

Little Stars Pre-school

Policies and Procedures

2020-2021

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## Little Stars Pre-school

### ADMISSIONS POLICY

It is our intention to make our Pre-school accessible to children and families of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures. In order to accomplish this, we will: -

#### Our Procedure

- Have a waiting list. When an application form is completed and left with us the child's name will be pencilled in the register and then the space confirmed by a home visit appointment.
- Be part of the Early Years 2 year funding scheme, taking children from 2 years of age.
- Keep a place available, if financially viable, in order to accommodate emergency admissions.
- Describe the Pre-school and its practice in ways that are clear and welcoming to mothers, fathers, other relatives, carers and childminders from all cultures, ethnic religions, and social groups with or without disability.
- Monitor gender and ethnic background of children joining the Pre-school, so that no accidental discrimination is taking place.
- Have our equal opportunities policy available for all to read.
- Make available to individual families copies of the Pre-school policies and Ofsted reports. Parents/Carers will be given a copy of an Ofsted report after inspection. The report will also be on our website.
- Explain the procedure of Enhanced Disclosures, DBS's, taken out on all employees and students that attend Little Stars Pre-school, to all parents/carers at their home visit.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school

### BEHAVIOUR MANAGEMENT POLICY

Our Behaviour Management Officer is Angela Bennett.

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

#### In order to do this: -

- Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the Pre-school and explained to all newcomers, both children and adults.
- All adults in the Pre-school will ensure that the rules are applied consistently, so that the children have the security of knowing what to expect and can build up useful habits of behaviour.
- All adults will try to provide a positive model for the children with regard to friendliness, and with courtesy.
- Adults in the Pre-school will praise and endorse desirable behaviour such as kindness and willingness to share to encourage positivity in the setting.
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

#### When children behave in unacceptable ways: -

- Physical punishment, such as smacking or shaking, will neither be used nor threatened.
- Techniques intended to single out and humiliate individual children such as the 'naughty chair' or "naughty step" will not be used.
- Children who are seen to show unwanted behaviour will be given 1-1 adult support in seeing what was wrong and working toward a better pattern. Where appropriate, this might be achieved by a period of 'time out' with an adult, they will sit together to try and solve the unacceptable behaviour.

- In cases of serious unwanted behaviour, such as racial or other means of abuse and bullying, the unacceptability of the behaviour and attitude will be made clear to the child concerned immediately by means of explanation rather than personal blame.
- In any case of unwanted behaviour, it will always be made clear to the child or children involved, that it is the behaviour that is not acceptable and not them.
- Adults working in the setting will not shout or raise their voices in a threatening way to any of the children or staff but may use a firm voice if necessary.
- Adults in the setting will make them self-aware of and respect a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's levels of understanding and maturity.
- Reoccurring problems will be tackled by the Pre-school as a whole in partnership with the Childs parents/carers, using objective observation records to establish an understanding of the cause.
- Staff are aware that some kinds of behaviour may arise from a Childs special needs. The Childs key person and the settings SENCO (Special Needs Co-ordinator) will liaise with the Childs parents/carers to see how they can help. An Individual Behaviour Plan (IBP), and/or Individual Education Plan (IEP) may be put into place and reviewed on a regular basis to ensure the individual support needed by the child is being given.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school

### **COMPLAINTS PROCEDURE**

Our aim is to offer the highest quality of care for all of our children. To welcome individual children and provide a warm and caring atmosphere, where children can learn and develop through play.

We work in partnership with parents and show respect and courtesy, giving careful attention to needs and wishes. We welcome suggestions to improve the provision, to enhance the learning of children whilst in our care.

Should any anxieties or worries be apparent, please bring them to the Pre-school manager's attention or your child's key person. Should there be no satisfaction of a problem being solved, or if it should re-occur, the parent/carer should put the complaint in writing and send it to the Pre-school manager so that a meeting can be arranged.

If a parent is still not happy with how the manager has dealt with the complaint, they may contact the owner, Ofsted or Portsmouth Early Years directly.

Complaints may go directly to: -

Ms J Mengham - Pre-school Manager 07956162575.

Early Years and Childcare - 023 92 688833

Ofsted Direct - 0300 1231231

The National Business Unit

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

These people are here to help the pre-school and the parents with support to both, to help care for all children.

This will only happen in extreme circumstances.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed...August 2021



## Little Stars Pre-school

### CONFIDENTIALITY POLICY

The Pre-schools work with children and their families will bring us into confidential information. To ensure that all those working in and using the Pre-school can do so with confidence, we will respect confidentiality in the following ways: -

#### Our procedure

- Parents will have access at all times to files and records about their own children but will have no access to any information on any other child in the setting.
- Staff will not discuss individual children, other than for curriculum planning or play plans/IEP's (Individual Education Plans) or Individual Behaviour Plans (IBP) with anyone else other than the Pre-school manager, or parents/carers of the child in question.
- Information given by the parent/carer to the Pre-school manager and the child's key person will not be passed on to anyone else without permission.
- Issues to do with the employment of staff, students or volunteers, will remain confidential to the people directly involved with making personnel decisions, i.e. The Manager and Room Leader
- Any anxieties or evidence relating to the personal safety of a child will only be shared appropriately for the child's protection.
- Any students that come into the setting to observe or participate will be advised of our confidentiality policy and respect it.
- Information about families, children and staff are confidential and only privy to appropriate personnel.
- All visitors will follow the safety policy.

**All staff, students and volunteers of Little Stars Pre-school agree to abide by the confidentiality policy at all times: -**

Name (print)

Signature

Date

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This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ..... Manager

This policy is to be reviewed...August 2021

## **Little Stars Pre-school**

### **Covid 19 Policy**

#### **Statement of Intent**

Responsible Person: Jo Mengham

The safety and wellbeing of all children and members of staff is of the utmost importance to us at all times. This policy applies to all employees, parents, children, casual staff, service users and delivery drivers and other Key Workers, working for or delivering to the Pre-school.

The purpose of this policy is to protect all employees and service users as detailed above, from coming into contact with Coronavirus (COVID 19) and therefore further prevent the spread of this silent virus.

#### **MONITORING**

· As a matter of course, the registered person responsible is closely monitoring and gathering information from The Department of Health about the spread of Coronavirus (COVID 19) and this information is shared with all staff accordingly.

#### **CLOSURE/REOPEN**

· Should closure / reopen occur then this information will be updated and shared as soon as we know.

#### **ADDITIONAL HEALTH AND SAFETY RISK ASSESSMENT POINTS BELOW**

· Children's arrival and departures will be changed. Parents/Carers will not enter the building. Parents/Carers are asked to use the playground to safely distance from each other while waiting to drop off their child/ren and hand sanitiser will need to be used by both parent/carer and child. A staff member will call the parent from the main door to bring them down the steps. A second team member will take them into the pre-school. When that parent has dropped off and is clear of the front door the next parent will be called down with their child.

· Hand washing - we will ensure handwashing is more frequent and hand sanitiser is available in all areas of the pre-school.

- Play and Learning will be our main focus and the room, resources and the outdoor area will be adapted to accommodate social distancing as much as possible and where appropriate using the *Government Guidelines*.
- Staffing bubble groups will be monitored with minimal staff attending whilst maintaining ratios including the use of appropriate PPE.
- Visitors are not permitted into the pre-school unless deemed as an emergency. Where possible, any maintenance or emergencies will be dealt with out of hours.
- Heightened infection prevention and control measures are in place that include continuous cleaning, reduction in resources and change to the hall set up.
- Outings - There will be no outings until *Government Guidelines* show that this is allowed.
- Lunch and snack times - Chairs will be spaced accordingly to adhere to guidelines.
- If anyone shows signs or symptoms, they will not be allowed to enter the pre-school and will be sent home to self-isolate. If a child shows signs or symptoms of the virus while in session they will be taken to an isolated area until their parent/carer arrives to collect them. *Guidelines* of cleaning the pre-school will be adhered to and all other parents informed. If a staff member shows any signs or symptoms of the virus, they will be sent home immediately and will apply to be tested.

For information and guidance regarding signs and symptoms and how to apply for a test click here - <https://www.nhs.uk/conditions/coronavirus-covid-19/>

This policy is not exhaustive and is a working document overseen at Management discretion

Revised: 14/08/2020

To Review: August 2021

Signed: Jo Mengham (Owner/Director)

**Little Stars Pre-school**  
**Procedure in the Event of a Positive Covid 19 Test Result**

The safety of the staff, children and parents/carers at Little Stars Pre-school is paramount.

