when possible
- Signs of prejudice in children will be gently questioned and openly discussed. Parents will be involved if deemed necessary.

Staff

- It is the policy of Blue Nest to positively value and respect people regardless of their gender, ethnic origins / racial groups, religions, cultures, socio-economic group, sexuality, age, family situation or linguistic backgrounds.
- A member of staff is employed s/he is considered to be the best person for the job.
- If a staff member displays negative language/abuse towards children and adults about their ethnic origins / racial groups, religions, cultures, linguistic backgrounds, socio-economic groups and abilities, will result in immediate disciplinary action towards the staff member as per our staff disciplinary policy and procedure.

17. ESSENTIAL RECORDS POLICY

The following records must be kept on the premises at all times:

- Name, home address and date of birth of each child registered at Blue Nest.
- Name, home address and telephone number of a parent of each child registered
- Name, home address and telephone numbers of all staff
- Name and contact numbers of all persons authorised to collect a child
- Details of any person who will be in unsupervised contact with children at any time (including for example the member of staff who will stay behind in the event of a child not being collected)
- Daily record of children on the premises and their hours of attendance
- Record of any incidents and accidents
- Records of any medicines administered to children at the request of parents
- Procedures for and record of any fire or accident
- Procedures to be followed in the event of any parent failing to collect a child
- Procedures to follow in the event of a child being lost
- Record of any complaints from a parent about the service offered by Blue Nest
- Procedures for the protection of children in the event of an allegation of abuse or neglect.
- Copy of the standard contract with parents.
- Staff rotas and cover for staff illness
- Qualifications of everyone employed in the facility
- Maintenance and cleaning of premises and equipment log
- Gas and electrical safety check
- Collection of children procedures in an event of an emergency.

18. FIRE POLICY

Policy

Blue Nest committed to ensure that the children in our care are kept safe from the threat of fire at all times. We deal with a fire in an efficient and clam fashion.

Procedure

- All staff must familiarise with the School's emergency procedures to minimise the dangers caused by fire.
- All staff should also be aware of the nearest fire extinguisher to your work location, its type and know how to operate it.
- The key to the garden door is hanging on a hook next to the door frame in the Room 1 & Baby unit. This key unlocks the padlock on the garden gate.
- Regular fire drills (Monthly) will be held to ensure the School's fire procedures are effective and to ensure the children and staff are familiar with them. These drills are important and must be taken seriously. All children are made aware of the sound of the smoke alarm; learn about fire safety and what to do in case of fire.
- If you or any of the children have any mobility problems, you should notify the Manager so that she can take special care and attention to assist you in evacuating the building.

On discovering a fire

- Immediately operate the smoke alarm next to the kitchen door.
- Leave the building after shutting any doors adjoining the area in which the fire is situated, if you can do so without taking any personal risks.

On getting the instruction to Evacuate

- Leave the building immediately
- Continue to leave the building, even if there is only an intermittent ringing of bells or if the bells stop ringing altogether.
- Take register and visitors book
- Go to the assembly point (Point "A" play area at rear of school) and report to the Manager/Deputy Manager

Do not stop to collect personal belongings or do not re-enter the building

Calling the Fire Brigade

- The Manager will ring the fire Brigade immediately when the alarm sounds.
- Once at the Assembly Point the senior person present will check this has been done and, if not, will call the Fire Brigade
- To call the Fire Brigade:
- Lift receiver and dial 999
 - Give the Operator our telephone number (07828719896) and ask for 'Fire'
 - When the Fire Brigade replies, say distinctly 'Fire at' and give our address: Blue Nest, Churchfield Close, North Harrow, HA2 6BD

DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE BRIGADE

Points to Note

- Stay calm ensuring the children are not frightened.
- Leave the building via the door leading to the garden. The assembly point is: **THE PLAY GROUND POINT "A"**
- If there's a fire Outdoors (Garden) Leave the building via the door leading to the main Entrance, walk past the car park and walk straight down **Churchfield Road**
- Report to the person in charge of the assembly point who is: **Mr.Devinde Ratnayake (or most senior teacher in Mr.Devinde's absence)**
- Below is the list of Teachers and their duties in case of fire:
 - Devinde : Telephone the fire brigade
 - Devinde : Check both the cloakrooms
 - Lakna/Dolvy : Open the fire exit door
 - Lakna/Dolvy : Guide the children to the fire exit

Once the children and teachers are at the assembly point, count the children and adults and take a register. Wait for the fire brigade ensuring the teachers and children are safe and calm.

Fire Evacuation Plan

- Fire Alarm to be activated immediately, by pushing button on red fire point.
- Staff and children to leave calmly through nearest fire exit, indicated by green exit signs. Only taking the children from their room.

- Senior staff member to undertake a final check of room, collect room registers and close all fire doors behind them.
- Manager/Deputy to take mobile phone and children's contact details, visitor's book and any outings sheets (Evacuation Bag).
- Once outside children to be placed in room groups and registers to be taken headcount completed of staff and children.
- Manager/deputy to take a final role call and headcount of all staff and children.
- All staff to stay with children in their groups and take regular headcounts
- Continue with activities in order to keep the children quiet and calm.

If the building is deemed un-safe children and staff, one member of staff from each room uses a mobile phone to contact parents of their room only.

No one is to re-enter the building until authorised by a Fire officer or Manager/Deputy.

Fighting the Fire

- DO NOT RISK AVOIDABLE PERSONAL INJURY
- If you need to take action to fight the fire, to enable you to leave the building, there is firefighting equipment available in the school

All Clear

DO NOT RE-ENTER THE BUILDING UNTIL PERMISSION HAS BEEN GIVEN TO DO SO

The Manager/ Deputy Manager will be responsible for supervising the evacuation of areas ensuring all staff; children and visitors are assisted from evacuating the building and taken to the assembly point.

Each key teacher should check all his / her children are accounted for

Fire Safety Officer: Dolvy Colaco

19. FIRST AID POLICY

Policy statement

Staffs are able to take action to apply first aid treatment in the event of an accident Involving a child or adult. At least one member of staff with current first aid training is on

The premises or on an outing at any one time. The first aid qualification includes first aid Training for infants and young children.

These procedures are written in line with current guidance Early Years Foundation Stage – (EYFS). The nursery manager is responsible for ensuring all staff understand and Follow these procedures.

3. Equipment and Procedures

3.1 The First Aid Kit

The first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and Contains the following items only:

- Triangular bandages (at least one should be sterile) - x 4;

- Sterile dressings;
- Small (formerly Medium No 8) - x 3;
- Medium (formerly Large No 9) – HSE 1 - x 3;
- Large (formerly Extra-Large No 3) – HSE 2 - x 3;
- Composite pack containing 20 assorted (individually-wrapped) plasters; and blue plasters for the kitchen chef/staff
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing 2;
- Container or 6 safety pins 1; and
- Guidance card as recommended by HSE 1.

3.2 In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves;
- 1 plastic disposable apron; and
- A children's forehead 'strip' thermometer.

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- No un-prescribed medication is given to children and staff exception of Calpol only for children
- At the time of acceptance to the nursery, parents' written permission for emergency Medical advice or treatment is sought. Parents sign and date their written approval.
- First Aid boxes are situated in each room, this includes the Kitchen, Ladybird's, Caterpillars and Butterfly's room, and along with whom the Blue Nest first aiders are (displayed next to first aid box).

- Parents sign a consent form at registration allowing staff to take their child to the Nearest Accident and Emergency unit to be examined, treated or admitted as Necessary on the understanding that parents have been informed and are on their way to the hospital.

4. Disseminating and Implementing this Policy

All nursery staff will be required to read this policy on their induction and to comply with The contents of the policy. The policy will be kept in the policy folder and will be Available for staff to refer to at all times.

The implementation of the policy will be monitored by nursery staff on a day to day basis.

If incidences of non-compliance do occur, this will be dealt with on a case by case basis Through performance management of staff.

Any adverse incidents will be recorded and reviewed to ensure the policy is fit for Purpose.

The policy will be formally reviewed at least every once a year.

20. FREE EDUCATION ENTITLEMENT

What is FEF?

FEF stands for Free Entitlement Funding and is a government scheme which allows Blue Nest to offer up to 15 hours of free childcare each week during school term time for term time for (38 weeks). The Maximum number of hours parents can claim is 15 hours per week.

When you claim FEF in your first term, please complete the Parent Declaration Form and return it to the Nursery Manager.

For a child to claim funding for the term or a particular period, they must be in attendance for at least 2 weeks. If the child is not in attendance for this qualifying period, then they cannot claim funding. For example, if a child starts with you but then leaves 1 week later, no payment will be paid for that child or the money will be reclaimed. In these circumstances, you may charge the family for the sessions they have had or are going to take with you.

How much free childcare does FEF provide?

A parent or guardian can claim a maximum of 15 hours per week over three academic terms (Spring, Summer & Autumn). The total number of weeks over the three academic terms is 38. Therefore, FEF can be claimed for up to 38 weeks each year.

To claim the full entitlement of 15 hours per week, the child must attend nursery for three days across each week which will be (Monday and Friday).

A parent can use all 15 hours with Blue Nest or split the claim over two childcare providers. However, the total claim per child must not exceed 15 hours per week.

When does a child become eligible for FEF?

Children are eligible for FEF from the first term after the date they turn three years old to the last term before they attend school.

- Children born between 1 January — 31 March become eligible in summer term (May — Aug).
- Children born between 1 April — 31 August become eligible in Autumn Term (Sept — Dec).
- Children born between 1 September — 31 December become eligible in Spring Term (Jan — Apr).

How is FEF claimed?

FEF can be claimed via Blue Nest by parents or guardians by signing a declaration at the beginning of each term and signing and agreeing to the terms and conditions. Some Local Education Authorities request an additional form to be completed. These declarations confirm the child details and the number of hours of FEF funding being claimed.

For each term claim, a child must be in attendance at the nursery on or before the term Headcount Date advised by the Local Education Authority. The Headcount Date is a specific date usually towards the beginning of each term. Details of these dates are available on the Local Education Authority website.

If a child starts at the nursery after the Headcount Date, Blue Nest will submit a late claim to the Local Education Authority but cannot provide free childcare until approved.

If a child leaves Blue Nest during a term, then the FEF claimed through Blue Nest will be adjusted to reflect the actual hours attended at the Blue Nest nursery.

How is FEF reflected in invoices and payments?

In line with the government Code of Practice, Blue Nest administer the FEF "free at point of delivery". This means that the FEF hours are never charged and are deducted are shown at a zero cost from on parents' invoices along with any fees payable for chargeable hours. Chargeable hours are annualised and spread evenly over 12 months as per all invoicing to ensure a manageable flat monthly charge and parents are never charged for those FEF hours.

Further information regarding nursery fees is available at the nursery, from Blue Nest office or by emailing **manager@Blue Nest.net**

What happens if booking patterns change?

If a parent wishes to change their booking pattern during the course of a term this must be agreed with the Nursery Manager who will ask you to complete a change of schedule form and the Local Education Authority must be advised. Parents will need to complete a new FEF declaration if the number of FEF hours changes.

The change in FEF hours may change the value of the monthly invoice. This depends on the fee rates and number of new sessions booked compared to previous sessions booked. The first invoice to reflect the change will be the one for the month after the month of changed booking pattern.

Pattern of Delivery

The grant is calculated on the basis of attendance for a maximum of 38 weeks per year. The full 15 hours must be taken over a minimum of 3 days and 12.5 hours over 2 days. The maximum 15 hours does not include the extra hours such as breakfast/lunch hour even if the child does less than the maximum hours.

- No longer than 10 hours in a day
- Not shorter than 2½ hours in a day
- Not before 7am or after 7pm
- Not more than 15 hours in a week over minimum of 3 days or 14 hours over 2 days
- No more than 2 providers to be attended by a child at any one time within Harrow or another Borough

Children joining after the Headcount Week

If a child starts at your setting after the headcount week, funding will be paid from the beginning of the week that they start at your setting.

If a family wishes to change their child's setting during term time, it is the setting's responsibility to make them aware that after the headcount week if a child leaves to go to another setting the funding will not follow the child from one setting to another. If the family decides to go forward with the changes, both providers will have to liaise between themselves as to how the payment can be split.

FIS will not become involved in any disagreement between a family and a setting if the setting fails to forward the information regarding change of settings by the deadline date. The only adjustment that will be made by us will be for new children that have not accessed the funding previously from another setting during the current term.

3 and 4-Year-Old Funding

All 3 and 4-year-old children are entitled to 15 hours of early education from the date they become eligible (i.e. the term after their 3rd birthday) until they are of statutory school age, (which is the term after their 5th birthday). For Eligibility Date of Birth, please see the 'Timetable' at the back of this document. All children who are register with Blue Nest Montessori are expected to pay a Non-Refundable registration fee of £70.00.

2-Year-Old Funding

Children who are entitled to 2 years funding are not expected to pay a registration fee.

If the child continues to attend Blue Nest Montessori for the 3 to 5 years free education funding they are expected to pay a Non- Refundable registration fee of £70.00.

For a 2-year-old to be eligible for up to 15 hours of early education, the family must be resident in the London Borough of Harrow and must be in receipt of one or more of the following benefits:

- Income Support
- Income-based Job Seekers Allowance (JSA)
- Income-related employment support allowance (ESA)
- Child Tax Credit provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- The Working Tax Credit the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Pension Credit
- Financial support from the National Asylum Support Service

Or be in one of the automatically funded groups:

- A child looked after by Harrow Council (e.g. in foster care).
- Has a disability
- Has an identified special educational need (has a statement of special educational needs, an Education, Health and Care Plan or involvement with three or more specialist health or education services)

Non-UK Citizens

A child moving to England from another country is entitled to free early learning on the same basis as any other child regardless of whether they have British citizenship.

Temporary residents including children with working mothers/fathers/carers, students and asylum seekers can claim free early learning funding on the same basis as any other child.

Children visiting or on holiday to the UK from abroad cannot access free early learning funding.

Notice Periods

Notice periods are a matter for providers to decide and agree with the family when the child registers at the setting. It is the responsibility of the provider to ensure any notice period is attended or resolved with families.

Providers should make certain that when a child starts at a setting they have contacted any previous setting to ensure that they have served the notice period at a previous provider.

Complete the Leaver or New Enrolment as soon as a claim is made in line with deadline dates.

All providers should make the following information freely available to families:

- term dates, opening hours and days
- amount of any fees due for additional services over (Non-Refundable registration fee) and above the free entitlement.
- how fees will be reduced by the free nursery education hours

- procedures for dealing with bad debts and complaints
- policy for admission arrangements and allocation of places
- procedures for notification of any imminent changes
- charging policy for unexpected closures and optional extra services (e.g. music or French lessons)

Additional Services (e.g. meals, snacks, outings etc)

You can make a charge for extra activities that do not form part of the Early Years Foundation Stage. But you must give families the choice as to whether they wish their child to take part in the activity. If a child does not participate you must offer a suitable alternative for free.

Where children are accessing the free entitlement over a meal period, providers should ensure that any charge made for meals has been agreed with families.

Where can I find out more on FEF?

The 'Information for Parents' web pages from the government provide further background information and links to regional Local Education Authorities and please visit our website [www. Blue Nest](http://www.BlueNest.org.uk)

21. HEAD LICE POLICY

Head lice are a problem that can sometimes occur in the Montessori and if left untreated can spread rapidly.

If head lice are found on a child, they should be kept at home and treated, and the Montessori notified. The Montessori will be able to state when a child is able to return. (Exclusion time will differ according to which method of treatment is used).

If a child is found to have head lice in the Montessori, parents or carers will be contacted to collect their children as soon as possible.

We can control the possibility of Head Lice at the Montessori by following a simple weekly process of "wet combing." If all parents, follow this process we could hopefully eliminate any instance of Head Lice in the Montessori.

'Wet combing' involves washing the hair and applying conditioner, then combing through with a wide-tooth comb to remove tangles. Taking a section at a time, a fine-tooth detection comb is then pulled downwards through the hair, keeping the comb close to the scalp (where head lice are often located). The comb is checked for lice after each section. The comb must be fine enough to catch the lice and a pharmacist should be able to recommend a comb for this purpose, if parents are in any doubt. This process should be completed weekly. If head lice are found, all other family members should be checked and, if necessary, treated. Checks should be continued following treatment to ensure that it has been effective and to detect any re-infection.