In the event of a positive case of Covid 19 reported by any of the above or Public Health England, Little Stars Pre-school will follow the Guidance of Public Health England Health Protection Team and Department for Education.

Little Stars Pre-school will consult with PHE HPT/DFE at the earliest convenience to ensure that procedures including Parent/Carer notifications, Local Authorities and OFSTED are contacted in the correct way and as soon as possible.

In any event that Little Stars Pre-school will need to close, due to positive testing and Public Health England/Department For Education advice, Little Stars Pre-school will offer Home learning via Zoom throughout the closure for all of the children that attend the setting. The aim is stay in contact with the children and not disrupt their Pre-school experience any more than it already is and have some familiar activities that are in their normal routine.

We aim to offer three short sessions between 10 and 20 minutes throughout the morning to every child at Little Stars no matter what days they attend normally.

The first session will be a craft activity where you will receive a pack containing one for each day we are closed. The second session will be about our weather board, incorporating our days of the week song and colour of the week. The third session will be story time and singing.

By offering these activities, Little Stars Pre-school remains functional as best it can. We will still receive our National Educational Grant Funding for those children that are eligible for it. Invoices for non-funded children or extra sessions over the NEG funding will still be valid and payable.

This policy was adopted by Little Stars Pre-school

Date...29/09/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory.....Manager

This policy is to be reviewed...September 2021

## **Child Sexual Exploitation (CSE)**

Child Sexual Exploitation involves exploitative situations, contexts, and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities.

Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming.

If CSE is suspected, Little Stars Pre-School will complete a Log of Concern and make a referral to MASH.

## **Female Genital Mutilation (FGM)**

Female Genital Mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is carried out on children between the ages of 0 and 15, depending on the community in which they live. FGM is extremely harmful and has short- and long-term effects on physical and psychological health.

FGM is internationally recognised as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

Little Stars Pre-school takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the Child Protection procedures outlined in our policy.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed...August 2021

## Appendix

### Child Sexual Exploitation

At Little Stars Pre-school we have attended training and have ongoing training

The sexual exploitation of children and young people under 18 years old is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money, or affection as a result of performing sexual activities or others performing sexual activities on them. Children or young people may be tricked into believing they are in a loving, consensual relationship. Young people often trust their abuser and do not understand that they are being abused. They may depend on their abuser or be too scared to tell anyone what is happening.

Young people over 16 may still be sexually exploited as they may have sex with someone as a result of being coerced, threatened, or groomed rather than the young person agreeing of their own free will. It is important to consider the power balance when assessing a young person.

Children and young people might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Signs, symptoms, and effects of child sexual exploitation

Sexual exploitation can be exceedingly difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour. Young people who are being sexually exploited may:

These are all Risk indicators and factors to consider identifying CSE.

□ Go missing from home, care or education. □ Be involved in abusive relationships, intimidated and fearful of certain people or situations □ Hang out with groups of older people, or antisocial groups, or with other vulnerable peers □ Associate with other young people involved in sexual exploitation □ Get involved in gangs, gang fights, gang membership □ Have older boyfriends or girlfriends spend time at places of concern such as hotels or known brothels □ Not know where they are, because they have been moved around the country □ Be involved in petty crime such as shoplifting □ Have unexplained physical injuries □ Have a changed physical appearance, for example, weight loss. □ They may also show signs of sexual abuse or grooming

If you are worried that a child is being abused, watch out for any unusual behaviour.

Withdrawn suddenly, behaves differently, anxious, clingy, depressed, aggressive, problems sleeping, eating disorders, wets the bed, soils clothes, takes risks misses school changes in eating habits obsessive behaviour nightmares, drugs, alcohol, self-harm, thoughts about suicide.

What to do if you are concerned

As professionals we aim to help children and young people, so they are less vulnerable to sexual exploitation; however, it happens, by supporting them to:

Understand what child sexual exploitation and grooming are compared to a safe, loving relationship. Secure and maintain a safer environment and a more stable lifestyle. This means talking about knowing where to go to stay safe or who to talk to when worried understand that sexual exploitation is abuse and it is not their fault.

If you have concerns about a child or young person being sexually exploited, you will need to complete a CSE risk assessment toolkit which will look at the signs and risk indicators for front-line practitioners. If any one indicator is present in low, medium, or high, it doesn't mean a child is being exploited, but an intervention is required. You can always have a conversation with the MASH if you are unsure about the level of risk or what to do next and you should always make contact with the MASH if you are worried about the safety of the child.



CURRICULUM POLICY

Little Stars Pre-school uses the Early Years Foundation Stage curriculum.

Each day is carefully planned to provide a well-balanced and fulfilling fun session to meet the Early Years Foundation Stage. Copies of our weekly plans can be seen on display in our pre-school.

**Early Years Foundation Stage**

The Early Years Foundation Stage is based on four principal themes

A unique child - every child is a competent learner from birth who can be resilient, capable, and self-assured.

Positive relationships - children learn to be strong and independent from a base of loving and secure relationships with parents/carers.

Enabling environments - the environment plays a key role in supporting a child's development.

Learning and development - children learn and develop in different ways and at different rates. All areas of learning are equally important and interconnected.

Each day is carefully planned to provide a well-balanced and fulfilling fun session to meet the Prime and Specific Areas of Learning and Development within the Early Years Foundation Stage.

The "**Prime**" areas begin to develop quickly in response to relationships and experiences and run through and support learning in all other areas. The Prime areas continue to be fundamental throughout the EYFS.

Prime areas are:

Personal, Social and Emotional Development

Communication and Language

Physical Development

The "**Specific**" areas include essential skills and knowledge. They grow out of the Prime areas and provide important contexts for learning. Specific areas are:

Literacy

Mathematics

Understanding The World

Expressive Arts and Design

Our main planning sessions take place half termly, but staff plan weekly for children's individual needs.

Staff discuss the individual needs of the children with each other so that they provide activities to meet the children's individual requirements.

We listen to the parents/carers concerns about a child's needs i.e. sharing, socialising etc. and how we can incorporate their knowledge of their child in pre-school.

Personal observation books are used to compile observations, in all areas of the children's development by their key person. Key persons will make written observations and use photos to build a portfolio of which becomes the parent/carers property when the child graduates; these are known as the children's special books. All activities are adapted for the child's age and stage of development.

All staff attend ongoing training in all areas of The Early Years Foundation Stage when available.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory .....Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school

### Dignity at Work Policy

Little Stars Pre-school is committed to creating an environment free from bullying and harassment, where everyone is treated with dignity and respect.

Bullying and harassment can have very serious consequences for individuals and the Pre-school. Bullying or harassment may cause stress; affect an individual's health and their family or social relationships. It can also impact on an individual's work performance and result in them leaving their job.

Effects on the Pre-school can include loss of morale, poor work performance, increased staff turnover, legal claims, and damage to the Pre-schools reputation.

Little Stars Pre-school will not tolerate bullying and harassment of any kind. All allegations of harassment and bullying will be investigated and if appropriate disciplinary action will be taken. The organisation will also not tolerate victimisation of a person for making allegations of bullying and harassment in good faith or supporting someone to make such a complaint. Victimisation is a disciplinary offence.

This policy covers harassment and bullying of and by managers, employees, contractors, agency staff, learners, and anyone else engaged to work or train within the Pre-school.

If the complainant or alleged harasser is not employed by the Pre-school, eg if the worker's contract is with an agency, this policy will apply with any necessary modifications such as that the Pre-school could not dismiss the worker but would instead require the agency to remove the worker, if appropriate, after investigation and disciplinary proceedings.

The policy covers bullying and harassment in the workplace and in any work-related setting outside the workplace, e.g. business trips and work-related social events.

The policy does not cover bullying or harassment by customers, suppliers, or visitors and in these cases, employees should report any such behaviour to their

manager who will take appropriate action. Bullying or harassment of customers, suppliers or visitors will be dealt with through the disciplinary procedure.

### **What is bullying and harassment?**

**Bullying** is offensive, intimidating, malicious, insulting behaviour or an abuse or misuse of power which is meant to undermine, humiliate, or injure the person on the receiving end.

**Harassment** is unwanted conduct related to sex, gender reassignment, race or ethnic or national origins, disability, sexual orientation, religion or belief, age or any other personal characteristic which:

- has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him or her, even if this effect was not intended by the person responsible for the conduct

Conduct may be harassment whether or not the person behaving in that way intends to offend. Something intended as a "joke" may offend another person. Different people find different things acceptable. Everyone has the right to decide what behaviour is acceptable to him or her and to have his or her feelings respected by others.

Behaviour which any reasonable person would realise would be likely to offend will be harassment without the recipient having to make it clear in advance that behaviour of that type is not acceptable to him or her, eg sexual touching.

It may not be so clear in advance that some other forms of behaviour would be unwelcome to, or could offend, a particular person eg certain "banter" flirting or asking someone for a private drink after work. In these cases, first time conduct which unintentionally causes offence will not be harassment but it will become harassment if the conduct continues after the recipient has made it clear, by words or conduct, that such behaviour is unacceptable to him or her.

A single incident can be harassment if it is sufficiently serious.

All bullying and harassment is misconduct and is a disciplinary offence which will be dealt with under the Pre-schools disciplinary policy.

Some bullying or harassment will constitute unlawful discrimination, e.g. it if relates to a person's sex, race, religion or belief, sexual orientation, disability or age. Serious bullying or harassment may amount to other civil or criminal offences, e.g. civil or criminal offences under the Protection from harassment Act 1996 and criminal offences of assault.

### **Examples of bullying or harassment**

Bullying and harassment may be misconduct, which is physical, verbal or nonverbal, e.g. by letter or email

Examples of unacceptable behaviour that are covered by this policy include (but are not limited to) the following:

- Physical conduct ranging from unwelcome touching to serious assault.
- Unwelcome sexual advances.
- The offer of rewards for going along with sexual advances, e.g. promotion, access to training.
- Threats for rejecting sexual advances, e.g. suggestions that refusing advances will adversely affect the employee's employment, evaluation, pay, assigned work, or any other condition of employment or career development.
- Demeaning comments about a person's appearance.
- Unwelcome jokes or comments of a sexual or racial nature or about an individual's age.
- Questions about a person's sex life.
- Unwanted nicknames related to a person's age, race or disability;
- The use of obscene gestures.
- The open display of pictures or objects with sexual or racial overtones, even if not directed at any particular person, e.g. magazines, calendars or pin-ups.
- Spreading malicious rumours or insulting someone.
- Picking on someone or setting him or her up to fail.
- Making threats or comments about someone's job security without any good reason.
- Ridiculing someone.
- Isolation or non-cooperation at work.
- Excluding someone from social activities.

### **What is Victimisation?**

**Victimisation** is treating someone less favourably than others because he or she has, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing him or her or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include

isolating someone because he or she has made a complaint or giving him or her worse work.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the Pre-school will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised against you.

Making a complaint which you know to be untrue, or giving evidence which, you know to be untrue, may lead to disciplinary action being taken against you.

### **What should I do if I think I am being bullied or harassed?**

#### **Informal**

You may be able to sort matters informally. The person may not know that his or her behaviour is unwelcome or upsetting. An informal discussion may help him or her to understand the effects of his or her behaviour and agree to change it. You may feel able to approach the person yourself, or with the help of your Manager, or a fellow employee. Alternatively, an initial approach could be made on your behalf by one of these people.

You should tell the person what behaviour of his or hers you find offensive and unwelcome and say that you would like it to stop immediately. You may want to add that, if the behaviour continues, you intend to make a formal complaint to your manager.

You should keep a note of the date and what was said and done. This will be useful evidence if the unacceptable behaviour continues and you wish to make a formal complaint.

#### **Formal**

If an informal approach does not resolve matters, or you think the situation is too serious to be dealt with informally, you can make a formal complaint by using the Pre-schools grievance procedure. Further details on this procedure can be found via the intranet, or a copy can be obtained via the Manager.

### **Investigating claims of bullying or harassment**

All complaints will be investigated promptly and, if appropriate, disciplinary proceedings will be brought against the alleged harasser.

You will have the right to be accompanied by a work colleague of your choice at any meeting dealing with your grievance. You will be kept informed of the general progress of the process of investigation and a written outcome will be provided to you. On determining an outcome, the Pre-school will decide on a balance of probabilities, after considering all available evidence, whether bullying or harassment has occurred.

Wherever possible, the Pre-school will try to ensure that the complainant and the alleged harasser are not required to work together whilst the complaint is under investigation. This could involve giving you the option of remaining home on special leave if you wish. In a serious case, the alleged harasser may be suspended whilst investigation and any disciplinary proceedings are underway.

Where the investigation confirms that an act of bullying and harassment has taken place, the complaint will be upheld and dealt with as an act of gross misconduct under the Pre-schools Disciplinary Procedure, the sanction for which may include dismissal.

If a complaint is not upheld, the Manager will support the individual, the alleged harasser, and the appropriate manager in making arrangements for all parties to continue or resume working and to help repair working relationships.

Individuals have a right not to be victimised for either making a complaint in good faith, or supporting a colleague to do so, even if the complaint is not upheld. Disciplinary action will be taken where the Pre-school has good reason to believe that victimisation has taken place against the complainant or individuals giving evidence in support of the complaint.

However, making a complaint which is held to be untrue or not submitted in good faith may lead to disciplinary action being taken against the complainant.

### **What happens if I am accused of bullying or harassment?**

#### **Informal**

If someone approaches you informally about your behaviour, do not dismiss the complaint out of hand because you were only joking or think the complainant is being too sensitive. Remember that different people find different things



acceptable and everyone has the right to decide what behaviour is acceptable to him or her and to have his or her feelings respected by others.

You may have offended someone without intending to. If that is the case, the person concerned may be content with an explanation and an apology from you and an assurance that you will be careful in future not to behave in a way that you now know may cause offence.

Provided that you do not repeat the behaviour, which has caused offence, it is likely that the matter will be resolved at that stage.

### **Formal**

If a formal complaint is made about your behaviour, this will be fully investigated and the Pre-school may bring disciplinary proceedings, if appropriate. The Pre-school will follow its disciplinary procedure and you will have the rights set out in that procedure. You will have the right to be informed of the allegations against you and to put your side of the story and to be accompanied to meetings by a work colleague of your choice. The procedure will be implemented at the appropriate stage and where substantiated dealt with as an act of gross misconduct under the Pre-school Disciplinary Procedure, the sanction for which may include dismissal.

### **Confidentiality**

The Pre-school will treat complaints of bullying and harassment sensitively and maintain confidentiality to the maximum extent possible. Investigations of allegations will normally require limited disclosure on a "need to know" basis. For example, your identity and the nature of the allegations must be revealed to the person you are complaining about, so he or she is able to respond to the allegations. Some details may also have to be given to potential witnesses but the importance of confidentiality will be emphasised to them.

If the complaint is upheld, and a person who has been found to have harassed you is kept in the Pre-schools employment, the manager may need to be given some information where this is necessary for them to manage the risk of further harassment by that person against you or others.

### **Responsibilities**

We all have a responsibility to help create and maintain a work environment free of bullying and harassment. You can help do this by:

- Being aware of how your own behaviour may affect others and changing it, remember you can still cause offence even if you are "only joking"
- Treating your colleagues with dignity and respect.
- Taking a stand if you think inappropriate jokes or comments are being made.
- Making it clear to others when you find their behaviour unacceptable, unless it should be obvious in advance that this would be the case.
- Intervening, if possible, to stop bullying or harassment and giving support to recipients.
- Making it clear that you find bullying and harassment unacceptable.
- Reporting harassment or bullying to your manager and supporting the Pre-school in the investigation of complaints.
- If a complaint of bullying or harassment is made, not prejudging or victimising the complainant or alleged harasser.

### **Manager Responsibilities**

Managers have a particular responsibility to:

- Set a good example by their own behaviour.
- Ensure that there is a supportive working environment.
- Make sure that staff know what standards of behaviour are expected of them.
- Take positive steps to ensure that bullying or harassment does not occur.
- Report promptly to Owner any complaint of bullying or harassment, or any incident of bullying or harassment witnessed by them.

### **Training**

The Pre-school will seek training to all existing and new employees and others engaged to work at the Pre-school to help them understand their rights and responsibilities under this policy and what they can do to help create a working environment free of bullying and harassment.

### **Monitoring and Review**

The Pre-school will review the outcomes of cases where complaints of bullying and harassment have been made to check that the proper procedures have been followed and to identify any points that can be learned from those cases and implement any necessary changes.

The Pre-school will also monitor and review how successful we are in creating a workplace free of bullying and harassment which may include confidential staff surveys, new starter reviews and exit questionnaires.