22. HEALTHY EATING POLICY

Policy

At Blue Nest we promote healthy eating as a way of encouraging a healthy lifestyle. We provide meals that are healthy, balanced and nutritious

Procedures

- Before a child is admitted to the setting we obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements.
- Dietary requirements for all children are displayed in all rooms to show what the children can and cannot eat or drink.
- Dietary requirements are recorded onto the children's placemat's which they will use for snack, lunch and other meals.
- Fresh drinking water is available and accessible at all times.
- We record and act on information from parents and carers about a child's dietary needs.
- Our kitchen and food preparation area are adequately equipped to provide hygienic healthy meals, snacks and drinks for children as necessary and has suitable sterilisation equipment for babies' food.
- All staff involved in preparing and handling food has received training in food hygiene.
- We notify OFSTED of any food poisoning affecting two or more children in any event within 14 days of the incident.
- We have planned a menu that consists of a large variety of balanced meals for the children that include at least two helpings of their daily fruit and vegetables in each meal.
- Our puddings, while they are sweet, they also provide an additional source of fruit for the children.
- We encourage the intake of calcium for the children by supplying full fat milk for snack times and for breakfast; we also have included yoghurt on the menu frequently.
- We provide a variety of fresh fruits, biscuits or cakes for snack
- If it is a child's birthday, parents are very welcome to bring a cake in to sing happy birthday, but the cake will be cut up and sent home with the children rather than consumed at the setting.
- Parents are welcome to supply sweets for a birthday or other occasion however these will be sent home at the end of the day and not consumed at the setting.
- We use stickers and positive reinforcement as a way to encourage and reward children never sweets.
- We ask parents not to allow their child to bring sweets, crisps or biscuits into the setting as they will be stored away from reach until it is time to go home.
- Fizzy drinks are not allowed at the setting.
- Nuts are not allowed at any time.
- We include the growing of fruit, vegetables and herbs in the curriculum to increase the children's awareness and encourage and develop an interest in the product itself.

23. HEALTHY ENVIRONMENT POLICY

In line with our overall philosophy, as well as a safe and loving environment we work to create a healthy environment in which children can flourish.

We encourage a healthy balance within the school between physical and other activities whilst encouraging children to eat a healthy meal. We also have fresh and dry fruits for snack times as well as filtered water. The following policies support our healthy environment policy:

- Health and safety policy
- Healthy eating policy
- Drinking Water policy
- Outdoor play policy
- Safe equipment policy
- Safe environment policy

24. HEALTH & SAFETY POLICY

Policy

We at Blue Nest are committed to provide a safe, clean and healthy environment on our premises for all Staff and children and will maintain standards of Health and Safety at Work Act 1974 to ensure the welfare of all Staff, children and visitors.

This commitment to health and safety is the responsibility of all staff. It will be the duty of the Manager/Deputy Manger to ensure that policy is upheld at all times.

Procedure / Blue Nest Responsibility

The safety of young children is of paramount importance, and in order to ensure the safety of both children and adults, the Montessori will ensure that:

- Assessing the risk to the health and safety of staff and others who may be affected and identifying what measures are needed to comply with its health and safety obligations
- Carrying out risk assessments for every aspect of the Montessori that the staff, children and any visitors may come into contact with on a daily basis. Explaining how potential risks will be controlled and what precautions will be put in place to stop it.
- Providing and maintaining locations, equipment, and systems of work that are safe and without risks to health
- Ensuring that all necessary safety devices are installed and maintained on equipment
- Providing information, instruction, training and supervision in safe working methods and procedures
- Providing and maintaining a healthy and safe place of work
- Promoting the co-operation of all staff to ensure safe and healthy conditions and systems of work by discussion
- Establishing emergency procedures as required;
- Monitoring and reviewing the management of health and safety at work

- Keeping this safety policy under review and making any revision it deems Blue Nest from time to time. All such revisions will be brought to the attention of those affected
- All children are supervised by staff at all times and will always be within the site of the staff
- A book is available at each session for the recording and reporting of accidents and incidents
- Regular safety monitoring will include checking of the accident and incident record
- All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods
- Children will leave the Blue Nest only with authorized adults
- Safety checks on premises, both outdoors and indoors, are made before every day / session
- The main entrance is locked as soon as the children arrive.
- Radiators are wall mounted / Covered and out of reach of the children
- Outdoor area is securely fenced
- The layout of the Montessori and space allows children and adults to move freely between activities
- Fire doors are never obstructed and are clearly marked
- Three smoke detectors are operating in the Blue Nest.
- Electric points and leads are adequately covered
- All dangerous materials, including medicine and cleaning materials are stored out of reach of children
- Children do not have unsupervised access to the kitchen
- Adults do not walk with hot drinks or place hot drinks within reach of children
- A visitor's book is maintained to record any comings and goings from the Blue Nest
- There is a no smoking policy in Blue Nest
- A fully stocked first aid box is available at all times
- There is a staff ratio of 1:3 in Bumble Bee's (3 Months to 2 Years) at all times
- There is a staff ratio of 1:4 in Caterpillar's (2 Years to 3 Years) at all times
- There is a staff ratio of 1:8 in Butterfly's (3 Years to 5 Years) at all times
- Large equipment is erected with care and checked regularly
- Activities such as cooking and energetic play are closely supervised
- On outings, the adult ratio will be 1:2
- Internal safety gates are in use
- The premises are checked before locking up at the end of the day
- Fire drills are held once a month
- Provide free of charge, health and safety training which includes manual handling, first aid, fire marshal training and food hygiene.
- Provide free of charge, personal, protective equipment and clothing which includes gloves, aprons, alcohol gel and uniform.
- Provide toilets, washing facilities and drinking water.
- Provide adequate first aid facilities.
- Have Public Liability insurance that covers all employees in case they become ill or get hurt through work. A hard copy of this is displayed in the reception area on the wall.
- Work with other employees or contractors to share information regarding

The work place so that everyone's health and safety is protected.

Environment

- No food other than that provided by the Montessori is to be given to the children. We operate on a strict no nut policy with a food allergy management procedure in place that is closely monitored and adhered to at all time.
- Staffs are not permitted to eat with the children with the exception to particular festivals such as Christmas. Staff must eat their food in the staff room or outside the premises on their lunch break only.
- Any potential hazards whereby a child, employee or visitor could slip trip or fall are removed. All adults are responsible for ensuring their pathway is clear before proceeding.
- All spillages must be cleared and cleaned immediately, and a wet floor sign put in place.
- Bodily fluids must not be cleaned without the protective clothing provided being worn.
- Staffs are to encourage children to walk at all times, no running should be permitted throughout the Montessori.

Staff

- All staff holds an enhanced DBS certificate.
- There is a strict no smoking policy in place

Premises

- Mobile phones are not permitted within the Montessori at any time including the staff room. Phones are to be used outside the Montessori premises only.
- Hot drinks are not permitted in the rooms with the children.
- No inappropriate jewellery is to be worn by staff members. A wedding Ring, a watch and studded earrings are the only jewellery permitted whilst working with the Montessori.
- Uniform is provided with the exception to shoes which must be flat and Sensible. Staff may wear open toe shoes and small high heeled shoes but at their own risk.
- Staffs are not permitted to be on the premises alone at any time with the Exception to the Director, Manager and Deputy Manager. Security and supervision:
- Children are signed in and out of the Montessori on a daily basis.
- Children will only leave the Montessori with an authorised carer.
- The Montessori is operated by two levels of security, both of which are only accessible to staff and parents. The first being the external door which is operated by an entry code, parents and staff are asked to keep this security code confidential. The second being the door into the Montessori play rooms which are accessed by and can only be operated by staff.
- All children are supervised by adults at all times and will always be in sight of an adult.

- Required ratios are adhered to at all times with the exception to sleeping and resting periods.
- Staffs are deployed appropriately to ensure the correct levels of qualified and unqualified staff.
- Staffs work with children in small groups to ensure children's individual needs are met.
- Sleeping children are to be checked and monitored every 10 minutes; this must be recorded and kept in each base room sleep folder.

Accident reporting

- All accidents, however minor is recorded, and reported to the parent/carer and the manager or deputy manager. A signature from both of these is always obtained and the record stored in the nurseries accident folder.
- If the accident/ incident become a regular occurrence a risk assessment is carried out to ensure a control measure is put in place.
- Any Serious accidents, Illnesses and Injuries, diseases and dangerous occurrences are reported to RIDDOR where necessary and the incident number recorded. Ofsted are also notified at this time. Notification must be made as soon as reasonably practical, but in any event within 14 days of the incident occurring.
- LADO (Child Protection Agency) should then be informed immediately of any serious accidents, Illnesses or Injury to, or the death of, any child while in our care and must act on any advice from those agencies.

First aid treatment

- All first aid boxes are situated in all rooms which are Kitchen, Ladybird's, Caterpillars and Butterfly's.
- First aid boxes are correctly stocked, checked once per month and stored in the children's rooms. An emergency supply is kept in the manager's office along with the bum bag used for outings.
- All staff are given appropriate training on how to administer first aid treatment and must familiarise themselves with this equipment.
- The Montessori will administer medication to children that has been prescribed by a doctor, the only exception made, is for Calpol which will only be administered to reduce a high fever.
- Prior written consent must be obtained before administering any medicine to a child; this includes non-prescribed medicine such as Calpol.
- All medicine must be clearly labelled with the name, date and dosage of the medication, along with the child's name. The original packaging must be present.
- It is ideal that a senior member of staff administers medication however; a Montessori practitioner may administer medicine if a senior member of staff is present. Medicine must not be administered without the management being aware beforehand.
- Ongoing prescribed medicine such as Epi-Pens are kept safely contained in a sealed box within the child's base room where it is easily accessed by an adult but out of reach of the children.

- Non-prescribed medicine such as Calpol is kept in a locked cabinet within the manager office.

Fire

- A clearly defined fire evacuation plan is in place to ensure that all reasonable steps are in place ensuring the safety of children, staff, and others on the premises in case of a fire.
- Fire evacuation drills are carried out approximately every quarter along with when recruiting new employees. This is to ensure that all employees understand their roles and responsibilities in the event of a fire.
- Emergency break glass points are tested once every week on the same day and time to ensure consistency, however, if the alarms sound for longer than one minute the Montessori staff are to follow the fire evacuation procedure.
- Smoke detectors are checked once per year or every six months if the need arises.
- Details of the above are recorded in a fire log book along with any problems encountered and how they were resolved.
- All fire extinguishers are clearly labelled with instructions for use and checked once per year or every six months where the need arises. Staffs are given basic induction training showing them how to work a fire extinguisher, the different types and what they are used for.
- Fire blankets are also made accessible and displayed nearby with instructions on how to use them.
- All fire exits within the Montessori are clearly labelled and identifiable; fire doors are kept free from obstruction and easily opened from the inside.
- All electrical plug sockets are protected by safety plugs, any heater used are safely guarded and all trailing cables are protected by cable trunking.

Staff Responsibility

The above policy needs the full co-operation of all Staff who is expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. In order to achieve this end, all Staff must:

Comply with any safety instructions and directions issued by the School

- Take reasonable care for their health and safety and the health and safety of other persons who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
- Following the training received by your employer and cooperate with them.
- Taking reasonable care of your own and other people's health and safety.
- Report any work-related issues that you feel put your or anyone else's Health and safety at serious risk.
- Read and understand the health and safety policy and adhere to it.
- Comply with the manual handling training received.

If there is a problem:

Talk to your employer

Look at the HSE website on www.hse.gov.uk

Contact the HSE info line on 08453450055

Risk Assessments

- Risk assessments cover anything that a child may come into contact with and are reviewed regularly at least once per year or every six months if the need arises.
- Any potential hazards to children both indoors and outdoors are kept to a minimum through an effective risk management process.
- Equipment is checked regularly, and any dangerous items are repaired or discarded
- All risk assessments identifying aspects of the environment that need to be checked on a daily basis are recorded. Copies of these checks are kept in each individual room with an initial of who exactly carried out the check.
- The premises, toys and equipment are cleaned daily and recorded on a monthly/daily basis.
- COSHH is recorded and stored appropriately for all staff and or visitors to see and understand the potential hazard of the chemical.
- Co-operate with the School to ensure that the aims of the Health and Safety Policy Statement are achieved
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Use equipment or protective clothing provided in accordance with the training you have received
- Report any potential risk or hazard or malfunction of equipment to the Manager/ Deputy Manager
- To ensure that appropriate identification is seen and checked when answering the door
- Children to leave the premises only with authorized adults
- The front door and gates are locked at all time
- Hot drinks are not carried in the classroom

ADDENDUM TO HEALTH AND SAFETY POLICY

The aim of this policy is to ensure that all reasonably practiced steps are taken to ensure the health, safety and welfare of all persons using the premises.

Overall responsibility for health and safety in Blue Nest is that of Harsha– Manager/ Deputy Manager. The following people are responsible for health and safety in particular areas:

- The Manager will be responsible for checking and replenishing the first aid box
- The Manager is responsible for overseeing general health and safety within the Montessori
- The Manager is responsible for arranging and documenting monthly fire drills
- All staff have a responsibility to co-operate with the management to ensure Blue Nest has a safe environment
- All staff are responsible for daily risk assessments to ensure the safety of all equipment
- All staff are responsible for ensuring that fire escapes, passageways and routes are clear at all times
- The Manager or Deputy Manager (if Manager not available) is responsible for ensuring all staff receive the necessary training on health and safety issues

- The Manager or Deputy Manager [if Manager not available] is responsible for ensuring all reported accidents are investigated and a full report made
- The Manager or Deputy Manager [if Manager not available] are responsible for reporting specified injuries, diseases and dangerous occurrences to the Local Authority and Environmental Health
- All employees have a responsibility to co-operate together to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety issue that they are not able to put right themselves, they must immediately tell the appropriate person

ACCIDENTS:

- The First Aid Box, First Aid treatment file, Accident File and Medication Files are all kept in the main office (Manager's office). All members of staff who hold the relevant first aid qualification will be responsible for administering first aid when needed.
- All accidents no matter how small must be documented in the accident book. Both the parents and the member of staff responsible for the child's care must sign the accident book.
- Management must inform parents and/or carers of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, of any first aid treatment given and must sign the accident/incident form before collecting their child.
- The administration of medicines including asthma pumps and Epi-pens [if relevant] must be fully documented in the medication book. Emergency medication can be administered by a qualified member of staff, witnessed by a second member of staff, and documented for parents. All parties concerned must sign the medication book before the medicine is administered and after the medicine is administered.

Key areas of focus around the School:

Outdoor Play

- Children will have the opportunity to play in the fresh air throughout the year
- Outdoor equipment is of high standard
- The garden fence is over 5 foot high and secured
- The children are never in the garden without teacher supervision
- All staff is responsible for ensuring that the children are carefully monitored in the garden.

Illness

- Parents are asked to keep the children at home if they have any infection and inform Blue Nest as to the nature of the infection so that the Montessori can alert other parents if necessary.
- Staff will make careful observation of any child who seems unwell and will contact the parent if deemed necessary
- Parents are asked not to bring any child who has been vomiting or has had diarrhoea until at least 24 hours has elapsed since the last incident
- Cuts or open sores, whether on adults or children, will be covered with a plaster or other dressing.

- If the child is on prescribed medication for a short-term illness, the parents must keep the child at home until medication is completed.
- In the case of the administration of life saving medication such as insulin, adrenalin injections or the use of inhalers, the position will be clarified by reference to the Blue Nest insurance company
- Blue Nest will ensure that first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed until required.
- All members of staff will monitor any child with a severe allergy
- Blue Nest will maintain links with health visitors and gather information and advice from the local health authority and / or other health agencies.

Hygiene

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

Personal Hygiene:

- Hands must be washed after using the toilet. It is the staff's responsibility that soap and disposable hand towels are available.
- Children with pierced ears are not allowed to try on or share other earrings.
- A box of tissues is available at all times
- Children are taught and encouraged to clean their own noses and cover their mouths when coughing or sneezing
- Staff and volunteers should be fully aware of hygiene rules relating to bodily fluids such as blood, in particular reference to HIV and spread of infections

Cleaning and Clearing:

- Any spills of blood, vomit or excrement should be wiped (wearing gloves provided) with antiseptic cleaner and flushed down the toilet
- Fabrics contaminated with bodily fluids should be rinsed in hot water and placed in a polythene bag
- Spare clothing is available for all children – provided by the parents
- All surfaces cleaned daily with an appropriate antiseptic cleaner
- Toilets to be checked regularly through the day by staff and thoroughly cleaned with antiseptic cleaner / bleach at the end of each day.
- Children are encouraged to wipe the toilet seat with a wet wipe (provided) before and after using the toilet

Food

The Montessori will observe current legislation regarding food hygiene, registration and training.