## Principal Legislation relating to this policy

- Disability Discrimination Act 1995
- Health & Safety at Work etc Act 1974
- Protection from Harassment Act 1997
- Race Relations Act 1976
- Sex Discrimination Act 1975
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Sex Discrimination) Regulations 2005
- Employment Equality (Age) Regulations 2003
- Management of Health and Safety at Work Regulations 1999
- Race Relations Act 1976 (Amendment) Regulations 2003
- Sex Discrimination Act 1975 (Amendment) Regulations 2008
- Employment Equal Treatment Framework Directive 2000
- Equal Treatment Directive 2006

This policy was adopted by Little Stars Pre-school

Date....14/08/2020

Signed on behalf of the Pre-school..... Jo Mengham

Role of signatory ..... Manager

This policy is to be reviewed ..... August 2021

## EQUAL OPPORTUNITIES POLICY

Our Equal Opportunities Officer is Julia Cairns. Training is attended and updated regularly where available.

Our aim is that we will provide equality of opportunity for all children and their families in accordance with relevant legislation.

The legal framework for this policy is:  
The Equality Act 2010

- We believe that the group activities should be open to all children and to the adults committed to their welfare.
- We aim to ensure that all who wish to work or volunteer to help With the Pre-school, have an equal chance to do so.
- The Pre-school is open to every family in the community.
- The waiting list for the Pre-school is arranged by date of birth. Families enquiring about our Pre-school are made aware of our equal opportunities policy.
- The Pre-school will employ the best person for each job and will treat all job applicants and those employed fairly.
- Commitment to support the Pre-schools equal opportunities policy will form part of the job description given to all employees.
- The pre-school allows fees to be paid, in advance, half termly or termly. In the case of fees becoming overdue we will chase payment and even use court proceedings if necessary.
- All children will be respected and their individuality and potential recognised valued and nurtured.
- Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination.
- Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.
- Resources will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society.
- Materials will be selected to help children to develop their self-respect and to respect others by avoiding stereotypes.

- The Pre-school recognises the wide range of special needs of children and families in the community and will endeavour to help meet those needs where possible.
- Discriminatory remarks and behaviour are unacceptable within the Pre-school. The response will be sensitive to the feelings of the victim and to help those responsible to understand and overcome their prejudices.
- Information, written and spoken, will be clearly communicated in as many languages as possible if necessary.
- Medical, cultural, and dietary needs will be respected.
- The time place and conduct of meetings will ensure that all families have an equal opportunity to be involved in the running of the Pre-school.
- We will show respectful awareness of all major events in the lives of the children and families within the Pre-school and in our society as a whole and will welcome the diversity of backgrounds from which they come.
- Without indoctrination in any specific faith, children will be made aware of festivals, which are being celebrated by their families or others, and will be introduced to the stories behind those festivals.
- Children will be encouraged to welcome a range of different festivals, together with the stories, celebrations and special foods and clothing that they involve as part of the diversity of life.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory .....Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school General Data Protection Regulation Policy

### Statement

Jo Mengham: Owner/Manager is the named Data Protection Officer  
GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individual's data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Little Stars Pre-school is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Little Stars Pre-school is registered with the ICO (Information Commissioners Office).

GDPR includes 7 rights for individuals

#### 1 The right to be informed.

Little stars Pre-school is a registered Childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know children's' full names, addresses, date of birth and Birth Certificate number. For parents claiming the free nursery entitlement we are requested to provide this data to Portsmouth City Council; this information is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect certain details of visitors to our Pre-school. We need to know visitor's names, telephone numbers, addresses and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer, Little Stars Pre-school is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system for processing of DBS.

## 2 The right of access

At any point an individual can make a request relating to their data and Little Stars Pre-school will need to provide a response (within 28 days). Little stars Pre-school can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3 The right to erasure You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, Little Stars Pre-school has a legal duty to keep children's and parent's details for a reasonable time. Little Stars Pre-school retain these records for 3 years after leaving pre-school, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member of staff leaves employment, before they can be erased. This data is archived securely and shredded after the legal retention period.

4 The right to restrict processing Parents, visitors and staff can object to Little Stars Pre-school processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5 The right to data portability Little Stars Pre-school requires data to be transferred from one IT system to another, such as from Little Stars Pre-school to the Local Authority, to shared settings and to other professionals

working with individual children once parental consent has been obtained. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6 The right to object Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

7 The right not to be subject to automated decision-making including profiling Automated decisions and profiling are used for marketing-based organisations. Little Stars Pre-school does not use personal data for such purposes.

Storage and use of personal information All paper copies of children's and staff records are kept in a locked filing cabinet. Members of staff can have access to these files, but information taken from the files about individual children is confidential and apart from archiving, these records remain on site always.

These records are shredded after the retention period. Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period. Little Stars Pre-school collects a large amount of personal data every year including names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately. Information regarding families' involvement with other agencies is stored both electronically on an external hard drive and in paper format, this information is kept in a locked office. These records are shredded after the relevant retention period.

Upon a child leaving Little Stars Pre-school and moving on to school or moving settings, data held on the child may be shared with the receiving school.

Little Stars Pre-school stores personal data held visually in photographs or video clips or as sound recordings, unless written consent has not been obtained



at registration. No names are stored with images in photo albums, displays, on the website or on social media sites. Access to all Office computers is password protected. When a member of staff leaves the company, these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that Little Stars Pre-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

### Little Stars Pre-School Retention policy

The General Data Protection Regulation is an EU law from May 2018. It requires us to share information with you about data retention after your child has left our setting.

Data we retain about you and your child falls into 3 main categories -

- Safeguarding and welfare data linked to Ofsted and The Early Years Foundation Stage requirements and the Limitation Act
- Financial data retained for HMRC purposes
- Funding data retained for local authority purposes

We store data about you and your child in paper format and online

Data relating to Safeguarding and Welfare requirements of the EYFS

To comply with the Limitation Act 1980, we keep accident, Injury and First Aid Records and Medication Administration Records using the legal basis of 'legal obligation' until your child is 21 years and 3 months old and insurance requirements. As well as this we also retain parent - Provider Contracts and Attendance Registers using the legal basis of 'vital interest' to provide additional evidence of compliance with the Early Years Foundation Stage.

We keep further data related to Safeguarding and Welfare requirements of the Early Years Foundation Stage and Childcare Register for a 'reasonable period of time' (see EYFS requirement 3.71). ICO advice is that this should be retained between Ofsted inspections or within Ofsted inspection cycle which might be in between 3 and 8 years.

Information is kept in paper format and after the required retention period the documents will be shredded.

Data relating to the Learning and Development requirements of the EYFS

To comply with the EYFS we keep documents relating to your child's learning and development including photos of your child's progress, activities and experiences.

We use the legal basis of 'legal obligation' when recording your child's learning, development and progress and 'legitimate interest' when taking photos of your child because we believe it is reasonable for us to process the data to provide you with a good quality service.

We keep information, including photos in paper format and online and will pass it on to you when your child leaves the setting or starts school, whichever comes first.

Financial record keeping

We keep documentation including your name and payment record for HMRC using the legal basis of 'legal obligation'. We keep this information online and in paper format and are required to retain this information by HMRC for 6 years, after which time they are deleted.

You will be asked to read and sign a Data Sharing Agreement in relation to documents shared with our accountant, if necessary and our accountant will, if requested, provide you with a written privacy notice.

Data relating to Local Authority Funding Forms

We keep documentation including your name, address, national insurance number and tracking data for Local Authority Funding forms using the legal basis of 'contractual necessity'. This data is held in paper format and I am required to retain these forms by the Local Authority, after which time they are shredded.

Personal Data

We have been advised by the Information Commissioners Office that it is reasonable to keep a record of your mobile phone and your email address on my computer email provider for up to 1 financial year after your child leaves the setting, so we can contact you if necessary to clarify, for example, accounts information or details relating to your Tax Credits claim (if relevant). The data will be deleted after this period.

If the setting closes, we will keep documentation for as long as legally required by the purpose for which it was collected. There is no absolute duty to encrypt data stored online but we will keep it as securely as possible during the retention period (see article 32 of *GDPR* for more information).

You have the right to ask for information held about you and your child to be withdrawn. This is called the 'right to erasure' in *GDPR*. However, if we need to keep information because it is legally required then exceptions to the 'right to erasure' apply. We will make a decision about each erasure request individually - please speak to us for more information.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed...August 2021

## ***Little Stars Pre-school***

### **HEALTH AND SAFETY POLICY**

Little Stars Pre-School operates in the field of providing education to pre-school children age 2-5 years. The management recognises the importance of ensuring, promoting and improving the health, safety and welfare of employees and all other persons, especially children, who may be adversely affected by the undertaking. To this end they will ensure compliance with the:

**Health and Safety at Work Act 1974**

**Management of Health and Safety at Work Regulations 1999**

**The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

**Electricity at work Regulations 1989**

**Control of Substances Hazardous to Health Regulations (COSHH) 2002**

**Manual Handling Operations Regulations 1992**

**Health and Safety (Display Screen Equipment) Regulations 1992**

And all other relevant legislation, with particular emphasis being given to:

- The provision and maintenance of safe machinery, equipment, and tools etc.
- The safe use of storage, handling and transport of articles and substances.
- The provision of adequate information, instruction, training and supervision of employees and contractors.
- The provision of a safe workplace, including means of entry and exit.
- The provision of a safe and healthy work environment.
- The provision of safe systems of work and effective emergency procedures.
- Cleanliness throughout the setting to reduce the risk of any infection.

The Management will also ensure the appropriate identification and allocation of sufficient resources to realise the above commitment.

## *Responsibilities*

### **Management**

The Management will authorise the implementation and monitor effectiveness of all health and safety policies and procedures and ensure compliance with relevant legislation. It will also ensure that appropriate resources, in terms of time, staff, money etc are identified and allocated to fulfil these policies.

### **Riddor**

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents.

Ofsted is notified of any injury at the setting requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the Health and Safety Executive:

- Any accident to a member of staff requiring treatment by a general practitioner or hospital
- Any dangerous occurrences, this may be an event that causes injury or fatalities or an event that does not cause an accident but could have done such as a gas leak etc.

### **Health and Safety Officers**

Julia Cairns is responsible for the day-to-day implementation of health and safety policies and procedures, including risk assessments, and for identifying necessary resources, training, and information needs.

## **All Staff**

All staff have a legal responsibility to ensure their own health and safety and to ensure that they do not put anyone else at risk through their work activities. All equipment, safety devices and anything else provided in the interests of health and safety must be used in accordance with any training, information or instructions given. Every effort must be made to co-operate with the Management in all matters of health and safety.

### *Risk assessments*

There are written risk assessments in place to support the daily health and safety of the pre-school. These risk assessments are reviewed by all staff on an annual basis.

Daily health and safety checks for the indoor and outdoor environment are recorded on a daily basis.

All trips off site are fully assessed prior to the event, ensuring adequate control measures are in place to maintain staff and children's safety at all times.

## **Fire Drills**

Drills are held on a half termly basis and are recorded in a fire logbook by Angela Bennett (Fire Safety Officer).

The pre-school is responsible for ensuring that the smoke alarms are working, and these are checked and logged every week on a weekly risk assessment.

The landlord is responsible for the maintenance of the fire extinguishers and a copy of these is in our Health and Safety folder.

A tick sheet is on file to ensure that all children and staff regularly take part in our fire drills.

### *Portable appliance testing*

The pre-school will ensure that all electrical equipment is certificated on an annual basis. A record of this is filed in the Health and Safety folder.

### **Cleanliness and Hygiene**

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes the Hall, Aylen Room, Kitchen, Toilets and Nappy Changing area.
- We have a schedule for cleaning resources and equipment, dressing up clothes, cushions, cups, plates, cutlery, and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities.
- We implement good hygiene practices by:
  - Cleaning tables between activities with anti-bacterial spray
  - Cleaning toilets regularly and completing the cleaning log sheet in the toilet area
  - Wearing protective clothing such as disposable aprons and gloves
  - Insisting that parents provide a change of clothes daily when their child/ren are in session
  - Providing tissues and face wipes (checking first of any known allergies)
  - Use hand sanitiser regularly

### **Grievances and Discipline**

Grievances should be reported to the Pre-school Manager in the first instance where the matter will be dealt with. All employees are encouraged to report shortcomings in any health and safety arrangements, policies or procedures, and constructive critics are welcome. Such reports should again be made to the Pre-school Manager in the first instance. Employees who do not comply with the provisions of the health and safety policy, or do not follow defined safe systems of work, will be disciplined in accordance with the procedure detailed in the employee's terms and conditions of employment.

**Review and Revision**

This policy will be reviewed regularly and revised as necessary, in accordance with any changes to the workplace, work activities or legislation.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ..... Manager

This policy is to be reviewed...August 2021



## Little Stars Pre-school

### LUNCH SESSION POLICY

We at Little Stars Pre-school endeavour to promote a safe and healthy environment for our children to have their lunch as well as promoting healthy eating. We will do this by:

- Supplying a clean and comfortable area with tables and chairs.
- Supervision of staff to ensure good table manners and any help needed with wrappers or juice bottles. Disposing of leftovers in a sandwich bag to show parents what has been eaten and left.
- Conversation and discussions about all topics including the different foods in their own and others lunch boxes as well as food and drinks in general and where they come from and how they are made or grown.
- Parents/carers to provide a healthy lunch looking at 5 a day that includes fruit and vegetables and discouraging chocolate bars, fizzy drinks, fruit winders etc as well as no nut products at all in case of nut allergies.
- Encouragement to clear away after children have finished their lunch and to wash their hands before playing with the toys and resources.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ..... Manager

This policy is to be reviewed...August 2021

**MEDICATION POLICY**

Where possible, we would ask that any medication your child may need, could be administered at home before or after the Pre-school session.

If your child has medication which has been prescribed by a doctor that needs to be given within the session, then the following is necessary: -

- Medication must be clearly labelled with your child's name and in **the original container**.
- Staff will only administer such medicines, like Calpol, 4 hours into the pre-school session (After 1pm) ensuring no mix up in doses is given in the morning before the pre-school session. Calpol is used only when necessary, such as teething or the end of a cold. If a child is more reliant on the medicine, then we would encourage our parents/carers to keep their child at home and consult their doctor.
- Parents/carers must fill in our medication book with all the details required and sign the declaration. They must also sign at the end of each session if medicine is administered.
- A member of staff may be trained to administer certain medication, insurance policy permitting.
- We will liaise with parents and other professionals about procedures where necessary.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ..... Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school

### MISSING CHILDREN POLICY

Even when all precautions are properly observed, emergencies can still arise.

Therefore, members of staff will undertake periodic head counts. If for any reason a member of staff cannot account for a child's whereabouts during a session or an outing, the following procedure will be activated: -

- The member of staff in question will inform both the manager and the rest of the team that a child is missing. A thorough search of the entire premises will commence. The staff will be careful not to create an atmosphere of panic and ensure that the rest of the children remain safe and adequately supervised.
- If after 5 minutes the child in question is still missing, the manager will inform the police and then the child's parents/carers.
- While waiting for the arrival of the police and the child's parents/carers, staff will continue to search for the child and maintain as normal a routine as possible for the other children.
- The manager will be responsible for meeting the police and the child's parents/carers. The manager will co-ordinate any actions instructed by the police and do all they can to comfort the parents/carers.
- Once the incident is resolved, the management will review relevant policies and procedures and implement any necessary changes.
- Any incidents of children missing from pre-school will be recorded in the incident record book and in cases where either the police or Children's Services have been informed, Ofsted will be informed as soon as possible.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory .....Manager

This policy is to be reviewed...August 2021

**MOBILE PHONE/SMART WATCHES POLICY**

At Little Stars Pre-school we ensure that mobile phones, other than the pre-school phone and the owner's mobile and SMART watches are not used within the pre-school room at any time by:

- All staff are to ensure that their mobile phones and SMART watches are on silent or turned off and kept securely in their bag or in their in-tray in the office.
- Mobile phones and SMART watches can be accessed when staff are on their lunch break and returned to the office after.
- The pre-school number is to be given to anyone who may need to contact a staff member while they are at work so not causing missed calls on mobiles.
- The manager/deputy, may make the decision to take her mobile with her if going on a home visit or going on a walk or outing with some children ensuring the pre-school mobile phone is left in the building, in this case, her phone is only to be used in an emergency or answered if the pre-school is calling her.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ..... Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school

### THE NON-COLLECTION OF CHILDREN POLICY

In the event that an authorised adult does not collect a child at the end of a pre-school session, the pre-school will put into practice agreed procedures. The child concerned will be cared for by a member of staff known to them to cause as little stress as possible.