In particular each adult will:

- Always wash hands with soap and hot water before handling food and after using the toilet
- Not be involved with the preparation of food if suffering from any infectious / contagious illness or skin problem.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.
- Keep all foods in the refrigerator unless hot food provided in a thermos
- Ensure waste is disposed of properly and out of the reach of children

- A lid must be kept on the dustbin at all times and hands washed after using the bin
- Fresh fruit and vegetables thoroughly washed before use
- Tea towels washed regularly and stored in a dust free cupboard.
- Cracked or chipped crockery will be discarded.
- Children's allergies or religious / cultural food restrictions should be noted – in particular reference to food tasting

Staff Health & Safety

Staff must ensure they are looking out for their own and the health of safety of their colleagues. In particular:

- Hands must be washed with soap after using the toilet, preparing food or changing or cleaning a child
- Sanitary towels must be disposed of in the appropriate sanitary bins in the toilet
- When handling food, gloves must be worn
- When changing children or cleaning spills of bodily fluids, gloves must be worn
- Open wounds must be covered
- Safety steps must be used when removing items from the top shelf in the storeroom
- Two teachers must lift tables
- When lifting children, the correct bending position must be adopted

Reporting Accidents

If you or a child suffers an accident whilst on the Blue Nest premises you must report that fact to the Manager/Deputy Manager or as soon as is practicable after the event. All accidents should be reported however trivial. The accident will be recorded in the School's Accident Book. The following procedure must be followed in the event of an accident:

- If a child or member of staff has an accident they will receive first aid by a member of staff trained in first aid
- Gloves will be worn when dealing with blood or any other bodily fluids
- The wound will be cleaned with sterile cloths or a cold compress applied. No ointments or plasters can be used.
- If hospital attention is needed, the Manager / Deputy Manager will make that decision and will take the necessary action to take that person to hospital
- If the accident has happened to a child, the parents will be informed immediately by the Manager.
- An accident form will be completed, and the accident will be recorded in the accident book. It will state the time it happened, the date, how it happened, first aid given, and it will be signed by staff and parent / carer.

First Aiders

- Dolvy Colaco
- Lakna Gunawardena
- Devinde Ratnayake
- Gitte Woods

* All staff are first aiders

Any failure by a member of staff to comply with any aspect of the School's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by the school as misconduct which will be dealt with under the terms of the Blue Nest disciplinary procedure.

GENERAL FIRE SAFETY:

Staff must ensure they are fully versed on the fire regulations, which are displayed in the foyer. The fire escape route via the baby unit and doorways must at all times remain clear of obstructions. Fire drill practice is carried out every month and recorded in the risk assessment book. Details to be recorded will include number of children present, number of staff present and evacuation time. In the event of a fire the smoke alarm will sound. The staff and children must immediately walk or be carried to the nearest fire exit to the fire meeting point.

HOUSEKEEPING AND PREMISES:

- All members of staff are responsible for the day to day cleaning and tidying of the Montessori and equipment. A member of staff from each room is responsible for cleaning the toilets hourly.
- We keep premises and equipment clean, and are aware of, and comply with, requirements of health and safety legislation (including hygiene requirements).
- We have and implement a health and safety policy and procedures, which cover identifying, reporting and dealing with accidents, hazards and faulty equipment.

YOUNG CHILDREN:

All members of staff are responsible for ensuring that the following food handling and storage rules are adhered to:

- Staff must ensure food should be covered and kept in the fridge
- Food cannot be reheated.

ELECTRICAL EQUIPMENT:

All staff while using electrical appliances should be aware of the risks and are responsible for carrying out simple user checks before use. A qualified electrician will carry out annual checks on all electrical installations and combined inspections.

DANGEROUS SUBSTANCES:

All staff must be aware of the contents of the COSHH information. We do not hold or use any hazardous substances on the premises. The bringing in of any hazardous substances in future must be disclosed to the Deputy Manager and secured in a safe place out of reach of children and the general public.

MANUAL HANDLING:

Staff must take care when moving equipment e.g. tables and lift them correctly. Children should not be lifted unnecessarily, and correct posture should be maintained. Any accidents or injuries must be immediately reported and investigated by the Manager or Asst.

RISK ASSESSMENT:

The Manager/ Deputy Manager will periodically review measures for the control and assessment of occupational risks. All staff will be required to undertake risk assessments of activities planned.

Risk assessments will be carried out at the Montessori on the following areas:

- Admission and collection of children
- First aid and accident records
- The Montessori garden and equipment used
- Play equipment
- Outings
- Food and drink
- Medicines stored and paper work
- Storage of dangerous and hazardous substances
- Manual handling of large furniture
- Cooking activities that involve sharp objects or equipment
- Car park and use
- Security of building and outside area
- Slips, trips and falls
- Doors and maintenance
- Reporting of sickness and absences of children
- Animals
- Cookery
- Fire
- Indoor - [Substances Hazardous to Health; Play – Slips; Trips, Falls and Burns]
- Outdoor - Play and Security
- Travelling by Coach
- Travelling on Foot
- New and Expectant Mothers

All risk assessment documentation and information will be kept in the office and available for staff to complete and carry out every 4 – 6 weeks or as required.

MATERIAL SAFETY:

All staff must be aware of the EEC safety standards with regard to materials and equipment. It is the responsibility of all staff to regularly check that materials are still in good condition and are clean. In addition, where materials are placed and suitability to age must be monitored.

SAFETY IN CARS/BUS:

If children are transported in cars or a private bus. The drivers are responsible for ensuring that all vehicles used are fully maintained, taxed, hold a valid MOT certificate and fully-comprehensively insured with full business use. It is the responsibility of the driver of the car to ensure that all children are restrained with an appropriate seat belt and booster seat or car seat. Safety is paramount and should be monitored at all times both in the car and walking to and from the car. Any incident should be reported to the Manager or Deputy Manager

POLICY ON HYGIENE:

The Montessori environment has to be clean and hygienic at all times. To maintain this, staff must work as a team and follow the cleaning rotas:

- Toilets are to be checked and cleaned hourly throughout the day
- All surfaces and ledges must be kept clear at all times
- Any paint or glue splashed on walls etc... must be cleaned off immediately
- Mats must be used on tables for cooking and art activities
- Children must not eat on the carpeted areas
- Staff must ensure they clean and prepare the classroom daily

ANIMALS:

In the event that the Montessori children are taken on a visit to a local farm or animal visit the Montessori we will ensure the following:

- Children will never be left alone with the animals
- Staff will ensure that hygiene is maintained, and children wash their hands after contact with the animals
- Children must be aware of the animal's need for privacy and adequate accommodation away from the children will be available to the animals
- If the school has Animals (Time to time); when handling the animals the Montessori will ensure the following:
 - Children will never be left alone with the animals
 - Staff will ensure that hygiene is maintained, and children wash their hands after contact with the animals
 - Children must be aware of the animals need for privacy and adequate accommodation away from the children is made available to the animals
 - Risk assessment will be carried out for the handling and care of the animals

PHOTOGRAPHY:

The Montessori will from time to time, with parental consent, take photos of the children during the usual course of the day.

NOISE:

Staffs are to be aware that Blue Nest is in a residential setting and due care and attention must be taken at all times to ensure that the noise levels in the garden are at a reasonable level. Children, staff and management are not to shout instructions to each

other across the garden.

SMOKING:

Blue Nest and entire premises is designated a smoke free area. Staff **MUST** not smoke anywhere near the premises. Any person visiting the building found smoking near or on the premises will be asked to extinguish their cigarette or leave the premises.

25. INDIVIDUALITY OF CHILD POLICY

Blue Nest operates an “**every child is as an individual**” policy. The Montessori Method of Education emphasizes the importance of children as individuals and thus the philosophy encourages teachers to work with the individual needs of each child. This is done in the following manner:

- An Individual Learning Plan is written for each child
- Teachers work with all children on a one - to one basis
- Group activities are carried out with the individual needs of each child at the forefront of the lesson
- All children are treated as individuals and therefore individual observations of each child are carried out by the child’s key teacher
- Each child has an individual record card
- All children are disciplined within the guidelines of the Montessori method and philosophy and are spoken to as individuals
- Children’s self-esteem is of utmost importance to the staff of Blue Nest and therefore staff are encouraged to follow the needs of the child in preparing and implementing individual learning plans, group activities and all aspects of the child’s learning
- Children are allowed freedom to explore their environment and therefore staff are encouraged to stand back and allow the children the time and freedom to explore

26. INTERNET POLICY

The purpose of internet use in school is to promote pupil achievement, to support the Work of staff and to enhance the school’s management, information and business Administration systems. This policy sets out how use of the internet will be used to Achieve this and how we will ensure that pupils are safe when using the internet.

Benefits of using the internet in education include:

- Access to an exciting and stimulating worldwide educational resource
- Inclusion in government initiatives
- Educational and cultural exchanges between pupils
- Access to experts in many fields for pupils and staff
- Professional development for staff through access to national developments,
- Educational materials and good curriculum practice
- Communication with support services, professional associations and colleagues
- Exchange of curriculum and administration data with the Local Authority and the DCSF.

The curriculum requires pupils to learn how to locate and retrieve information using ICT. Consequently, teachers need to use communications technology such as web-based Resources to enrich and extend learning activities.

Aims of this policy

- To allow all users to access and use the internet for educational purposes. This includes e-mail and World Wide Web facilities.
- To provide a mechanism by which staff and pupils are protected from sites, information and individuals which would undermine the aims and ethos of the School.
- To provide rules which are consistent, and in agreement with, the Data Protection Act.
- To provide rules which are consistent with acceptable procedures commonly used on the internet.

Core Principles of Internet Safety

In common with most technologies, Internet use presents risks as well as benefits. To ensure responsible use and the safety of pupils the school's policy is built on the following five core principles: -

Guided educational use

Internet use will be planned, task orientated and educational within a regulated and managed environment.

Risk Assessment

Both staff and pupils will be aware of the risks associated with internet use. Staff will ensure that pupils are made aware of the school rules for responsible internet use (Listed below), and ensure that pupils do not have unsupervised access to the internet at School. Emerging technologies will be examined for educational benefit and a risk Assessment carried out before use in school is allowed. Staff and pupils will know what to do if they come across inappropriate material when using the Internet.

Responsibility

Internet safety depends on staff, governors, advisors and parents taking responsibility for use of the Internet and associated technologies. The school will seek to use education for responsible use, regulation and technical solutions to ensure pupils' safety.

Regulation

The children will only be able to access approved sites set up by the teacher or IT Assistant.

The rules, written for pupils to read and understand, will be prominently displayed regarding Internet use.

Appropriate Strategies

Effective, monitored strategies are in place to ensure responsible and safe Internet use. The school will work in partnership with the Local Authority, DCSF, parents and the Internet Service Provider to ensure systems to protect pupils are regularly reviewed and improved.

Internet Access

Parents will be informed that pupils will be provided with supervised Internet access and will be required to sign and return a form acknowledging their understanding of the School's policy on Internet use. The school will keep a record of all staff and pupils

Who are granted Internet access? The record will be monitored by the ICT Co-Coordinator (Devinde Ratnayake)

We realize that in common with other media such as magazines, books and video, some Material available via the Internet is unsuitable for pupils. The school, with the support and guidance of the Local Authority, will take all precautions to ensure that users only access appropriate material. However, due to the international and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never occur on a school computer. Neither the school nor Harrow Council Children's Services can accept liability for the material accessed, or any consequences of Internet access.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported immediately to the Internet Service Provider via the ICT Co-ordinator or Head teacher.

Staff and pupils will be made aware that the use of computer systems without permission, or for inappropriate purposes, could constitute a criminal offence under the Computer Misuse Act 1990.

The Acceptable Use Policy: Staff

1. Do not disclose any password or login name to anyone other than the person running the system.
2. Do not give personal telephone/ fax numbers of anyone working in the school.
3. Do not use names of pupils. Photographs of pupils will require written permission from parents or guardians.
4. Do not download, use or upload any material which is copyrighted. Always seek permission from the owner before using any material from the internet. If in doubt do not use the material.
5. Under no circumstances should you view, upload or down load any material which is likely to be unsuitable for children.
6. Always respect the privacy of files of other users. Do not enter the file areas of other staff without their permission.
7. Always monitor those children to whom you have given permission to use the internet.
8. Report any incident which breaches the Acceptable use Policy.

Sanctions for Staff

1. Violations of the policy will result in a temporary or permanent ban on internet use.
2. Additional disciplinary action may be added in line with existing practice on Inappropriate language or behaviour.
3. When applicable, the police or Local Authority may be involved where this policy is breached.

Acceptable Use Policy: Pupils

1. Access the system with your name only.
2. Do not access other people's files.
3. Use the computer only for school work and for homework.
4. Do not bring in disks or other data storage devices from outside school unless you have been given permission to do so.
5. Use only the internet sites chosen by members of staff.
6. Only e-mail people your teacher has approved.

7. Send only polite and responsible messages.

27. INCLUSION POLICY

Definition of Special Educational Needs

Children have special educational needs if they have a learning difficulty that calls for special educational provision. Children have a learning difficulty if they have a significantly greater difficulty in learning than the majority of children of the same age or have a disability, which prevents or hinders them from making use of the educational facilities.

This policy describes the provision we make at Blue Nest for children with special educational needs.

Blue Nest aims to provide a broad and balanced curriculum for all the children in our care.

- We endeavour to the best of our ability, to provide for children with SEN so that there is a continuum of educational and developmental provision.
- We consider early identification to be of great importance.
- We aim to integrate and include children of all abilities.
- We work closely in partnership with parents and carers.
- If a child finds difficulty with the curriculum, through continuous observations, we will endeavour to adapt it and provide additional support for the progress of the child.
- At Blue Nest we will endeavour to make use of information and concerns passed on by parents in assisting with the identification of the child's special educational needs.
- We do not regard a child as having a learning difficulty solely because his/her first language is different from the language in which s/he will be taught.
- We acknowledge that children who are extremely able also have special educational needs and as such provision will be made for these children.
- Our Special Needs coordinator (SENCO) is: **Dolvy Colaco** The SENCO maintains a profile of all the children with SEN and takes responsibility to ensure that each child receives appropriate support including a relevant Individual Education Plan.
- All the staff who will be involved with observations, recording, target setting, and liaison will support the SENCO's work
- The SENCO will liaise with parents and other outside agencies for specialist support and advice

Nature of Intervention

At Blue Nest we will follow the graduated approach to children with SEN as recommended in the SEN code of Practice & Disability Act 2001. The staff will work in partnership with parents at all times and will keep them informed about how the setting is seeking to meet the needs of their child.

Early Years Action

The staff or SENCO will identify a child with SEN and will devise interventions that are additional to or different from those provided as part of the settings usual curriculum and strategies. Strategies employed to enable the child to progress will be recorded within an Individual Education Plan (IEP)

In consultation with the parents, the SENCO will take the lead in gathering information about the child from other professionals who may be involved with the child (e.g. Health Visitor, Social Worker, and Speech Therapist)

Early Years Action Plus

The staff and SENCO will be supported by external agencies and outside specialists (e.g. Educational Psychologists, Speech and Language Therapist, Occupational Therapist etc). Advice by outside agencies will be sought in order to devise a new IEP with more external strategies and targets. A request for help from external services is likely to follow a decision taken by the SENCO in consultation with parents at a meeting to review the child's IEP.

Statutory Assessment

A statutory multi-disciplinary assessment will be requested from the LEA by either the SENCO, parents or by one of the external specialists already involved.

Statement of Special Educational Needs

Wherever possible we will be responsible for delivering the education programme specified in the child's statement. The SENCO will be responsible for monitoring and reviewing the progress through IEPs and through the statement review process.

Confidentially

To meet the needs of all our children in our care it may be necessary at times to share information with parents and with staff in order to support the children's development. We may also need to seek help and advice from outside professionals. All information will be on a need to know basis and the contracting parent's permission will be requested.

28. KEY PERSON POLICY

Blue Nest operates a key person system which gives each child a key teacher. The key teacher is responsible for the following:

- Prepare and complete activities to suit the child's stages of development
- Set up and implement a strategy for repetition of activities
- Ensure that all key children are given the opportunity to progress in their learning
- Complete record cards efficiently
- Complete Individual Learning Plans efficiently
- Ensure ILP's are fully complete before being sent to parents
- Set up and implement a strategy for daily/weekly observation of key children
- Change children when required
- Appropriately look after any poorly or distressed children
- Prepare groups suitable to the age and needs of the children
- Use initiative in all aspects of classroom practice
- Ensure hygiene standards are high at all times
- Ensure all school policies and procedures are being followed
- Ensure any training carried out is implemented in the classroom
- Preparation of the end of year report for key children

The key teacher is the primary point of contact for the parent / carer and is also the teacher that each parent / carer will see at the bi-annual Parents evenings. All teachers are allocated children across a range of ages and levels to ensure diversity and vertical learning.

29. MEDICINE & ILLNESSES POLICY

At Blue Nest School Children who are unwell should not be brought to school and should remain at home for the correct exclusion period set out by the Department of Health. Short term medicines such as Calpol will only be administered in times of emergency at the setting.

If a child requires long term medication; for example, asthma pumps, eczema creams or emergency medication for conditions like epilepsy etc. The parent must complete the **Administration of Medication Form** and give us **Authorisation** before the medication can be administered. The parents/carers of children on long term medication i.e. inhalers or Epi-Pens must see the Manager to discuss their child's needs regarding ongoing medication. If any child is using inhalers or Epi-Pen's, staff in the room should be trained to be able to administer these. Inhaler and Epi-Pens are given back to the parents to renew expiry date and other requirements which relates to Inhalers and Epi-Pens.