#### Procedures

Parents are asked to provide specific information when completing an application form including: -

- Home address and telephone number.
- Emergency contact numbers, which may be a relative or a friend known to us.
- Address and telephone number of work if applicable.
- Mobile telephone number, updating any of these when necessary.
- On occasions when parents/carers who normally collect their child cannot do so, they would inform a staff member when dropping the child off and then complete the child collection book.
- If a parent/carer is not going to collect their own child at the end of the pre-school session, they will have completed a collection of child form when Home visited that will include a password to be used. If the person collecting the child cannot give the password on the form, the child will not be allowed to go home with them. The child's parent/carer will be contacted to authorise the collection.
- If a parent/carer is going to be late picking up a child we ask them to call us, two members of staff will stay with the child until they arrive. If we do not hear from them and cannot get in touch with any of the other contact numbers on their application form it is our duty to call Children's Services after **half an hour. (12.30pm and 3.30pm/4pm in our case)**
- A full written report of the incident is recorded and filed within the pre-school.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory .....Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school

### PARENTAL INVOLVEMENT POLICY

Parents are the first educators of their children. The aim of the Pre-school is to support their essential work as they are their child's first educator.

We will:

- Make all new parents aware of the groups systems and policies.
- Ensure that all parents are regularly informed of their child's progress, this will take place at parent/carer consultations each term, through their child's "special book" that are kept up to date by their child's key person and available for parents to look at any time in session and regular contact with staff.
- Ensure all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the group with a Parent Rota, parents can obtain this rota from a member of staff.
- Involve parents/carers in shared record keeping about their own children, either formally or informally.
- Ensure that all parents/carers are informed about meetings, conferences, workshops and any training available through the local colleges and support groups (this information can generally be found on the pre-school notice board or on our website).
- Welcome contributions from parents whatever form they may take.
- Make known to parents the system for complaints, suggestions and registering queries.
- Provide opportunities for parents to learn about Pre-school curriculum and about young children learning in Pre-school and at home. (This information is also available on our website)
- Share with parents the group's operational plans including those which require help from the parents at home with the children to achieve the planned activities within the pre-school.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory .....Manager

This policy is to be reviewed..... August 2021



## Little Stars Pre-school

### Payment Policy

Little Stars Pre-School does not ask parents/carers for administration fees or deposits when they join our pre-school as we rely on our parents/carers to honour our payment policy as written below.

- If your child is absent from pre-school for any reason, pre-school sessions and lunch sessions still have to be paid for in full.
- If at any time you decide to cancel your child's place at the pre-school for any reason, you must give **ONE MONTHS PAID** notice in termtime. This applies to both funded and non-funded children.
- If you are late picking up, a charge of £2.50 per 10 minutes will be charged.
- There are three payment options, Cash, Standing Order or Bank Transfer. Payments made by cash need to be in a sealed envelope with your child's name, amount enclosed and what the money is paying for written clearly on the front of it i.e. lunches or fees. Payments should be handed to Jo or Julia. If you choose to pay your invoice by Standing Order or Bank Transfer, please ensure that you use your child's name as the reference to enable me to track your payment from the Bank Statements. Pre-school Bank details are:  
HSBC  
Little Stars Pre-school  
Sort code - 40-45-26  
Account number - 61519913
- All invoices are to be paid promptly unless an arrangement has been made with Jo Mengham. If invoices cannot be paid in full at the beginning of each half term the pre-school asks that fees are paid weekly or monthly. All fees are to be paid in full by the last Wednesday of each half term.
- If fees remain unpaid and monies owing to the pre-school accumulate, it is our policy to inform parents that their child will not be able to attend pre-school until their fees are paid in full.
- If paying fees by vouchers, please ensure that full payment is made before the end of each half term.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory .....Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school

### RECRUITMENT POLICY

We at Little Stars provide a staffing ratio in line with the Welfare requirements of The Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified, and we carry out checks for criminal and other records through obtaining a DBS in accordance with statutory requirements.

#### Ratios

- We use the following ratios:
  - Children 2-3 years - 1 Adult to 4 children
  - Children 3-4 years - 1 Adult to 8 children
- A minimum of 2 staff are on duty at any one time
- We use a key person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's wellbeing and development in the setting. The key person regularly discusses the child's progress with the parent/carer.
- We hold half termly staff meetings to undertake curriculum planning and to discuss all the children's progress, their achievements and individual needs that may arise. We communicate between ourselves each morning and throughout the session and through the staff information book on our information table.

#### Vetting and staff selection.

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a

disadvantage by our imposing conditions or requirements that are not justifiable.

- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Criminal Records Bureau and DBS checks for staff and volunteers who will have access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- All applicants are required to complete an application form. C.V's will not be accepted on their own.
- Once an application form has been received, they will be short listed against the job description and specification of the post. All applications will be scrutinised for gaps in employment or training, any concerns will be followed up at interview.
- All references will be taken prior to the interview if available.
- Successful candidates will be offered the position, subject to satisfactory references and CRB/DBS checks.
- Only written references will be accepted. Once written references are received, the manager will telephone the referrer to thank them for their response as a means of confirming the reference.
- All newly appointed staff are subject to a three-month probation period (see staff induction procedure).
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and reference number of the enhanced CRB/DBS check.
- Ofsted are informed of any staffing changes to the management of the setting.

### **Induction of staff**

- We provide an induction process for all staff, volunteers and students in order to fully inform them about the setting, the families we serve, our policies and procedures, curriculum planning and daily practice.
- We have a written induction plan for all new members of staff, volunteers and students.

- The induction period is over 6 weeks for new staff and 2 weeks for volunteers and students.
- There is an induction checklist in place which is completed over the probation period.
- During the induction process the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the 3 months probationary period.

### **Performance management**

- **All staff are required to have annual appraisal and supervision meeting on a termly basis. Additionally, staff observations take place to support them in their professional development.**
- **Training development plans are drawn up at appraisals and meet both the needs of the pre-school and the individual.**

This policy was adopted by Little Stars Pre-school

Date: 14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory... Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-School

### SAFEGUARDING

### CHILD PROTECTION POLICY

We intend to create an environment for children to be safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this, we will:

- Make sure all staff have current Enhanced Criminal Record Bureau Disclosures/DBS's before commencing employment. Any staff member without a current CRB/DBS will not carry out toilet monitoring or nappy changing. It is our policy to ensure that all staff, students and regular volunteers have such checks to ensure the safety of the children within the setting. Information and guidance is sought from the LSCB (Local Safeguarding Children's Board).
- Check all references and qualifications on application forms are true before offering a position of employment
- Maintain staff training and awareness, ensuring staff are vigilant at all times and safeguarding is discussed at all staff meetings
- Maintain adult to child ratios at all times
- Respond to suspicions of abuse by:
- Reporting any incident to the manager as soon as possible, they will then follow out the next procedure (See Flow Chart attached)

Body maps can be used with written information if need be.

- All information about any child will be strictly confidential and only known to the observer and the manager
- We aim to support families and have good communication between ourselves and them
- Work professionally with external agencies if and where necessary they may include: Children's Services, NSPCC, Health visitors, Education authority, Police and LADO.
- If allegations were made against a member of staff, the staff member would be suspended on full pay, pending an internal investigation. OFSTED would also be informed and be involved in the investigation where appropriate. The Local Authority Designated Officer (LADO) Jaqueline Coonie-023 92841220, would be contacted immediately. The LADO

captures concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case. They will provide advice and guidance and help determine that the allegation sits

within the scope of the procedures. Within the role the LADO helps co- ordinate information sharing with the right people. They will also monitor and track any investigation with the expectation that it is resolved as quickly as possible.

- The setting will give support to any staff member who may have been involved in any case of abuse, they sometimes need counselling to help them through it. Close contact will be kept throughout the investigation until the conclusion.
- A Notifiable diseases poster is displayed within the pre-school for all staff and parents to read. Health and Safety officers update information as and when necessary informing staff members of any changes that may occur. In such case that a notifiable disease is reported Health and Safety Officers within the setting will contact the Health Protection Unit (HPU) 0845 0552022.
- Update our policy annually unless changes need to be made prior to such date

This policy was adopted by Little Stars Pre-

school Date: 14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory Manager

This policy is to be reviewed August 2021



## Little Stars Pre-school

### SAFEGUARDING CHILDREN CHILD PROTECTION POLICY AND PRACTICE

Our Child protection officer is Julia Cairns.

Julia Cairns (Room Leader) has attended the required training on Child Protection and also safer recruitment training. All staff members attend Safeguarding/Child Protection training from basic awareness to advance child protection as and when necessary.