Procedure

However, there are extreme circumstances in which the setting will contact you and request the child to be collected from the nursery, these are:

- A child vomiting
- Three consecutive cases of diarrhoea
- A temperature of 38.5 or above

If the child is collected from the setting, we request that they are kept off for 24hrs after the last occurrence for a temperature and 48hrs for sickness and diarrhoea to ensure all symptoms are cleared and there is no risk of cross contamination.

Our medication policy allows the setting to share with parents the responsibility for administering long term prescribed medication to a child and for all the adults involved to be absolutely clear about what medication the child has.

Our policy is as follows: -

- All medication must be prescribed by a doctor with the exception of Calpol which will be provided by the setting for emergency purposes only. The medication should be in its original packaging.
- Parents/carers must fill out a long-term medication form with full details of their child's needs, times, dosage for ongoing medication and give their permission in writing using the medication form for authorisation for Montessori staff to administer this long term.
- The dosage and timing requested must match the instructions on the bottle/package.
- Parents/carers must sign and put clear instructions on a medicine form (ask staff for this).
- Senior staff who are first aid trained only will administer the medication and the form will be signed and have the time of dosage written down. The administration of the medication will also be witnessed by another member of staff.
- Parents/carers will be asked to sign the form on collection next to each dosage to ensure there is no risk of an overdose.
- All medication must be handed to a staff member and this will be stored in the office or fridge away from the children.
- It is the parents/carers responsibility to keep the Montessori staff up-to-date on any changes in medication.
- Training must be provided to staff on how to administrate medication and further knowledge.
- The setting keeps Calpol on the premises for emergency purposes only. If your child becomes unwell and has a temperature, a phone call will be made, and you will be asked to collect your child as soon as possible. The child's temperature will be checked regularly and recorded on a temperature check chart. Only if the management team feel it is vital for the child's health and wellbeing will Calpol be administered. The child's parents will always be contacted prior to giving the medication, gaining emergency consent. A medication form will then be filled out as above and you will be asked to sign this upon collection.
- All written medicine records are kept in the nursery.
- If parent doesn't give consent for Calpol and the child's temperature goes above 38, we will be contacting the parent to collect their child.
- If parent arrives late to collect the sick child, and the temperature rises to 38.5 we will immediately call 999 and wait for the ambulance to arrive, and senior staff will accompany the child in the ambulance.

ILLNESS POLICY

At Blue Nest we aim to provide a healthy and safe environment for all children and as

such we ask that children showing symptoms of illness not to be brought into the nursery.

- Such illnesses may not require medical care but nevertheless day care would be unsuitable. If a child is brought to nursery but the unit leader or manager does not consider that they are well enough to attend you will be advised accordingly.
- If a child becomes ill during the nursery day, staff will care for them as required and parents or emergency contacts may be informed and asked to arrange collection as well as the Sickness Form to be completed by staff. One copy should be kept in the Sickness File in the nursery and one copy should be given to parents.
- As part of registration to the nursery authority is given for nursery staff to seek professional medical assistance if deemed to be required (see First Aid and Emergencies Procedures). The nursery staff are also required under the 'Diseases notifiable (to Local Authority Proper Officers) under the Public Health (Infectious Diseases) Regulations 1988' to report all notifiable diseases to the Health Protection Agency and OFSTED.
- If a child has been absent through illness the nursery should be informed of the circumstances.

Awareness of specific illnesses

- We ask parents to be aware of the symptoms of the following illnesses and ask that parents follow the appropriate guidance on when to return a child to nursery.

Some of the following may not be the same recommendations given by the Health Protection Agency but these are the guidelines we have chosen to work by:

- Coughs, Colds and Sore Throats For mild symptoms children can continue to attend nursery. However, if the child has a raised temperature, continued cough or if they are unable to eat they should not be brought to nursery.
- If a child has shown mild "cold like" symptoms and has for instance been given 'Calpol' and now appears to be well, we can accept the child, but will advise the parent that if there is any deterioration we will contact them and ask them to collect the child. (medication should not be given to control a child's temperature)
- Sickness and Diarrhoea- In the case of diarrhoea, a child may return to the nursery 48 hours after the first normal stool. In the case of vomiting a child may return to the nursery when he/she is eating normally and 48 hours after the last episode of vomiting.
- Conjunctivitis Return to the nursery is allowed when the eyes have stopped discharging, usually at least 48 hours.
- Raised Temperature- a child with a raised temperature should be kept away from the nursery. They should only return when their temperature has remained normal* without the assistance of temperature reducing medication. * 37c / 98f for at least 12 hours.

- Skin Rashes- any child with a skin rash should not attend the nursery until diagnosis and treatment has been obtained from your doctor.
- Chicken-pox- a child with chicken-pox should not attend the nursery until all the spots have dried up and most of the scabs have dropped off. This could be seven days or more depending on the severity of the rash.
- Measles Absence from the nursery should be at least four days from the onset of the rash.
- German measles Absence from the nursery should be at least four days from the onset of the rash.
- Diphtheria- A child with diphtheria should be absent until cleared by a doctor. Contacts should also be cleared by a doctor.
- Food Poisoning- A child with food poisoning should be absent until well and cleared by a doctor.
- Infective Jaundice- Absence from the nursery should be seven days from the onset of jaundice.
- Meningitis- Absence from the nursery should be until clinical recovery and bacteriological examination is clear.
- Mumps- Absence from the nursery should be until all swelling has disappeared completely.
- Whooping Cough- Absence from the nursery should be until clinical recovery is judged by a doctor.
- Hand, Foot and Mouth Disease- Absence should be until the rash has cleared.
- Dysentery- A child with dysentery should be absent until cleared by a doctor. Contacts should also be cleared by a doctor.

Procedures for a sick child at nursery

If a child becomes unwell at nursery:

- Staff will take appropriate measures to comfort and assist the child. We do administer medication to reduce a temperature such as Calpol and seek to lower temperatures by environmental control. E.g. Cold Compress isolates the child, Open windows, remove child's socks/footwear.
- If the child remains unwell or is in distress due to illness, the parent will be informed and asked to make arrangements to collect the child.
- If a temperature exceeds 38°C parents will be advised to collect the child as soon as possible.
- In exceptional circumstances professional medical assistance will be sought as outlined in our First Aid and Emergency procedures.

30. MOBILE PHONES AND CAMERA POLICY

Policy

To safeguard children by promoting appropriate and acceptable use of photographic Equipment and resources for storing and printing images.

Legislative Framework

- Data Protection Act (1998) in which there is eight principals.
- Freedom of Information Act 2000
- Human Right Act 1998

Procedures

- Consent is required under the Data Protection Act 1998 as images are considered to be Personal data.
- All images are to be stored and disposed of in line with Data Protection Act 1998.
- If images are to be stored for a short period of time they must be password protected on a Computer storage device.
- Security procedures must be monitored and reviewed regularly by the designated Safeguarding officer. The security procedures include protection against theft of equipment and computer security.
- Consent must be signed by parents/carers with parental responsibility when they register their child with the setting and copies of the consent Induction form should be provided for the parents.
- Images must not be used for anything other than the agreed purposes unless additional Consent is obtained.
- Photographs must be appropriately disposed of should they be no longer required. This
Could include giving the images to parents, deleting or shredding.
- Where group photographs of children are to be taken, written permission must be obtained from all parents /carers who have the right to refuse.
- The purpose and context for any proposed images should always be considered to decide Whether a photograph or video are the most appropriate method of recording the Information.
- The purpose of taking any images is to be clearly explained for example marketing of the Business, prospectus, website, or local newspaper, use in display and to document
A child's learning.

- Each reason is to be clearly explained and agreed with an option for parents/carers to refuse any or all of the discussed uses and to withdraw consent at any time. Any consent Should be reviewed on a regular basis and at least annually.
- Consent for the use of images applies to adults as well as children.
- A child's name should not appear alongside their photographs particularly if the images could be viewed by the general public.
- Use of a Professional Photographer
- Only a reputable photographer who can provide evidence of authenticity should be used.
- Their photographic identity should be checked on arrival.
- They should be viewed as visitor's therefore appropriate supervision should be in place at all Times to ensure no unsupervised access to children. They should be supervised by staff at all times.
- They should be asked to sign an agreement to ensure that they comply with Data Protection Requirements, to agree that images will only be used for the agreed specified purpose and Not be disclosed to any third person.

Parents/Carers

- The use of any photographic equipment by staff, parents or visitors must be with the Consent of the manager.
- The manager should have the authority to challenge anyone using photographic equipment Without prior consent.
- Parents and carers are not covered by Data Protection Act if they take photographs or Make a video recording for their own private use. For further information see the website at the back of the document.

Digital Photo Frames

- If these are used to display slide shows of children, consent must be obtained from parents and carers.
- Images of children must be purposeful and show them in an appropriate context.
- Careful positioning of photo frames should be considered as they are often displayed in the Most public areas of the childcare setting i.e. reception area.

Mobiles

The welfare, protection and safety of every child in our care are of paramount importance, and we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect, to help promote the safety of the children in our care.

We believe our staff should be completely attentive during their hours of work to ensure all children in the nursery receive good quality care and education. Mobile phones must not be used during working hours.

- Mobiles must be kept on silent or switched off during working hours and locked with staff belongings in the staff room
- Mobiles may only be used on a designated break and only in a child free area of the nursery. e.g. Staff room or the office.
- Ideally a nursery mobile should be used on outings however in the event that this is not available staff may use mobiles on outings for nursery/emergency use only
- Mobiles must never be used to take photographs of any of the children or any area of the nursery or the work or any member of staff at work it is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager.

Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).

The Manager or Assistant Manager in her absence reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it. Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Camera Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated nursery camera is to be used to take any photo within the setting or on outings. Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. All staff is responsible for the location of the camera; this should be placed in the designated area in each classroom.

Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week. Images must only be downloaded by the Manager or Deputy Manager and stored on the nursery computer.

Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager or Assistant Manager. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the

Manager or Assistant manager must be asked first, and staff be supervised whilst carrying out this kind of activity.

At all times the camera must be placed in a prominent place where it can be seen. Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed. This form is a part of our Safeguarding Policy.

31. MATERNITY LEAVE POLICY

Anyone working at Blue Nest and have a baby, whether full or part time, you have the right to receive Statutory Maternity Pay (SMP) as long as you meet certain conditions.

Health and Safety

Staff members who are pregnant should, in their own interests, contacts their GP and discuss what work you are involved in. The GP can then make an assessment and inform the prospective mother of any risks. The same is advised if you return to work whilst still breastfeeding.

How Much Maternity Leave is Available?

Currently 26 weeks maternity leave is available to all employees regardless of length of service. This period is known as Ordinary Maternity Leave.

Any employee who has been with the school for 26 weeks before the 14th week prior to Expected Week of Confinement (EWC) – due date is entitled to 26 weeks additional maternity leave.

Statutory Maternity Pay

If your baby is due on or after 1 April 2007 you can get SMP for up to 39 weeks, as long as you meet the conditions. If your baby was due earlier than this then SMP is for up to 26 weeks.

If you have the right to receive SMP, you'll get it even if you decide to leave your job before you start receiving SMP. You don't have to repay it if you decide not to go back to work or leave your job whilst getting SMP.

You can choose when you want your SMP to start; this will normally coincide with your Ordinary Maternity Leave. Unless your baby is born sooner, the earliest SMP can start is 11 weeks before the week your baby is due.

If you qualify for SMP, Blue Nest will pay you 90 per cent of your average weekly earnings for the first six weeks, then up to £112.75 (SMP) for the remaining 33 weeks (or 20 weeks if your expected week of childbirth begins earlier than 1 April 2007). You pay tax and National Insurance in the same way as on your regular wages.

Informing the School

You should inform the school as soon as possible about your pregnancy and fill in the Blue Nest Maternity form and advise us of details around your EWC (this always starts on a Sunday) and whether you intend to return to work or not. There are no negative financial implications if you decide you do not want to return to work. The notification to

the school must be no later than the 15th week before the EWC. At 25 weeks you're Doctor / Midwife will issue you with a MATB1 form – this should be given to the school immediately.

Returning to Work

You should notify us 6 weeks before the end of OML whether you intend to take AML. If you decide to return to work before the end of the 26 weeks OML then you must give us 8 weeks' notice.

If you decide to return to work before the end of the AML period, then you need to give us 8 weeks' notice.

You may not return to work within the first 2 weeks after giving birth. This period is known as compulsory maternity leave.

Whilst on Maternity Leave

You are still bound by your contract and must respect the terms of the contract around confidentiality, conflict of interest etc.

Other

You may start your maternity leave up to 11 weeks prior to your EWC. If you are off sick for pregnancy related issues within 4 weeks of your EWC the school has the right to start your maternity leave immediately, regardless of the date you have notified to us on the maternity form.

The school will allow reasonable time off for ante-natal appointments etc. You must ensure that the Manager is informed in advance of these appointments.

Mothers of stillborn parents after the 24th week of pregnancy are also entitled to maternity leave.

32. MISSING CHILD POLICY

At Blue Nest we take the security and safety of the children incredibly seriously. However, in the very unusual circumstance that a situation arises where a child could be lost – for example:

- Where a child wanders off on a Montessori outing (see policy on outings)
- Where a child is taken from the Montessori by an unapproved adult (see policy for answering the door and for the collection of children)

Should a child become lost, the following should be taken:

- Alert the Manager or Deputy Manager who will make enquiries with all staff as to when the child was last seen and where.
- Ensure the safety of the other children, with regard to supervision and security.

- Ensure that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity.
- If the child cannot be found within fifteen minutes, then the Police and parents must be informed.
- Continue to search, using a wider area if necessary, while keeping in touch at all times by mobile phone
- When the situation has been resolved members should review the reasons for it happening, do a risk assessment, complete the "missing child form" and ensure measures are taken to ensure that the situation does not arise again
- Manager to write an "incident report" with corrective action to be filed centrally.

MISSING CHILD FORM

Name of Child:	
Date of Birth:	
Date of incident:	
Time of incident:	
Time Police informed:	
Branch of Police informed:	
Police Reference Number:	
Time parent/carer informed:	
Outcome:	
Corrective action report:	

--	--

Manager Signature:	Date:	
Parent/Carer Signature:		

33. NAPPY CHANGING AND TOILETING POLICY

INTRODUCTION:

Meeting the needs of children by providing clean nappies and a safe and hygienic place for changing children is a basic need that is important for children’s comfort and happiness.

“Nappy changing and toileting rituals are also valuable opportunities to promote children’s learning, meet individual needs and to develop strong relationships with children. Having their needs met in a caring and responsive way builds children’s sense of trust and security—which relates strongly to the Early Years Learning Framework.

POLICY STATEMENT:

Blue Nest will follow best practice training with educators to ensure nappy change guidelines to ensure the area is hygienic and to reduce the spread of infectious disease.

Blue Nest aims to make the nappy change experience a relaxed, happy and social routine that provides an opportunity for educators and children to further develop trusting and positive relationships.

Key workers will discuss children’s individual needs with families to ensure practices are reflective of the home environment and are culturally sensitive

To interact in a positive way with children as part of the toileting / nappy changing routine and to Adhere to hygienic practices to prevent disease spreading through contact with body fluids.

RELEVANT FORMS/MATERIAL:

- Hand washing Chart & Instructions
- Manual Handling Guide Displayed
- Changing nappies without spreading germs poster
- Administration of Nappy Rash Creams
- Individual preference Toileting/Nappy change for children

IMPLEMENTATION:

Have an area specifically set aside for changing nappies.

BEFORE YOU START:

Collect items you need before placing child on change mat:

- Gloves
- Disposable wipes for cleaning child's bottom
- Child's personal, labelled, ointment (if provided by parents)
- Fresh nappy and clean clothes (if necessary)
- Plastic bag (if needed for soiled clothing or nappy disposal unit not Close by).
- Always wear gloves for nappy changes.

If using plastic bags always tie spare bags in a knot prior to storage. To avoid the risk of suffocation.

Keep child's hands occupied during nappy changing to prevent those touching faeces and urine?

Have small plastic toys for child to handle, mobiles for child to look at. (After each nappy change place toys that have been used in container with toys to be washed.)

In the case of a toddler ask him/her to walk to the change area. Have steps available so that the child can climb up to the change mat.

In case of obvious soiling use only your hands to carry a crawling child. Hold the child away from your body explaining your actions to the child and that they will be able to return to play/experience/caregiver after he/she is clean.

CHANGING A NAPPY:

- Collect gloves, wipes, creams, clean clothes, nappy and plastic bag.
- Place a disposable covering (such as roll paper, paper towels, greaseproof paper or large sheets of computer paper) on the change table where the child's bottom will be.
- Table surfaces should be smooth, non-absorbent and easy to clean.
- Put on gloves. Gloves must be worn for all nappy changes, either for a wet or dirty nappy.
- Place child on change mat or vinyl sheet – for safety, keep at least one Hand on the baby at all times.
- If the child is heavy and you are unable to lift the child to the nappy changing, please use the mat in the toilets to change the child on there.