At Little Stars Pre-school, we are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We intend create an environment for children to be safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Staff and volunteers recognise their responsibility to provide an environment that promotes the safety of the children at all times.

This safeguarding policy is based on guidelines and legislation outlined in the following documents.

The legal framework for this work is:

#### **Primary legislation**

The Children Act 1989

The Protection of Children Act 1999

Data Protection Act 1998

The Children Act 2004 (Every Child Matters)

The Children (NI) Order

The Children (Scotland) Order

26 of the Counter-Terrorism and Security Act 2015

Keeping children Safe in Education

### **Further Guidance**

Portsmouth Children's Trust and Portsmouth Safeguarding Children's Board Protocol and Guidance 2014

What To Do If You Are Worried A Child Is Being Abused

The Common Assessment Framework .

Working Together To Safeguard Children 2013

The Common Assessment Framework 2005

Keeping Children Safe in Education 2018

### **Secondary Legislation**

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights ACT (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Rehabilitation of Offenders Act 1974

### **Contacts**

Little Stars Pre-school, Designated Officer for Safeguarding Children (DSOC) - Julia Cairns

Little Stars Pre-school, Manager - Jo Mengham

Multi Agency Safeguarding Hub - 02392 688793 or 0845 671 0271

Emergency out of hours - 0845 600 4555

Police (non emergency) - 0845 045 4545

Local Authority Designated Officer (LADO) Gill Burtwell - 02392 841261

Email: [LADO@portsmouthcc.gcsx.gov.uk](mailto:LADO@portsmouthcc.gcsx.gov.uk)

Ofsted - 0300 123 1231

## **Procedure**

### **Staff, Students and Volunteers**

- We ensure all staff; students and volunteers are made aware of our safeguarding policies and procedures through rigorous induction.
- We abide by Ofsted requirements in respect of references disclosure and barring checks (DBS) and Enhanced Criminal Record Bureau (CRB) for staff, students and volunteers, to ensure that no disqualified or unsuitable person works at the setting or has access to the children.
- 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 employment at Little Stars pre-school).
- We do not allow people whose suitability has not been checked, including through a CRB/ DBS check, to have unsupervised contact with children in our care.
- Students and volunteers do not work unsupervised.
- We abide by the 'Protection of vulnerable group' act requirements in respect of any person who is dismissed from employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concerns.

### **Prevent abuse by means of good practice**

- Adults will not be left alone with individual children or small groups for any long period of time. If a child needs first aid treatment, the first aider is in sight of another adult at all times. Staff changing nappies will be visible but maintain the child's privacy.
- Adults, who have not been registered as being "fit" persons, will not take children unaccompanied to the toilet. If a child needs a full change of clothing another staff member will be present.
- Children will be encouraged to develop a sense of autonomy and independence, through adult support, in making choices and in finding names for their own

feelings and acceptable ways to express them. This will enable children to have self-confidence and vocabulary to resist inappropriate approaches.

- The layout of the Pre-school will permit constant supervision of all the children.

## **Recruitment**

- All applicants for posts within the Pre-school, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two references to support their application. All such references will be required to be submitted in writing and will be followed up verbally before offered a position at the setting. In the case of applicants with unexplained gaps in their employment history, or have moved from one job to another, explanations will be sought at the point of interview. All applicants will undergo a DBS check by the registering body before commencement of work can be undertaken. Children will not be left with anyone who hasn't been checked (See recruitment policy)
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the Pre-school is confident that the applicant can be safely entrusted with children.
- We provide regular supervision that provides opportunity for staff, student and volunteers to discuss any issues concerning children's development or wellbeing.
- Supervisions also provide opportunity for staff, students and volunteers to raise concerns if a colleague's behaviour and conduct is putting children at risk.
- If staff, students and volunteers have concerns regarding the Room Leaders behaviour and/or conduct regarding the safety and welfare of the children, they must report this to the Manager for Little Stars pre-school Jo Mengham
- Any allegations of abuse made against a member of staff, student or volunteer will be dealt with in line with this policy.
- We have procedures for recording the details of visitors to the setting.
- We have security steps to ensure we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

## **Supervision, monitoring and development**

The aim of the line management supervision is to provide an accountable process which supports, assures and develops the knowledge, skills and values of an individual, group or team. The functions of supervision will be addressed in the supervisory process in the following ways

- To ensure that the worker carries out those responsibilities to a professional standard.
- To carry out formal appraisals.

- To assist in every way with the professional development of the worker including identification of learning needs in order to fulfil their roles and responsibilities.
- To be a primary source of staff care for the worker.
- To mediate for the worker with colleagues, the organisation and other stakeholders.

Those responsible for supervising practitioners working with children and families will ensure that there is appropriate supervision in place which supports staff and volunteers in their role.

All staff, students and volunteers will attend relevant training to ensure they are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare.

Training will be appropriate to the area and level of work and will be according to individual roles. Supervisions will happen termly. As a minimum all staff will attend basic child protection training and be able to recognise and respond to child welfare concern and provide them with:

- A clear understanding of what to do when they have a concern.
- A clear understanding of their roles and responsibilities in relation to identifying, reporting and recording in the event they have concerns about a child.
- An understanding of the statutory requirements in relation to confidentiality, consent and information sharing and how to apply these in relation to a particular child about whom they have a concern.

Additional and particular training will be provided for those where it is appropriate and relevant to their job role in relation to:

- The Single Assessment Framework (SAF) (integrated workforce)
- Safe recruitment and vetting.
- Child protection and substance misuse, domestic violence, and children with disabilities.
- Managing allegations against staff.
- Looked after children
- Confidentiality

All staff will undertake suitable refresher training to keep their knowledge and skills up to date. In addition, they will be expected to access the written policies and procedures in relation to safeguarding as part of their initial induction, which will include details of the designated officer for safeguarding.

## **Responding to concerns raised directly by the child**

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour, deterioration in general wellbeing; unexplained bruising, marks or sign of possible abuse or neglect that member of staff will:

- Listen to the child, offer reassurance and reassurance that action will be taken.
- Not question the child.
- Make a written record that forms an objective record of the observational disclosure that includes:  
The date and time of observation or disclosure.

The exact words spoken by the child as far as possible.

The name of the person to whom the concern was reported, with date, time and the names of any other person present at the time.

- This information will be passed immediately on to the DOSC, who will take further action.

These records are signed and dated and kept in the safeguarding children file which is kept securely and confidentially. Staff involved will not discuss the concerns with those who do not need to know.

### **Key records**

Whenever worrying changes are observed in a Childs behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child, timed and dated observations, describing objectively the Childs behaviour/appearance, without comment or interpretation, where possible, the exact words spoken by the child and the date, name and signature of the observer. All children are signed in and out daily by a member of staff with the time of arrival/departure and who is dropping them off and picking them up. If a child is known to Social Care, a separate confidential record will be kept recording any lateness or early departure and reasons for this, general appearance and wellbeing, parents attitude towards staff and child/ren and any contact with outside

agencies by phone, e-mail, written and seen in person. These records will be used to support the key persons or safeguarding officers' attendance or report for any team around the child (TAC) meetings. The pre-school will endeavour to attend any team around the child meetings that they are invited to or provide a written report if a representative is unable to attend.

### **Responding to Suspicions of Abuse**

- If a member of staff, student or volunteer has identified a concern about a child they must follow the "What to do if you are worried a child is being abused" (summarised in the Safeguarding reporting flow chart at the end of this policy), and report concerns in the first instance to the DOSC. The DOSC will advise and coordinate the appropriate response to concerns.
- The DOSC will provide advice and support to the staff member, student or volunteer and where necessary support them in making a referral to Portsmouth MASH on the Portsmouth shared referral form. (See form at the end of this policy).
- The DOSC may seek advice from Portsmouth Joint Action Team where there is uncertainty about whether what has been said indicates abuse. This will not constitute a referral.
- When contacting the MASH, the DOSC will make a clear statement of  
Known facts

Suspicions and allegations.

Any contact with the family.

- We will work in partnership with all agencies in order to protect the child and the family, this may mean the Police or another agency identified by the Local Safeguarding Children's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

### **Informing parents**

- Parents are usually contacted immediately.

- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Joint Action Team does not allow this. This will usually be the case where the parent is the likely abuser. In this case investigating officers will inform the parents.

### **Children Known to Social Care**

- Key person will be aware that the child is known to Social Care.
- Key person is responsible for monitoring and recording patterns of attendance
- Pre-existing injuries will be recorded.
- Any concerns will be shared immediately with the DOSC and the child's Social Worker.