Never leave a child unattended on a change table.

- Remove the child's nappy and any soiled clothes.

- Put nappy in sluice if within easy reach OR in a bin or on bench away from
- Child.
- Clean child's bottom with a remoistened disposable towel or a dampened, single-use disposable towel and place in plastic lined bin/receptacle.
- If cream needs to be applied use a clean glove.
- Remove the paper from under the child and your gloves before touching the child's clean clothes.
- Remove gloves by peeling them back from the wrist. Do not let you skin touch the outer Contaminated surface of the glove. Put paper and gloves in bin/receptacle being careful not to touch the bin with soiled material.
- Place clean nappy and clothes on child. Either clean child's hands and return child to play, or hand child over to another carer to clean the child's hands.
- Dispose of dirty clothes and dirty nappy if necessary.
- Wipe down change mat using antibacterial and paper towel, dispose of gloves and then wash own hands.
- Clean the nappy change surface at the end of a major nappy changing session and again at the end of the day. Wipe the area with antibacterial and leave for as long as possible.

PROCEDURE:

- With disposable nappy: place in plastic bag and/or receptacle provided.
- If faecal matter spills onto the mat or change table clean with detergent and warm water, then wipe with antibacterial and leave to dry.
- Remove the morning change mat or vinyl sheet and place outside in the sun. Use a fresh mat or sheet for the afternoon.
- Wash your hands.

REMEMBER THE SOCIAL ASPECT OF THE NAPPY CHANGE ROUTINE:

- Be aware that young babies can spend a lot of time in routine situations such as nappy changing and feeding. Make use of these times to interact with babies, to talk, sing, and play.
- Always treat nappy change and toileting routines as opportunities to interact positively with babies and toddlers.

TOILETING:

- Help the child use the toilet.
- Help the child wash their hands.
- Ask the parents to supply a clean change of clothing.
- Place soiled clothes in a plastic bag for parents to take home at the end of the day. Place bag with soiled clothes in a secure place out of the reach of children.
- Wash your own hands.

35. OUTDOOR PLAY POLICY

Blue Nest understand that play is something that a child best enjoys. A child's play has a purpose and can be a step towards the learning and understanding of valuable skills. It can help the child fit into the world physically, intellectually, emotionally and socially, and grow to be a healthy and competent individual.

Blue Nest will endeavour to provide children with a stimulating environment, where playing and learning go hand in hand. A varied selection of activities will be provided throughout the day, using both indoor and outdoor activities.

Consideration will be taken to ensure that provision is made for children with special needs and abilities.

The outdoor area is available to the children all day and all year round.

Messy Play

A large variety of different mediums, such as sand, water, earth and dough will be made available. These will provide different tactile and imaginative experiences and will encourage expressive language.

Sand and Water

A large sand pit and water tray are made available to the children in the outdoor area. They provide opportunities to experience scientific and mathematical concepts as well as encouraging social and language development

Physical Play

Tunnels, balls, balancing beams, slide and climbing apparatus ext are provided

Planting

A planting box is available which allows the children the opportunity to plan flowers, fruits and vegetables

36. OUTINGS POLICY

For all outings at Blue Nest the following procedures must be followed

- Written permission must be obtained from all parents prior to the outing
- Risk Assessments firstly MUST be completed by a staff member who will go on the same route and remove any hazards along the way.
- Outings form MUST be completed before the children and adults leave for an outing. The outing form includes first aiders, children's contact information in case of an accident, level 3 qualified staff, how many staff going on outing, correct adult/child ratio, shows where the staff and children are going, what time they will be leaving and what time they will be back. What route they will be taking.

- Staffing ratios on outings will be 1:2
- Annual outings e.g. farms, zoo consent will be given again closer to the date and will allow one-month notice.
- A first aider must be present, and a suitable first aid box must be taken.
- Copies of registration sheets containing contact numbers, allergies, etc. must also be taken
- Children who have allergies or are on medication, for example asthma pumps will be the responsibility of a teacher if the parent is not present on the outing
- All children and adults will be counted before setting off {on the coach}, and on regular intervals throughout the day
- A meeting point will be pre-designated, and times arranged when all the party will re-assemble. These must be strictly adhered to
- All children must wear the Blue Nest T-shirt or sweat shirt on the outing
- Blue Nest will ensure that the transport will be fully insured; driver's details satisfactory and seatbelts are available.
- Toilet facilities must be provided for the children at regular intervals
- Food and drinks must be provided at similar times to those in the school and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day
- In the case where the parent does not give consent for the outing; the child will not attend the school on the day
- All children should have spare clothing

At the conclusion of each outing the teacher in charge of the outing will complete a review of the outing, noting the following:

- Any particular problem with the transport {e.g. coach arriving late, no seat belts etc}
- Any particular problems with the venue {e.g. a place to shelter during rain}
- Any particular problems with specific children {illness, distress etc}
- Educational benefits of the visit
- Comments from the parents
- Recommendations of future visits

Prior to the outing the teacher in charge of the outing will refer back to the reviews and take account of comments when preparing for the next visit

37. PARENT OBSERVATION POLICY (ACCESS TO FILES)

Observation is a very important tool in developing an understanding of the needs of children. It is our intention at Blue Nest to provide this opportunity for you at the Montessori so that you can have the opportunity to observe the children and your own child in their daily routine.

Please take note of the following before you begin your observation:

- We promote freedom of movement/choice; therefore, children will not be sitting at tables.
- Children are individuals and behave in individual ways; please do not expect your child to 'perform' for you.
- All children develop at their own pace; please do not expect your child to be at the same level of a child his/her own age.
- Please do not expect the children to be quiet, as each day is different at Blue Nest Montessori.
- You are free to move about the classroom, but please do not disturb children and teacher's concentration
- Please speak softly while in the Montessori
- Please do not correct your child
- Please feel free to speak to the children in a non-distracting manner
- Please feel free to ask questions.
- Before leaving Blue Nest please ensure all your questions/queries have been successfully answered.

ACCESS TO FILES/RECORDS

Parents/carers have the right to see information held on their child. If you wish to view your child's file a mutually convenient time will be agreed with the Manager/Manager. Where the file contains information from a third party; permission must be given by that person before that information can be accessed. {1984 Data Protection Act}

38. PARENTAL LEAVE POLICY

As long as you meet certain conditions, if you're a parent of children under five, or disabled children under 18, you have a statutory right to take unpaid time off work to care for them.

If you've worked for us for a year you can take:

- 13 weeks off work (in total, not per year) for each child, up to their fifth birthday (or up to five years after the placement date of an adopted child)
- 18 weeks for each disabled child, up to the child's 18th birthday

Parental leave or paternity leave?

Parental leave is usually unpaid. It's different from maternity or paternity leave, which is related to the birth of a new baby, and from adoption leave, which applies when an employee adopts a child.

Are you entitled to parental leave?

You have the right to parental leave if you:

- have been employed by the same company for a year or more
- are an 'employee', with a contract of employment

And you:

- are a parent named on the child's birth certificate or
- are named on the child's adoption certificate or
- have legal parental responsibility for a child under five (18 if disabled)

Either parent has the right to parental leave. If you're separated and your ex-partner looks after the children, you have the right to parental leave if you keep formal parental responsibility for the children.

Foster parents do not have rights to parental leave.

One-week block leave

Leave must be in blocks of full weeks, so if you want time off in odd days - for example, to take your child to the dentist - you should ask your employer if you can work flexibly or use your holiday allowance.

If your child has a disability, you can take time off in days instead of weeks, so you could use parental leave for regular hospital visits.

Four weeks per year

You can't take more than four weeks' leave for any one child in a year.

Giving notice

You must give at least 21 days' notice when you want to take parental leave. To help us, it's best to give this notice in writing.

Can we postpone your leave?

Unless you want to take parental leave immediately after the birth or adoption, your employer can postpone your leave for up to six months if we feel it would disrupt the business. If the postponement goes past the end of the entitlement period, you can still take the leave. To do this they must give you notice within seven days of you telling them that you wish to take parental leave.

39. PARTNERSHIP WITH PARENTS POLICY

Blue Nest recognises that working with parents is of major value and importance to the school in enabling it to provide a happy, caring and stable environment for children and their parent. We aim to form a good relationship with parents so that information regarding their children {be it developmental, social or health related} can be exchanged easily and comfortably by the staff and parents.

The following shows ways in which we try to achieve a strong working partnership with parents/carers:

- The Manager or Deputy Manager is always available for discussion with parents/carers. Arrangements can be made for more private discussions at agreed times
- Information provided by the parents/carers about their children will be kept confidential

- Information about the children's activities throughout the day is always available to parents/carers on a daily basis by verbal communication. A link book will be given to parents twice a week to update on children's activity and for parents to provide information to the setting.
- A learning journey book (scrap book) to be sent in by parents to support the children's personal, social and emotional development.
- Regular newsletters will be issued to keep parents up to date with information about the setting.
- If we have any concerns about a child's wellbeing during the day every effort will be made to contact the parent/carer on their emergency contact
- To further encourage the children's development, parents/carers will be asked to send in objects from home, e.g. photographs, cartons etc for topic work for the children to do the weekly show and tell session.
- Keep us informed of any changes to personal circumstances which may have an effect upon a child, e.g. change of address, telephone number, doctor, emergency contact
- Requested to keep us informed of any circumstances which could have an effect on a child's emotional wellbeing, e.g. bereavement, separation or illness in the family
- Information from parents when child first start at the setting. This information will be used to assess each child individually.

40. PATERNITY LEAVE POLICY

For Ordinary Paternity Leave, you must be an employee, have worked for an employer continuously for 26 weeks. You must tell your employer 15 weeks before the baby is due.

You can take statutory paternity leave if you:

- are an employee, with a contract of employment
- are the biological father of the child, or are the mother's husband or partner (including a mother's partner in a same-sex relationship) and
- Will be fully involved in the child's upbringing and are taking the time off to support the mother or care for the baby.

How much paternity leave can I take?

You can take either one or two weeks. You can't take odd days off, and if you take two weeks they must be taken together.

You can choose to start the leave:

- on the day the baby's born
- a number of days or weeks after the baby's born
- from a specific date after the first day of the week in which the baby's expected to be born

Your leave can start on any day of the week (but not before the baby is born) but has to finish within 56 days of the baby being born or, if the baby's born before the week it was due, within 56 days of the first day of that week.

If your partner has a multiple birth, you're only allowed one period of paternity leave.

What happens if you lose your baby?

Provided you meet all the other conditions, you can still take paternity leave if your child is:

- stillborn after 24 weeks of pregnancy
- born alive at any point of the pregnancy

Informing us of your intention to take paternity leave

To qualify for leave, you must tell your employer in writing at least 15 weeks before the beginning of the week when the baby's due:

- when the baby is due
- whether you want one or two weeks' leave

If you can't give the full notice period to us for a valid reason (e.g. if the baby arrives early), you should still give as much notice as possible. You may still receive leave and pay if you meet the other conditions. If there is no valid reason (e.g. you simply forgot) you will lose your entitlement.

How much you will be paid

If you take paternity leave, and meet the lower earnings limit (LEL), you'll be paid statutory paternity pay (SPP) during your leave. The amount of SPP is £112.75 or 90 per cent of your average weekly earnings if this is lower. You pay tax and National Insurance in the same way as on your regular wages.

You must give your employer 28 days' notice if you want to change your start date.

41. PHOTOGRAPHY POLICY

Upon having a child accepted at Blue Nest, the parent/carer with whom the school has a contract is asked to agree to the child being photographed on occasion by a teacher or an individual validated by the school. This enables Blue Nest to proceed with taking photographs for Nursery displays, Children's Observations, Children's Portfolio, publicity shots, record cards and activities.

Every parent/carer has the right to refuse this request, in which case the child must not be photographed by any member of staff, by a parent/carer, or by any outsider without the express permission for that occasion of the parent whom the school, has a contract.

Where photos are made available to the press, television or on the school website, they will not be released with the names of the child unless the contracting parent/carer gives express permission for this to be done.

On signing the Blue Nest application form the parent/carer signs the consent for photographs to be taken while in the school premises

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case individual permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.

42. POLICE CHECK POLICY (DBS)

Any one working at Blue Nest for more than two weeks will be subject to a DBS check. This is an OFSTED requirement and must be adhered to.

Any staff/people who have not been DBS checked must be supervised at all times. This includes volunteers, work experience people, trades people and new staff. Until clearance has been given by the police or OFSTED a new member of staff cannot be left alone in a room with children.

Appropriate cover must be obtained to ensure these conditions are adhered to at all times

Agency Staff

- Any staff supplied by an agency should be vetted and checked by the Agency.

Parent Helpers

- Any parent helping at the Montessori will be subject to a DBS check; this will be the responsibility of the Manager of Blue Nest, no parent/visitors will be left alone with parent/carer or visitors.
- References will be sought and all other documentation from a previous employer {if applicable}. If it is deemed inappropriate for the person to work with children, Blue Nest will inform the parent that's/he cannot help at the school

43. PREMISES POLICY

Policy

Outdoor and indoor spaces, furniture, equipment and toys are safe and suitable for their purpose. We carry out termly Audits to progress the nursery and identify areas of improvements.

Procedure

- Blue Nest premises, including outdoor spaces, are fit for purpose. Spaces, furniture, equipment and toys are safe for children.
- We keep premises and equipment clean, and are aware of, and comply with, requirements of health and safety legislation (including hygiene requirements).
- We have and implement a health and safety policy and procedures, which cover identifying, reporting and dealing with accidents, hazards and faulty equipment.
- Blue Nest take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency and have an emergency evacuation procedure.
- In the setting we have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, and fire extinguishers) which is in working order.

- Fire exits are clearly identifiable and fire doors kept free of obstruction and easily opened from inside.
- The premises and equipment must be organised in a way that meets the needs of children. In registered provision, providers must meet the following indoor space requirements
 - Children under two years: 3.5 m² per child.
 - Two-year olds: 2.5 m² per child.
 - Children aged three to five years: 2.3 m² per child.
- We ensure that, so far as is reasonable, the facilities, equipment and access to the premises are suitable for children with disabilities.
- Has access to an outdoor play area and activities are planned and taken on a daily basis (unless circumstances make this inappropriate, for example unsafe weather conditions).
- Blue Nest have space for children who wish to relax, play quietly or sleep, equipped with appropriate furniture. Sleeping children are frequently checked.
- We have a separate baby room for children under the age of one. However, we ensure that children in a baby room have contact with older children and are moved into the older age group when appropriate.
- We ensure there is an adequate number of toilets and hand basins available (usually one toilet and one hand basin for every ten children over the age of two).
- We have separate toilet facilities for adults.
- We ensure there are suitable hygienic changing facilities for changing any children who are in nappies.
- We ensure that an adequate supply of clean bedding, towels, spare clothes and any other necessary items is always available.
- We ensure that there is an area where staff may talk to parents and/or carers confidentially
- Blue Nest only release children into the care of individuals who have been notified to us by the parent, and we ensure that children do not leave the premises unsupervised.
- We have taken all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.

44. RISK ASSESSMENT POLICY

Policy

Blue Nest believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimizing the hazards and risks to enable the children to thrive in a healthy and safe environment. We aim to ensure that all activities, trips and outings, materials and equipment are safe for the children. The purpose of this policy is to ensure that any hazards associated with these are identified and removed or minimized to an acceptable level of risk.

This policy is based on the Early Years and Childcare risk assessment processes, which

follow five steps as follows:

- Identification of risk: Where is it and what is?
- Who is at risk: Childcare, staff, children, parents, cooks, cleaners etc.?
- Assessment as to the level of the risk as high, medium, low. This is both the risk and the likelihood of it happening: as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What you will need to do, or ensure others will do, in order to reduce the risk?
- Monitoring and review: how do you know if what you have said is working, or is it enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Procedure

Our risk assessment process covers adults and children and includes.

- Checking for and noting hazards and risks indoors and outside, and in our premises and for activities.
- Assessing the level of risk and who might be affected.
- Deciding which areas need attention.
- Developing an action plan that specifies the action required the time scale for action, the person responsible for the action and any funding required.
- Setting Managers responsibility is to make sure the risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and monthly basis and termly basis when a full risk assessment is carried out.

This policy was adopted at a meeting on October 2014

45. RECORD KEEPING POLICY

Policy

There are record keeping systems in place that meet legal requirements; means of storing and Sharing that information take place within the framework of the Data Protection Act and the Human Rights Act. This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

Procedures

We keep two kinds of records on children attending our setting:

Developmental records

These include observations of children in the setting, photographs, video clips and samples of
Their work and summary developmental reports.

These are usually kept in the playroom and can be freely accessed, and contributed to, by staff, the child and the child's parents.

Personal records

These include registration and admission forms, signed consent forms, and correspondence

Concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any Confidential matter involving the child, such as developmental concerns or child protection Matters.

These confidential records are stored in a lockable file or cabinet and are kept secure by the

Person in charge in an office or other suitably safe place.

Parents have access, in accordance with our Client Access to Records policy, to the files and

Records of their own children but do not have access to information about any other child.

Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the Importance of confidentiality in the role of the key person.

We retain children's records for three years after they have left the setting. These are kept in a secure place.

Other records

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the

People directly involved with making personnel decisions.

Students on recognised qualifications and training, when they are observing in the setting, are

Advised of our confidentiality policy and are required to respect it.

Legal Framework

Data Protection Act 1998

Human Rights Act 1998

Further guidance

Information Sharing: Practitioners' Guide (DfES 2006)

Provider records

Policy Statement

We keep records for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff.

Our records are regarded as confidential on the basis of sensitivity of information, such as with

Regard to employment records and these are maintained with regard to the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure are taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

Procedures

All records are the responsibility of the Manager and the Head of Early Years and Childcare Services that ensure they are kept securely.

All records are kept in an orderly way in files and filing is kept up-to-date.

Financial records are kept up-to-date for audit purposes.

Health and safety records are maintained; these include risk assessments, details of checks or Inspections and guidance etc.

Our Ofsted registration certificate is displayed.

Our Public Liability insurance certificate is displayed.

All our employment and staff records are kept securely and confidentially.

Legal framework

Data Protection Act 1998

Human Rights Act 1998

This policy was adopted at a meeting on October 2014

46. SAFEGUARDING CHILD PROTECTION POLICY

Introduction

The health, safety and welfare of all our children are of paramount importance to all the adults who work in our Nursery. Our children have the right to protection, regardless of age, gender, race, culture, background or disability. They have a right to be safe in our Nursery. This policy is in line with LSCB (*Local Safeguarding Children Boards*) local guidance and procedures.

Aims and objectives

Our aims are:

- to provide a safe environment for children to learn in;
- to establish what actions the Nursery can take to ensure that children remain safe, at home as well as at school;
- to raise the awareness of all staff to these issues, and to define their roles and responsibilities in reporting possible cases of abuse;
- to identify children who are suffering, or likely to suffer, significant harm;
- to ensure effective communication between all staff on child protection issues;
- To set down the correct procedures for those who encounter any issue of safeguarding.

Statutory Framework

This policy is formulated using the DfES documents: 'Circular 10/95 – Protecting Children from Abuse: The Role of the Education Service', 'Working Together to Safeguard Children' (2013), 'Safeguarding Children and Safer Recruitment in Education' (2006) and Harrow Safeguarding Children Board Child Protection procedures.

Section 175 of the Education Act 2002 introduced a new duty requiring governing bodies and LAs to have appropriate child-protection procedures in place. This policy takes account of the requests set out in the Children Act 2004 ('Every Child Matters').

Nursery Schools are expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or are at risk of abuse – these procedures should also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

DfEE Circular 10/95 (Protecting Children from Abuse: The Role of the Education Service) places the following responsibilities on all schools: -

- Nurseries should be aware of and follow the procedures established by the Safeguarding Committee
- Nurseries should have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff should be alerted to signs of abuse and know to whom they should report any concerns or suspicions
- The Designated Senior Person should have responsibility for co-ordinating action within the Nursery and liaise with other agencies
- Staff with designated responsibility for Safeguarding should receive appropriate training

Circular 10/95 also states that "parents should be made aware of the Nursery Schools Safeguarding Policy and the fact that this may require cases to be referred to the investigative agencies in the interests of the child". This including the police.

The Designated Senior Person: Mrs. Dolvy colaco (Manager)

The Designated Senior Persons (DSP) for Safeguarding is the managers of the Nursery.

The DSPs' role is to: -

- ensure that the Harrow Area safeguarding Committee's Safeguarding Procedures are followed in the Nursery
- Follow the LSCB guidelines
- ensure that all staff are aware of these procedures
- ensure that appropriate training and support is provided to all staff
- develop effective working relationships with malty agencies and services
- decide whether to take further action about specific concerns (e.g. refer to Children Schools and Families Referral and Assessment Team)
- liaise with Social Work Teams over suspected cases of child abuse
- ensure that accurate records relating to individual children are kept in a secure place and marked 'Strictly Confidential'
- submit reports to, and attend, Safeguarding Conferences
- ensure that the nursery effectively monitors children who have been identified as 'at risk'
- Provide guidance to parents, children and staff about obtaining suitable support.
- Keep up to date with all relevant procedures and legislations
- Attend TAC (Team Around the Child) and CAF (Common Assessment Framework) meetings

Nursery Procedures

- If any member of staff is concerned about a child, he or she must inform the DSPs' (Dolvy Colaco)
- Information regarding the concerns must be recorded by the member of staff on the same day on a 'cause for concern' sheet (which has an outline of a body on it – staff must accurately record their concerns). The recording must be a clear, precise, factual account of the observations and must be dated. These sheets are kept in the DSP's Red File 'Children Causing Concern' file, which is kept securely in the managers locked cupboard.
- The DSP will decide whether the concerns should be referred to Children Schools and Families. If it is decided to make a referral to Children School and Families, this may be done without prior discussion with parents

Children & Family Services
Children's Access Team
Golden Number- Tel: 020 8901 2690
Fax: 020 8861 1816
***Civic 1, 2nd Floor, NW
Station Road, Harrow, HA1 2XY***

- If a referral is made to Children Schools and Families, the DSP will ensure that a written confirmation of the concerns is sent to the 'Call Centre' within 48 hours when requested
- Particular attention will be paid to the attendance and development of any child who the nursery believes to be 'at risk' or who has been placed on the Safeguarding children Register

- If a staff member has a concern about a child and goes to the manager, the manager is responsible to make a referral and carrying out observations on the child immediately. The manager **MUST** raise these concerns on the same day the concerns been raised. If the manager doesn't take any action following this matter at the end of the day, the staff member has a right to go directly to the Nursery Directors and Local Children and families services to raise their concern.
- records relating to Safeguarding children will be kept in a secure locked place, separate from the child's general file
- If a pupil who is known to be on the Safeguarding children Register changes nursery school, the DSP will inform the social worker responsible for the case and transfer the appropriate records to the receiving School/Nursery, in a secure manner, to a named person, and separate from the child's general file.

Prevent Abuse by means of good practice

- Adults will never be left alone, with individual children or with small groups and in the rooms, if there is short of staff they will be staff who will be covering in the rooms as supernumerary at all times.
- Adults that have no DBS certificate or relevant childcare qualifications will **never** be left alone with a child.
- Children will have regular circle time and discussions on appropriate behaviour
- All staff is aware of where to access the response phone number. It is clearly displayed on notice boards within the nursery.
- No personal mobile phones to be used in the nursery.
- Nursery Camera to be used only used when taking photographs of children for nursery displays and observations.

Staff Training

A clear vetting and barring training is in place for all new staff and clear policies are in staff handbook. All adults in the Nursery receive regular training to raise their awareness of abuse, and to improve their knowledge of Safeguarding procedures that have been agreed locally. The maximum period of time before refresher training must take place is three years. All staff has Termly supervisions and yearly performance management appraisals which are informed by peer on peer and management observations.

When to be concerned

Staff should be concerned about a pupil if he or she: -

- has any injury which is not typical of the bumps and scrapes normally associated with children's injuries
- regularly has unexplained injuries
- frequently has injuries (even when apparently reasonable explanations are given)
- gives confused or conflicting explanations on how injuries were sustained
- exhibits significant changes in behaviour, performance or attitude
- indulges in sexual behaviour which is unusually explicit and/or inappropriate to his or her age
- discloses an experience in which he or she may have been harmed
- gives other cause to believe that he or she may be suffering significant harm
- deterioration in children's general well-being
- unexplained bruising, marks or signs of possible abuse or neglect

- any reasons to suspect neglect or abuse outside the setting, for example in the child's home.

Dealing with a disclosure

If a pupil discloses that he or she has been abused in some way, the member of staff should: -

- listen to what is being said without displaying shock or disbelief
- accept what is being said
- allow the child to talk freely
- reassure the child but not make promises which it might not be possible to keep
- not promise confidentiality – it might be necessary to refer to Children Schools and Families
- reassure him or her that what has happened is not his or her fault
- stress that it was the right thing to tell
- listen, rather than ask direct questions
- if necessary, ask open questions, not leading questions
- not criticise the alleged perpetrator
- Explain what has to be done next and who has to be told.

Record keeping and monitoring

When a pupil has made a disclosure, the member of staff should: -

- make brief notes during and as soon as possible after the conversation
- not destroy the original notes in case they are needed by a court
- record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- complete the diagram with an outline of a body shape, to indicate the position of any bruising or other injury
- Record statements and observations rather than interpretations or assumptions on the incident report form.

Dealing with a disclosure from a child, and a Safeguarding case in general, is likely to be a stressful experience. The member of staff should, therefore, consider seeking support for him/herself and discuss this with the DSP.

Whistle blowing

It is important to Blue Nest that any fraud, misconduct or wrongdoing by employees or people at Blue Nest is reported and properly dealt with. At Blue Nest we encourage all individuals to raise any concerns that they may have about the conduct of others in the setting or the way in which the setting is run. At Blue Nest, we recognise that effective and honest communication is essential if malpractice is to be effectively dealt with.

Whistle blowing relates to all staff and volunteers who work within the setting, who may from time to time think that they need to raise with someone in confidence certain issues relating to Blue Nest. Whistle blowing is separate from the grievance procedures. If you have a complaint about your own personal circumstances you need to follow the grievance procedures highlighted in the 'staff hand book'. If you are concerned about malpractice within Blue Nest the following procedures need to be followed:

- Report any concerns to Devinde Ratnayake or Lakna Gunawardena

- All staff is aware of preventing and eliminating wrongdoing within Blue Nest and are watchful for illegal, inappropriate or unethical conduct and reports anything of that nature to the managers.
- Staff understands that any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- No one will be victimised for raising the matter under this procedure and continued employment and opportunities for future promotion or training will not be prejudiced because of a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure Blue Nest disciplinary procedure will be used, in addition to any appropriate external measures.
- If a malicious, vexatious or false allegation is made then this will be considered to be a disciplinary offence and disciplinary action will be taken.
- If manager whistle blows on the directors for any wrongdoing, Managers will notify OFSTED.
- Any instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concerns, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to either Devinde Ratnayake or Lakna Gunawardena

Allegations against staff

If an allegation is made against a member of the nursery staff (or a volunteer helper), advice would be taken from **LADO** which will be followed and notify **OFSTED** immediately on the same day of the allegation made towards a staff member and comply with national and locally agreed guidance. If it is felt, after these initial investigations, that a further enquiry is needed, then the member of staff will be suspended. Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the Nursery will do all it can to balance the interests of any individual with that of the need to keep children safe.

If a staff member leaves the nursery when an allegation has been made against them without any notice. Blue Nest will be following the safeguarding procedure and notify **LADO** and **OFSTED** the same day the allegation has been made.

LADO

Paulette Lewis

Email: Paulette.Lewis@harrow.gov.uk

Tel: 020 8901 2690 (out of hours: 020 8424 0999)

OFSTED

0300 123 1231

Physical restraint

There may be times when adults, in the course of their duties, have to intervene physically in order to restrain children and prevent them from coming to harm. Such intervention will always be the minimum necessary to resolve the situation. We follow the guidance given in the DfES circular 10/98 on The Use of Force to Control or Restrain Pupils. The managers will require the adult(s) involved in any such incident to report the matter to him or her immediately.

Blue Nest children are safe, loved and learning. The nurturing environment is a safe environment and this policy works in conjunction with the following policies:

- Administration of medicine policy
- Anti – Bullying policy
- Arrival and collection policy
- Child protection policy
- Complaints policy
- Drinking water policy
- Fire policy
- Head lice policy
- Healthy eating policy
- Healthy environment policy
- Missing Child policy
- Police check policy
- Risk assessment policy
- Safe Equipment policy
- Security policy
- Staff Ratio Policy
- Uncollected child policy

The environment is contained, and access is restricted. The front door is locked at all times and in addition a constantly locked gate prevents the children even accessing the front door. The garden is fully fenced and there is no access to the garden from outside the building. The children are always supervised when in the garden. The kitchen area is inaccessible to children and hot drinks are not carried around by the teachers. The premises are thoroughly cleaned with disinfectant cleaners daily and throughout the day.

48. SAFE EQUIPMENT POLICY

This policy works in conjunction with the other Blue Nest policies, in particular the Health and Safety policy. It is the Blue Nest and Montessori philosophy that all equipment is prepared for the children and any broken or equipment with missing pieces is replaced immediately.

All the equipment used by the school is equipment suitable for a Montessori environment and children are guided to use equipment suitable to their stage of development.

Any equipment that is not suitable for the children (e.g. Knives etc) is kept in restricted areas which the children cannot access.

49. SETTLING IN POLICY

Pre-Settling Period

- A settling in period is the time before a child joins the Early Years when they can visit with their parents and stay for a while in order to get to know the staff,

children and their new environment.

- It is important that a child has spent some time in the nursery before the actual starting day; this will help them to feel a little more settled and confident about their new environment. It also gives the parents the opportunity to ask any questions and find out a bit more about how their child will be spending their day and the daily routine as well as getting to know the staff. These visits are an important part of the child's settling in process, it is a time when relationships with staff and parents can be built and the child can feel that they can start to build trusting relationships, within a safe and secure environment.
- As a matter of policy, we encourage parents and children to visit on at least three occasions before the first day (free of charge) the length of these visits can be up to an hour and times and days should be agreed with the Manager.

Policy Statement

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Research shows that a key person approach benefits the child, the parents, the staff and the setting by providing a secure relationships in which children thrive, parents have confidence, staffs are committed and the setting is a happy and dedicated place to attend or work in.

We want children to feel safe, stimulated and happy in the setting 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 setting.

We aim to make the setting 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.

The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage. The procedures set out a model for developing a key person approach that promotes effective and positive relationships for children who are in settings.

Procedures

- We allocate a key person before the child starts.
- The key person is responsible for the induction of the family and for settling the child into our setting.
- The key person offers unconditional regard for the child and is non-judgemental.
- The key person works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning.
- The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a childminder and co-ordinates the sharing of appropriate information about the child's development with those carers.
- A key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
- The key person encourages positive relationships between children in her/his key group, spending time with them as a group each day.

- We provide a back-up key person, so the child and the parents have a key contact in the absence of the child's key person.
- We promote the role of the key person as the child's primary care in our setting, and as the basis for establishing relationships with other staff and children.

Settling-in

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about activities available within the setting, information days and parent's evenings and individual meetings with parents.
- A month prior to the child's start date, we provide opportunities for the child and his/her parents to visit the setting.
- We allocate a key person to each child and his/her family before she/he starts to attend; the key person welcomes and looks after the child and his/her parents at the child's first session and during the settling-in process.
- We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents the child's registration records.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- We have an expectation that the parent, carer or close relative, will stay for most of the session during the first week, gradually taking time away from their child, increasing this as and when the child is able to cope.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with their Key Person; for example, the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and are pleased to see other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when we recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left. We expect that the parent will honour the commitment to stay for at least the first week, or possibly longer, until their child can stay happily without them.
- We do not believe that leaving a child to cry will help them to settle any quicker.
- We believe that a child's distress will prevent them from learning and gaining the best from the setting.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.

- Within the first four to six weeks of starting we discuss and work with the child's parents and also provide parents with a settling in report.
- To start to create their child's record of achievement, a review meeting is held.

This policy was adopted on 4th October 2017.

50. SMOKING, ALCOHOL & DRUGS IN THE WORKPLACE POLICY

PURPOSE

This policy has been developed to protect all staff, children and visitors from exposure to second hand smoke; effects of alcohol and drug addiction. Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Exposure to alcohol and drugs inhibits the ability of the person and affects their ability to work.

POLICY

It is the policy of Blue Nest Montessori School that all areas within our school are smoke free and all staff has a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This policy applies to all staff, trainees, consultants, parents and visitors.

Any member of staff wishing to smoke may only do so during their lunch breaks/break as long as they are not seen to be in uniform (Uniforms MUST be removed) and are not near the premises.

The use of drugs and the consumption of alcohol are not permitted on the Blue Nest premises and it is not permitted for staff to come to the workplace after consuming either alcohol or drugs. If a member of staff comes to school with the effects of alcohol or drugs s/he will be asked to leave the premises.

IMPLEMENTATION/PROCEDURE

Overall responsibility for policy implementation and review rests with the Manager. However, all staff is obliged to adhere to, and support the implementation of the policy. The Manager shall inform all staff and visitors of the policy and their role in the implementation and monitoring of the policy. The Manager will also give all new personnel a copy of the policy on recruitment/induction.

Procession, use of or being under the influence of non-medical drugs or alcohol on nursery premises or during working hours will be considered gross misconduct.

Practitioners taking any medication should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children.

The management expect that staff should be able to share with them any unexpected side effects of medication; in these circumstances the member of staff will be removed

from working directly with children and if required given sick leave.

NON-COMPLIANCE

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to possible criminal prosecution.

HELP TO STOP SMOKING; TAKING DRUGS OR ALCOHOL

The NHS offers a range of free services to help smokers give up. Visit [HYPERLINK "http://gosmokefree.co.uk/"](http://gosmokefree.co.uk/) [HYPERLINK "http://gosmokefree.co.uk/"](http://gosmokefree.co.uk/) [HYPERLINK "http://gosmokefree.co.uk/"](http://gosmokefree.co.uk/) [HYPERLINK "http://gosmokefree.co.uk/"](http://gosmokefree.co.uk/) [HYPERLINK "http://gosmokefree.co.uk/"](http://gosmokefree.co.uk/) [HYPERLINK "http://gosmokefree.co.uk/"](http://gosmokefree.co.uk/) or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively, you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service. In relation to drugs and alcohol you can contact your doctor who will put you in contact with the right help.

51. STAFF RECRUITMENT POLICY

Summary

- 1. Receiving Employment Inquiries – Through Advertising / through Blue Nest web site / Word of mouth.
- 2. Call for Blue Nest Applications, CV and send applicant's Job Specification, Job Description and Health Declaration.
- 3. Application shortlisted by deputy manager/ Co. Manager.
- 4. First Interview (Suitability Interview) Contact applicants who have applied, for the First Interview with the deputy manager/ Co. Manager, according to their Job Description we ask them relevant question's which is recorded and used to make a decision for the second Interview/Qualifications will be checked.
- 5. Trial Session
- 6. Second Interview (Skill and Knowledge) Short list suitable applicant's and contact for Interview with the Director and manager.
- 7. Referencing
- 10. DBS checks/Disqualifications
- 11. Offer letter, Policy Document & Staff Handbook.
- 12. First day at work.
 - 12.1 Assigning a Mentor (Manager or Deputy)
 - 12.2 Induction/Staff Medication/staff Appraisal-Supervision
 - 12.3 Completing the induction check list.
 - Contract
- 13. Staff Medication
- 14. Annual Appraisal/Staff Supervision

Blue Nest is committed to provide the best possible care to its children and to safeguard and promote welfare of young children in guide with 'Working together to safeguard Children 2013'. The nursery is also committed to providing a supportive working environment for all its members of staff. The nursery recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staffs who share this commitment.

The aims of the nursery's recruitment policy are as follows

- To ensure that the best possible staff are recruited

- To ensure that all job applicants are considered equitably and consistently
- To ensure all staff/people working with children are suitable to do so
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability and age
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education and Skills (DfES) in "safeguarding children: safer recruitment and selection in education settings" and the code of practice.
- To ensure that the nursery meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks.
- All adults working in the nursery are physically and mentally fit to care for children.

The manager/ Directors of Blue Nest ensure that:

- Parents are aware of the policy for recruiting suitable people to work in our nursery.
- All the adults who care for the children understand the requirements of the statutory Framework for the Early Years Foundation Stage.
- Any adults providing care have childcare qualifications and experience relevant to their roles within the nursery.
- Staffs are offered support to further their qualifications and to develop their skills, knowledge and expertise in childcare. This will include drawing up and implementing an action plan to develop the skill base of staff.
- The safety and welfare of children are paramount when staff are recruited, and when students/volunteers are accepted to work in our nursery. Adults employed to work in our nursery are vetted for their suitability to work with children in accordance with the Protection of children Act, Safeguarding Vulnerable Groups Act 2006, Childcare Act 2006 and the DfES requirements.
- Students on long term placement (17 years and under) may be included in adult/child ratio. They should never be left alone or unsupervised.
- Any adults who have not been checked will be accompanied by a member of staff at all times. This includes all visitors, suppliers and entertainers. Students and Volunteers working in a nursery will be supervised at all times.
- The care provided for the children in nursery is consistent, safe and meets the particular needs of individuals.

Recruiting suitable staff procedures

- When recruiting suitable staff, we advertise the positions. E.g. Blue Nest website, Indeed, Paper, Magazine, Online, Totals Job's and Job Centre.
- We draw up a Job Description, which details the roles and responsibilities of the post, as well as the qualifications and experience required. This information is made available to prospective applicants, along with an Application Form, Job Specification and details about our nursery school.
- We ask applicants to complete an Application Form, giving details of their qualifications, and experience in childcare along with their Curriculum Vitae and

Health Declaration.

- Checking staff suitability should not only be done during the recruitment and selection process but should be an ongoing process that is embedded into your regular practice. We will do this through a 'suitability questionnaire' during staff supervisions and appraisals about their personal circumstances that would affect their suitability to work with children.

First Interview

- We hold interviews for applicants who provide a satisfactory written application.
- We ask applicants who are called for interview to provide the original certificate(s) of their relevant qualifications (not photocopies).
- We ask applicants to provide 2 referees who can confirm their recent experience of working with children. These references will be contacted after the interview.
- current driving licence or passport or full birth certificate; and
- Two utility bills or statements (from different sources) showing their name and home address; and
- Documentation confirming their national insurance number (P45, P60 or national insurance card)

Trial Session

- We shortlist suitable applicants who are then invited for a trial session.
- Applicants who have been successful at the first process of the interview are invited to attend a trial session for 5 hours at Blue Nest Montessori. This enables the applicant to show his/her skills which they would bring into the school.

Second Interview

- Discuss trial session/feedback
- Staff feedback/management feedback/Applicant feedback
- Asking relevant questions about their Job Description related to Skill, Knowledge, Experience etc providing them with scenario's e.g. What would you do if an allegation was made against a member of staff? etc

References

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which should be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and a person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children
- Whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young

people or behaviour towards children or young people

The nursery will only accept references obtained directly from the referee. It will not rely on references or testimonials provided by the applicant or an open reference or testimonials.

The nursery will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

DBS Check

Due to the nature of the work, the nursery applies for DBS checks in respect of all prospective staff members, directors and volunteers. The nursery will always request an Enhanced Disclosure as described below

- An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the rehabilitation of offenders Act 1974) together with details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question
- If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/her inclusion on the lists of those considered unsuitable to work with children maintained by the DfES and the department of health.
- Where the nursery uses staff from supply agencies then the nursery expects those agencies to have completed DBS checks with these staff prior to them being available for work. Proof of DBS checks will be required before the nursery will commission services from any such organisation.

Job Offer

- The Job Offer Letter will be offered followed by 2 satisfied references, DBS Check and relevant training which is required e.g. First Aid. All applicants will be given a copy of all the policies and procedure document and Staff Handbook.

First Day at Work

- All new applicant's will be given an allocated named Mentor who he/she will go to if they have any concern's/question's.
- Induction Checklist carried out with Applicant e.g. Fire Evacuation
- During intensive induction all new members of staff will read and discuss the nursery policies and procedures and will be introduced to the way the nursery operates.
- All new staff will receive training on how to safeguard Children and keep them safe

Medication for staff

Staff MUST not enter the premises with contagious illnesses or influence of alcohol and drugs which may affect their ability to care for children. If the staff members come to work with prescribed medication, staff member must fill in a staff medication form. Staff must ensure that they should only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.

Staff member's medication must be stored in staff fridge in the staff room at all times.

Staff Annual Appraisal

As part of our commitment to staff development, Blue Nest Montessori will ensure that all

staff will have regular opportunities to talk through aspects of their work performance with a member of the Committee or their line manager, where appropriate.

Staff should participate in regular appraisals, ideally once every term and at the end of a probationary period.

Confidential appraisal documents will be given to staff to complete prior to the Appraisal Interview. This will allow time for reflection, and will maximise the value and efficiency of the appraisal process.

Reports or additional comments added by the manager will be discussed and agreed upon with the staff member, and both will retain a copy of the appraisal document for future reference.

All records on staff, volunteers and committee members will be kept confidential and Only available to those who have a right or professional need to see the information. Appraisals will take into account the following points:

- Opportunity to discuss work objectives and reflect on achievements
- Analysis of personal strengths and areas for development
- Any aspects of employment which could be improved upon
- Opportunity to discuss and identify any further training needs
- Opportunity to discuss long-term career development
- Future development, objectives and/or actions to be agreed upon

Supervision

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff/supervisors to:

- Discuss any issues – particularly concerning children's development and well-being
- Identify solutions to address issues as they arise; and
- Receive coaching to improve their personal effectiveness
- Discuss issues or difficulties
- Identify solutions to address issues
- Be coached in tackling issues as they arise

- Review work and workload
- Explore feelings
- Develop practice and competencies
- Plan future action
- Focus on individual children and their development and progress
- Monitor standards
- Disclose any changes to their suitability working with children

Regular one to one supervision meetings are organised every 4 week's at Blue Nest to discuss and look at the points above. These meetings are mainly the focus on the day to day work issues that arise.

During the supervision meeting, staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting).

Supervision meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task.

Supervision agreements are drawn up for all staff.

A copy of the supervision record form is retained by the supervisor and a copy provided to the supervisor.

Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision record form. The supervision file is stored securely at all times.

All supervision meetings must include discussions concerning the development and well-being of each of the supervisor's key children.

Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken – these are recorded on the child's file and may include support from external agencies.

All aspects of supervision must ultimately focus on promoting the interests of children.

During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.

Staff Disqualification

Providers have a legal responsibility to ensure that each member of their staff team is suitable to work with children and is not disqualified from working in childcare. Key relevant legislation includes:

- Childcare Act 2006 (sections 75,76)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Early Years Foundation Stage (Welfare Requirements) Regulations 2012
- Statutory Framework for the Early Years Foundation Stage 2013

Under the Early Years Foundation Stage providers must:

- Ensure people looking after children are suitable to fulfil the requirements of their role (Safeguarding & Welfare Requirements)
- Have effective systems in place to ensure suitability of staff and any other person coming into regular contact with children including obtaining information about whether a person is disqualified

- Ensure staff understand their responsibility for disclosing any convictions, cautions, court orders, reprimands or warnings that may affect their suitability to work with children (whether received before or during their employment at the setting)
- Record information about staff qualifications, identity checks and vetting processes that have been completed
- In the event of a disqualification of a member of staff providers must take appropriate action to ensure the safety of children. In the event of a disqualification providers must not continue to employ that person
- Where relevant providers must supply Ofsted with the information listed in of the EYFS Safeguarding Welfare Requirements 2012
- Report to Ofsted any changes to staff that may affect their suitability to work with children as soon as reasonably practicable but at the latest within 14 days. Failure to do so would be a breach of Early Years Foundation Stage (Safeguarding and Welfare Requirements) Regulations 2012
- Providers must report any member of staff dismissed or who resigns before/during disciplinary action for inappropriate behaviour/concerns to the Disclosure and Barring Service.

Reasons for Disqualification

There are a number of reasons that a person may be disqualified from working with children, under the Childcare Act 2006. These may be grouped under the following general headings:

- Grounds relating to the care of children
- Offences against children
- Offences against adults
- Inclusion on the list held by the Disclosure and Barring Service
- Living on or working on premises where a disqualified person lives or where a disqualified person is employed. This includes a provider or a nursery worker living in a household with a person that is disqualified
- Having registration refused or cancelled (this does not apply to a person whose registration as a childminder or childcare provider is cancelled in England for non-payment of fee after 1 September 2008)
- Offences include those committed overseas that, had the offence been committed in the UK, would disqualify that person from registration, regardless of how the offence is described in the law of the other country.
- Any Court orders pending, any involvement in the social services register which makes the applicant unsuitable to work and any contact with children.

In the event of information that suggests a person is disqualified from working with children the provider must not allow that person to work with children and must dismiss them if disqualification is confirmed and not waived (see below on waiving disqualification).

A list of the offences and cautions for which a person may be disqualified can be found in Tables 4 & 5 in Ofsted's Compliance, investigation and enforcement hand-book:

childminding and childcare – disqualification.

<http://www.ofsted.gov.uk/resources/compliance-investigation-and-enforcement-handbook-childminding-and-childcare>

The childcare (Disqualification) Regulations 2009

<http://www.legislation.gov.uk/uksi/2009/1547/body/made>

Applying for a waiver

- If a member of staff is disqualified from working with children (through an offence committed by themselves or because someone they live with is disqualified) then they would need to obtain a waiver from Ofsted to allow them to continue working with children. Application to have disqualification waived must be made by the disqualified person and not the employer.
- Each waiver application will be considered on its own merits and a waiver may be granted with limitations, e.g. a waiver may apply to one particular type of employment or to particular premises. If a waiver is granted then the employer must make a decision as to whether they wish to employ/continue employing this person.

For more details on applying for a waiver see Ofsted’s Compliance, Investigation and

Enforcement Handbook, Chapter 5 1a on disqualification

<http://www.ofsted.gov.uk/resources/compliance-investigation-and-enforcement-handbook-childminding-and-childcare>

Extent of consent to waive disqualification

Ofsted may specify the extent to which we agree to waive a disqualification. For example, they may limit it to a particular setting or job. Limiting the decision to waive disqualification in this way requires the individual to reapply if the circumstances change or the risk to children increases. For example, person A wants to work in childcare on non-domestic premises but is a disqualified person because she or he lives with person B, who has committed a disqualifiable offence against a child.

In this case, Ofsted may decide to waive disqualification for A to work in childcare on non-domestic premises but specify the extent to which Ofsted have waived the disqualification so that A can only work at that particular premises. This type of specification allows A to work with children but does not extend to allow them to become a childminder or to work in another nursery. In this case, A will need to submit a new request to waive disqualification before making any decision about registration as a childminder or working in any other childcare setting.

Scenarios and guidance

A member of staff discloses that a partner who is disqualified has moved back into their household. This means the staff member is also disqualified. What course of action should the employer take?

- Report to Ofsted as soon as reasonably practicable – in any event within 14 days
- Suspend the employee on full pay pending a full investigation
- The member of staff would need to apply for a waiver from Ofsted to allow them to continue to work with children
- If a waiver is granted the employer must make a decision as to whether they wish to continue to employ the person. If they do, invite the employee back to work on full pay with preserved continuous service
- If a waiver is not granted the employer should invite the individual to a disciplinary meeting in accordance with the company disciplinary policy, specifying:
 - the date, time and place of the meeting
 - the allegation in advance, i.e. that they live with a disqualified person and a waiver has been declined by Ofsted, and proving evidence of this fact
 - Informing the staff member of their right to be accompanied by a union official/work colleague at the meeting, and that if the allegation is proven it could lead to a sanction up to and including dismissal.
 - Following the disciplinary hearing and the outcome, the employee would have a right of appeal against any disciplinary sanction.
 - The potentially fair reason for any dismissal would be illegality – i.e. it is illegal to continue to employ, as it contravenes a statutory provision.

Further Information:

Compliance, investigation and enforcement handbook: childminding and childcare

<http://www.ofsted.gov.uk/resources/compliance-investigation-and-enforcement-handbook-childminding-and-childcare>

Early Years Foundation Stage (Safeguarding & Welfare Requirements) Regulation 2012

<http://www.legislation.gov.uk/ukxi/2012/938/schedule/paragraph/2/made>

Statutory Framework for the Early Years Foundation Stage

<http://www.education.gov.uk/aboutdfe/statutory/g00213120/eyfs-statutory-framework>

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

NDNA Disclosure and Barring Service Factsheet

<http://www.ndna.org.uk/advice-information/factsheets/member-factsheets>

52. STAFF DISCIPLINARY POLICY

The primary purpose of this disciplinary policy and procedure is to encourage and support a genuine and permanent improvement in the conduct and job performance of all staff. The disciplinary procedure does not apply in an employee's trial period, but only once successful trial has been completed.

The underlying Managers of this policy and procedure are:

- Save for exceptional circumstances, no formal disciplinary action will be taken against you until the case has been investigated;
- You will not be dismissed for a first disciplinary offence, except in the case of gross misconduct
- At every stage in the procedure you will be advised of the nature of the complaint against you and will be given the opportunity to state your case before any disciplinary decision is made
- At all formal stages of the procedure you will have the right to be accompanied by a colleague
- You will be offered the right to appeal against any formal disciplinary action taken
- This Policy and Procedure may be implemented at any stage if the alleged misconduct warrants, such action
- The school may choose to suspend you with pay whilst a case is being investigated

Gross Misconduct

The school may at any time terminate your employment immediately without warning in the event of what is deemed gross misconduct. Below is a non-exhaustive list of examples of what would be deemed gross misconduct.

- The use of abusive language that offends other employees.
- Any conduct detrimental to the interests of the school, its relations with its parents or public, damaging to its public image even on social media.
- Failure to declare any court or police action against you whilst you are employed by Blue Nest Montessori School.
- Smoking is prohibited on the school premises and failure to adhere to this policy may result in warning
- Theft or the unauthorized possession of property belonging to the school, its employee or parents
- Assault on any employee or person associated with the school
- Breach of confidence i.e. the divulging of confidential information relating to the school, its employees or parents
- Dishonesty, misusing or sharing confidential information / Blue Nest documentation.
- Being under the influence of drugs or alcohol whilst on duty.
- Serious or persistent breach of safety rules
- Physical assault and / or physical or verbal abuse towards a child including unnecessary harshness
- Breach of the Race Relations and Sex Discrimination Legislation which includes any discrimination in any way against a person on the grounds of colour, religion, ethnic or national origin, sex or marital status etc

The Disciplinary Process

When you are issued with a warning, you will be informed of the period for which the warning will remain in place. A copy of the written warning will be kept in your personnel file. If your conduct or job performance reaches an acceptable level after the specified period, the warning will be disregarded for disciplinary purposes, but will be kept on your

personnel file. There are a number of stages to the disciplinary procedure.

Stage 1 – Formal Verbal Warning

In the case of minor misconduct or unsatisfactory job performance or if there is no improvement after an informal warning has been issued, you will be given a formal verbal warning, a note of which will be held on your personnel file. You will also be reminded that if there is no improvement within a specified period, further disciplinary action will be taken. The period of the warning may vary but would normally be effective for 6 months and disregarded for disciplinary purposes thereafter.

Stage 2 – First Written Warning

If the breach of school's standards is more serious, or there is no improvement in your conduct or job performance, or another breach of school standard occurs, you will receive a first written warning. This will include the reason for the warning, give details of how you should improve and remind you that if there is no improvement within the specified period, further disciplinary action will be taken.

The warning will normally be disregarded for disciplinary purposes after twelve months.

Stage 3 – Final Written Warning

If the breach of the school's standards is very serious, or there is still no improvement in your conduct, attendance or job performance or another breach of school standard occurs a final written warning will be given. This will include the reason for the warning, giving details of how you should improve, and remind you that if there is no improvement within the specified period, you may be dismissed. The warning will be disregarded for disciplinary purposes after eighteen months.

Stage 4 – Dismissal

If there is no satisfactory improvement in your conduct, attendance or job performance or if a further breach of the school's standards occurs, you will be dismissed. You will be informed in writing of the decision to dismiss you, given details of the reason for the dismissal, your termination date, the appropriate period of notice or amount of pay in lieu of notice, your right of appeal and details of the appeal process.

A decision to dismiss will only be taken by the Manager and dismissal will only be applied when sound judgement indicates no reasonable alternative.

If you are dismissed under this policy your employment will terminate on the date specified in writing. Your employment will NOT be suspended pending the outcome of any appeal procedure. Should an appeal reverse the decision to dismiss you, you will be reinstated with no break in service and any monies owing to you will be paid.

Any of the above stages of disciplinary action may be omitted, depending on the seriousness of the misconduct.

All records relating to disciplinary action will be kept in accordance with the provisions of the Data Protection Act 1998.

53. STAFF RATIO POLICY

It is the policy at Blue Nest to ensure that there are always sufficient staffs to give the children the care and attention which they need and in particular that staff numbers do

not fall below the recommended staff: child ratios (currently 1:3 for children under 2; 1:4 for children under 3 and 1:8 for children 3 and above).

- The number of permanent staff is always in excess of requirements. In particular the Manager is always supernumerary and can be called on to take over a position in the event of staff absence.
- Blue Nest has a standby list of people who can be called on to fill in if necessary in the event of staff absence. The people on the standby list are all DBS checked and may already work in the Montessori on a part time basis.
- For school outings we ask parents to support our requirement for a 1:2 ratio of staff to child.

54. STAFF UNIFORM POLICY

Appropriate Clothing and Footwear

A smart, professional image must be maintained at all times by all staff working within the Setting. Staff must ensure that clothes worn adhere to Infection control and health and safety policies, are well maintained and comply with children and public expectation. The policy applies to all staff, including agency workers and students working in premises.

Blue Nest considers the way employees dress and their appearance is of significant Importance in portraying a professional image to all users of its service, whether children, Parents, visitors, clients or colleagues.

Blue Nest recognises the diversity of cultures, religions and disabilities of its employees and Will take a sensitive approach when this affects dress and uniform requirements. However, Priority must be given to caring for children, infection control, health and safety and security considerations.

Footwear

Footwear must be safe, maintained in good order, with a sole that provides suitable grip and made of material that is easily cleanable. Staff should have regard for the nature of the work they are undertaking, giving Consideration to:

- Degree and nature of manual handling activities undertaken
- The frequency of movement around the setting
- Frequency and use of step ladders/kick stools or similar
- Interaction/use of wheeled equipment
- Type of flooring in the area working (Indoor, Outdoor)
- Likelihood of encountering wet flooring
- Use of sharps and exposure to body fluids

Acceptable/Unacceptable Dress

The Policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy. A sensible approach should be taken to ensure the spirit of the code is applied.

- Only plain wedding band
- NO false nails/nail varnish must be clean
- NO neck or ankle chains visible.
- NO Skirts that are so long that they touch the ground when walking is not acceptable on safety and hygiene grounds.
- NO Micro/Mini Skirts
- Underwear should not be visible (avoid low slung trousers and sheer blouses)
- NO Overly tight or revealing clothes and Clothing bearing inappropriate or offensive slogans, strapless tops.
- Clothes neat, tidy and freshly laundered e.g. free from obvious dirt and stains.
- Hair should be clean, neat and tidy. Long hair should be tied back when working.
- Staffs who wear full facial coverings for religious reasons are required to remove these while on duty and interview. This is to ensure that the member of staff is identifiable, and to enhance engagement and communication with children, visitors and colleagues.
- Make-up, if worn, should be minimal/unobtrusive.
- The use of deodorants should be used to assist an acceptable standard of personal hygiene, but these, perfumes and aftershaves should not be overpowering.
- Visible tattoos should not be offensive to others and should be appropriately covered.
- One pair of stud earrings (no hoop earrings)
- No visible body piercings or tongue studs.

Wearing Uniform out of work

Staffs are permitted to wear their uniform off site as long as it is not an inappropriate place for children. E.g. (Bars, clubs...)

Identification

A visible identity name badge should be clearly displayed at all times.

Catering staff

Catering staff are required to achieve additional standards in order to reduce the risks of children and staff being harmed and to improve and assist cleanliness. Compliance with Bare below Elbow is required in all times and should follow the guidance above and where protective non-slippery shoes, Disposable gloves and caps.

55. SOCIAL NETWORKING POLICY

There are too many sites to mention them all by name. This policy covers them all.

It is important when using social networking sites such as Facebook or Twitter that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents & families of the setting along with the staff. It is also to guard the nursery reputation and the staff's own personal reputation.

4+

Staff guidelines when using social media sites include but are not limited to

- Staff must not mention any of the children from the nursery on their online profiles
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of the children on their online profiles
- Staff must not publish photos of other staff while in the nursery on their online profiles
- Staff must not write anything about other staff members on their online profiles
- Staff must not use mobile phones to take photos in the nursery or to access social networking sites during their working hours
- Staff must not mention any of the companies that Blue Nest Montessori School works with on their online profile
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity
- Staff members are advised to set their online profiles to private so that only friends are able to see their information.
- Staff are responsible for adhering to the terms of service of each site they use
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional
- Staff will not have the nursery name anywhere in their personal profile.
- Any breaches of the Facebook & social networking policy could result in disciplinary action.

Footsteps day nursery has a Facebook page available. This is a communication tool for the setting. We will use it to

- Promote certain events such as parent consultations, trips, social events & visitors
- Update parents on staff training & development
- Give hints and tips for activities the children have enjoyed and home learning ideas
- To give news
- To show photos of activities, trips or special events

We also want to invite your thoughts & comments.

The nursery managers (including deputies) are the page administrators and will update the page on a regular basis.

The page administrators reserve the right to remove any comments at any time. The

intent of the policy is to protect the privacy and rights of the nursery, staff & families.

We will remove any postings that

- Name specific individuals in a negative way
- Are abusive or contain inappropriate language or statements
- Use defamatory, abusive or generally negative terms about any individual
- Do not show proper consideration for others privacy
- Breach copyright or fair use laws
- Contain any photos of children without necessary parental consent.

If you would like to report an inappropriate comment, then please speak to the Nursery Manager if manager is not available you **MUST** speak to the Nursery Directors immediately.

Other policies that relate to this are

- Photographic policy
- Safeguarding policy
- Confidentiality policy

56. UNCOLLECTED CHILD POLICY

Blue Nest Montessori has an obligation to stay with any uncollected child at the end of the day until that child is collected.

In the case of a child not having been collected on time without prior notice from the parent / carer, the following steps should be taken:

- The staff will NOT release the child to an unauthorized person unless notified by the parent / carer that an emergency has prevented him / her from collecting the child. In this instance a full physical description, name and address and a password will be required before the child is released. The staff should check these details before permitting the child to leave – even if the child seems to recognize the person.
- If the child is not collected within 15 minutes after the school closing time, the staff will try and make contact with the parent / carer or another person on the emergency contact list.
- If unsuccessful the staff will continue to wait with the child whilst continually trying to establish contact with the parent / carer.
- If no contact has been made either way after 2 hours, Social services will be contacted.
- A message will be left with the parent / carer to advise of this action
- The safety of the child then becomes the responsibility of the Social Services team
- A record should be kept of all children who are not collected on time on the attached record card
- The nursery has the right to impose a fine on any parents / carers who continually pick their child up after the allocated time as this is unfair not just on the staff but on the child.
- Late pick up charge is £1.00 for every minute

Children’s Services Golden Number: 0208 901 2690

UNCOLLECTED CHILD RECORD

Name of Child:	
Date of Birth:	
Date:	
Time collected:	
Name of teacher supervising:	
Did the parent / carer contact the school to inform of delay and reason:	
Times calls made to parent / carer or other emergency contact (note name & time):	
Alternative person authorised to collect – name, physical description, address and password:	
Time Social Services informed (if applicable):	
Time parent/carers informed if Social services informed:	
Outcome:	

Manager Signature:	Date:	
Teacher supervising Signature:	Date:	
Parent/carers Signature:	Date:	

57. VISITOR’S POLICY

Policy

To ensure we record all visitors for security purposes and in case of fire. Any visitors such as sales people, college assessors, gardeners, handyman etc must fill in the visitor’s book on arrival.

1. FRONT DOOR / GATES

- The front door /Gates are locked when the children are in the Montessori and only opened during drop-off and pick-up times. All visitors are directed to the main front door

2. VISITORS BOOK

- All Visitors sign in and out and complete all parts of the Visitors’ Book
- Unexpected or unknown visitors may be asked to make an appointment at another time

- Unknown visitors may be asked to produce some form of Photographic ID to gain entry to the Montessori
- Visitors Badges are allocated to ALL visitors

3. VISITS BY PROSPECTIVE PARENTS

- Parents give their name, [and child's name and DOB] address, home and mobile phone nos. and email address
- Appointments are made for 'Show Around' although spontaneous ones are given in special circumstances
- Prospective parents are asked to bring some form of Photographic ID with them when they visit the Montessori
- The Montessori reserves the right to refuse entry to any persons for any reason whatsoever should they have any cause for concern or suspicion with regard to their reason for the visit.

4. VISITS BY OTHER PEOPLE

- Enquiries from any other Visitors may need to be authenticated prior to entering the building.
- Any performances e.g. Musicians, Theatre Companies or Displays e.g. Books or Zoo Animals are stringently checked and full references obtained prior to any appointment being made
- Work Experience Pupils' Details are received from their Secondary School and their identity is confirmed upon their arrival on the first morning.
- Prospective employees are required to complete a Staff Application Form and may be asked to bring with them photographic ID when they attend for their first Interview.

5. ALL VISITORS

- Visitor Appointments are included in the Weekly Diary (located in the office) so staffs are aware of who is expected on the premises.
- Visitors are accompanied at all times when they are on the Montessori premises and NEVER left alone with a child

6. MOBILE PHONES

- Visitors [if appropriate] are asked and reminded not to use their mobiles in rooms when children are present.

58. WEATHER POLICY

Policy

Blue Nest operates a hot, cold and rainy weather policy.

As we encourage children to be outdoors all year round and since the weather in Great Britain is very unpredictable the following Managers apply during the different seasons.

Procedure

- During very hot weather parents are asked to supply sun hats and apply sun cream to children before attending Blue Nest each day
- During rainy weather parents are asked to dress children with Wellington boots, raincoats and hats before attending Blue Nest each day

- During cold weather parents are asked to dress children warmly with appropriate jumpers, hats, scarves, gloves and shoes
- Blue Nest accepts no responsibility for children who are dressed inappropriately and therefore will not allow the child to have access to the garden
- We will provide sun cream for the children at a one-off payment of 50p per session or you can provide your own if you prefer, you will be asked to sign a form to state your preference and giving permission for the staff to apply the sun cream.
- Water is available to the children at all times and during hot weather they will be encouraged to drink more often.
- Children will only be allowed to play outside if they have a sun hat to protect them please remember to keep a hat in your child's bag.
- A shaded area will be provided in the garden, so the children can access this whenever they choose.
- The Website: www.bbc.co.uk/weather will be accessed each morning to check the U.V levels for the day to ensure the children are always protected even on days that appear to be low risk, they will display outside the classroom.

Extreme Weather

- In the event of the temperature in the children's rooms dropping below 10oc over a prolonged period of time we will phone parents to come and collect the children as they are at risk when exposed to this temperature for a long period of time.
- We will only close the Montessori due to snow as a last resort but if there is any doubt please call in the morning to ask for information, if we have a minimum staff team we may have to run at a reduced capacity to maintain our legal ratios but you will be informed of the details as soon as is possible on the morning.

59. WORK EXPERIENCE POLICY

Blue Nest welcome work experience pupils and teacher training students. Prior to accepting any pupil or student the school insists that:

- The school or college certifies that the pupil or student that wishes to attend work experience is particularly interested in working with young children
- The school or college certifies that the pupil or student is not carrying any infectious illness and does not have head lice
- The pupil or student visits for half day prior to the work experience taking place in order to ensure that he or she is able to fit in with our work, and that we are able to work with the individual
- The school or college agrees the hours that the pupil or student is to attend the school, and the pupil or student is aware of these timings, and can attend at these times
- The school or college certifies that the pupil has not been suspended from school or college at any time

During the weeks of work experience or teacher training the person will work with

various members of staff in each area of the school

The person will be given a Blue Nest student pack to be read and completed prior to starting at Blue Nest and at the end of the practice time to complete the questionnaire at the end of the pack

At the end of the practice the school will write a report on the person and the experience which will include reference to any particular problems that were encountered

OFSTED – SAFEGUARDING & PROTECTION CHILDRENS WELFARE

POLICY NUMBER	POLICY NAME
1	Accident / Incident Policy
2	Administration of Medicine
3	Anti-Bullying Policy
5	Arrival and Collection Policy
31	Nappy Changing and Toilet Policy
6	Behaviour Policy
44	Safeguarding Child Protection Policy
7	Childhood Spirituality Policy
8	Classroom Observation Policy
13	Drinking Water Policy
18	Emergency Treatment Policy
15	Equality of Opportunity Policy
19	Head Lice Policy
20	Healthy Eating Policy
22	Health and Safety Policy
23	Individuality of Child Policy
30	Missing Child Policy
32	Outdoor Play Policy
33	Outings Policy
38	Photography Policy
40	Premises Policy
48	Smoking, Alcohol and Drugs Policy
52	Uncollected Child Policy
54	Weather Policy

OFSTED – SUITABLE PERSON

POLICY NUMBER	POLICY NAME
26	Key Person Policy
39	Police Check Policy
41	Recruitment Policy
48	Smoking Alcohol and Drugs Policy
49	Staff Appraisal Policy
50	Staff Disciplinary Policy
51	Staff Ratio Policy

55	Work Experience Policy
----	------------------------

OFSTED – SUITABLE PREMISES, ENVIRONMENT AND EQUIPMENT

POLICY NUMBER	POLICY NAME
17	Fire Policy
21	Healthy Environment Policy
42	Risk Assessment Policy
45	Safe Environment Policy
46	Safe Equipment Policy

OFSTED – ORGANISATION

POLICY NUMBER	POLICY NAME
2	Admissions Policy
4	Anti-Discriminatory Policy
8	Classroom Observation Policy
9	Compassionate Leave Policy
11	Confidentiality Policy
12	Data Protection Policy
15	Equality of Opportunity Policy
16	Essential Records Policy
23	Individuality of Child Policy
26	Key Person Policy
29	Maternity Leave Policy
34	Parent Observation Policy
35	Parental Leave Policy
36	Partnership with Parents Policy
37	Paternity Leave Policy
43	Recording and Monitoring Policy
47	Settling In Policy

DOCUMENTATION SOURCE
• All Policies as per contents page of this document
• Prospectus – including application form
• Parent Pack
• Recruitment Pack
• Teachers Pack – including DBS checks

STAFF AGREEMENT TO POLICIES

Name/Position	Signature	Date
----------------------	------------------	-------------

Dolvy Colaco Manager		
Gitte Woods Deputy Manager		
Lakna Gunawardena Directress		
Devinde Ratnayake Director		

Review Dates: 17th March 2020