### **Management of Allegations Against Staff**

- Any allegations of abuse made against a member of staff or volunteer in Little Stars Pre-school will be dealt with fairly, quickly and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.
- Ofsted will be notified of any allegations of serious harm or abuse by a person working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Ofsted will be informed as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- All allegations of a serious harm or abuse must be reported to the DOSC who will inform the LADO to determine the next steps, (if the allegation is made against the DOSC the owner Jo Mengham will inform LADO). There will be one or more of four possible outcomes following this initial discussion-
  - An immediate referral to the Police for potential criminal investigation.
  - Child is suffering or at risk of suffering significant harm, an immediate referral to Social Care for potential child protection investigation.
  - The shared judgement of the DOSC and the LADO is that the allegation(s) are a disciplinary matter.
  - The shared judgement of the DOSC and the LADO is that the allegation(s) are demonstrably false, displaced or potentially malicious.
- Allegations will be treated seriously and the decision to inform parents or carers will be made in conjunction with the LADO if they do not already know. In circumstances where police or Social Care is involved, the LADO will consult with these agencies as to how the parents should be informed.



- The accused member of staff will be informed of the allegation as soon as appropriate after the DOSC has consulted the LADO. In circumstances where a strategy meeting is required with the Police and Social Care, the accused should not be informed until those agencies have agreed that information can be disclosed to the individual. If the person is a member of a union or professional association, they should be advised to seek support from that organisation.
- A full investigation of the allegation will be carried out by the appropriate agencies in liaison with the LADO and the DOSC.
- In some cases where there is a risk of harm posed to children or vulnerable adults by accused person consideration will be given to placing a cautionary suspension on the accused from their place of work. This will only happen on the advice from the LADO, however this is usually the course of action where the allegations warrant further investigation by police or Social Care.
- If an allegation is substantiated following full investigation and the member of staff is dismissed, advice will be sought from the LADO as to whether a referral to the Disclosure and Barring Service is required.
- If it is decided on conclusion of the investigation that the member of staff should return to work, the appropriate manager will consider how best to facilitate this. Help and support will be provided to the individual to return to work and depending on the individual's circumstances, a phased return with the provision of a mentor will be considered.
- On the conclusion of a case in which an allegation is substantiated, the owner will oversee a review of the circumstances of the cases to determine whether there are any improvements to be made to the organisations procedures or practice to help prevent similar events in the future.
- If an allegation is unfounded the matter will be referred to Social Care to determine whether the child concerned is in need of services.

### **Camera, Mobile phone and recording devices**

- Little stars pre-school does not allow the use of personal cameras, mobile phones and recording devices by staff, students or volunteers whilst on duty.
- Any member of staff who does not comply with this will be dealt with in line with the settings grievance and disciplinary procedures.
- Children will only be photographed with parental consent has been obtained, for use in learning journeys and website.
- Parents and visitors are informed that the use of mobile phones within Little stars is not allowed and a poster is displayed on the front door entrance. Anyone seen using their mobile phone will immediately be challenged by a member of staff who will ask them to terminate the use and if necessary, escort them off the premises where they can use their phone safely.

This policy was adopted by Little Stars Pre-school

Date:14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed... August 2021

## **Appendix to Safeguarding Policy**

The Prevent Duty & Promoting British Values From 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".

This duty is known as the Prevent duty. Here at Little Stars Pre-school we take Safeguarding very seriously, therefore, to ensure that we adhere to and achieve the Prevent duty we will;

Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation

We will build the children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world)

We will assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology

We will ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way

We will be aware of the online risk of radicalisation through the use of social media and the internet

As with managing other safeguarding risks, our staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly

We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. The key person approach means that we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly

We will work in partnership with our PSCB for guidance and support

We will build up an effective engagement with parents/carers and families. (This is important as they are in a key position to spot signs of radicalisation)

We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms

We will ensure that our staff will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff

We will ensure that any resources used in the preschool are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively



## Little Stars Pre-school

### PRE-SCHOOL SAFETY POLICY

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

- All children are supervised by adults at all times and will always be within sight of an adult.
- An accident/incident form for reporting any accidents or incidents that may happen during a session is available to record such items and obtain a signature from the child's parent/carer at the end of the session on that day to ensure they are made aware of any incident. It is rare, but does happen, but sometimes children's bumps or falls are not always witnessed by an adult and the child may not get upset or tell an adult. In these incidents we would encourage parents to raise their findings with us. All staff will encourage the children to let an adult know if they hurt themselves in any way. We do this throughout the session and also find time to talk about feelings.
- Regular safety monitoring will include evaluating the accident and incident records on a regular basis by Health and Safety Officer (Julia Cairns) on a termly basis.
- All adults are aware of the system in operations for children's arrivals and departures and an adult will be at the door during these periods. A self-registering system on arrival is used every session for children and adults. The practitioner recording arrivals and departures will record who is dropping off and picking up as well as the time. Reasons for lateness are also recorded and monitored.
- Children will leave the group only with authorised adults agreed by their parents/carers.
- Safety checks on premises, both outdoors and indoors are made before and after every Pre-school session using a daily risk assessment.
- In the case of an emergency and to go outside, the children will be supervised at all times. The main door and the fire exit at the rear of the hall are to be kept clear of obstruction at all times.
- Outdoor space is safe to play in; a risk assessment of the area is to be done before any children can go out into it.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Equipment is checked regularly, and any dangerous items will be repaired or discarded.

- Electric points, wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials are stored out of the reach of children.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials.
- Adults do not have any food or drink within the pre-school setting during sessions.
- Fire drills are held at least twice a term and recorded in the fire drill book by our Health and Safety Officer. Our Fire Evacuation Procedure is displayed on our notice board giving clear instruction as to responsibilities of staff members.
- There is no smoking in front of children at any time including trips and walks by any adults. The building holds a no smoking policy at any time.
- A correctly stocked first aid box is available at all times and checked weekly by a Health and Safety Officer.
- All staff know where fire extinguishers are and some know how to use them.
- Whenever children are on the premises, at least 2 adults are present.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking and energetic play receive close and constant supervision.
- On outings, the adult, child ratio will be 1-2 as long as we have enough parent volunteers (1 adult to 2 children). A risk assessment of where we are going will be undertaken in advance to ensure the safety of Adults and Children.
- If a small group goes out, there must be sufficient adults to maintain correct ratios of staff to children left on the premises. (1-4 for 2-3year olds, 1-8 for 3-5 year olds)
- Any children that may go to sleep will be regularly monitored by staff in our rest area. A sleep chart is completed to record how long a child is asleep.

This policy was adopted by Little Stars Pre-school

Date: 14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed : August 2021

## Little Stars Pre-school

### SETTLING IN POLICY

For many children, starting in pre-school is their first step towards independence and there are more important lessons to be learnt:

- that it is possible to feel safe and happy while parents/carers are not present for a while.
- that other adults can be a source of authority, help and friendship.
- that new play and learning experiences can be enjoyed in the group and shared with parents/carers afterwards.

To help with the settling in period at Little Stars Pre-school:-

- Arrange a home visit with the child's key person and one other member of staff to introduce the child's key person in their own environment therefore having a familiar couple of faces on their first day. Due to COVID 19 we are unable to do this visit but will endeavour to make alternative arrangements at the setting.
- Inform parents/carers to be prepared to stay with their child in the group until he or she is ready to be left alone. All children are different and this may take anything from a few minutes to a few weeks or even months. We feel that in such events, it is best to stay at pre-school and not take the child home. For children that find parting very hard, it may help to have a very brief separation at first, just to post a letter or pop to the shop. This type of separation method can be extended gradually allowing the child to become more confident. During this period, it is particularly important to be punctual when picking up. If a parent is not there at the time he or she has promised, the child's new built confidence can be upset and this can cause setbacks.
- If your child is unsettled when left, we will contact you to inform you when settled.
- Encourage parents/carers who feel that their child is ready to be left, to say goodbye and not to creep out of the door while the child is not looking. This may seem easier for all concerned at the time but can cause a child to feel let down or mistrustful.
- Encourage parents to talk about pre-school at home, about the lovely things that will and do happen there.



This policy was adopted by Little Stars Pre-school

Date: 14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed...August 2021

**SICK CHILD POLICY**

We provide care for healthy children and promote health through identifying allergies and preventing contact with the allergenic substance and through preventing cross infection of viruses and bacterial infections.

**Procedures for children with allergies.**

- When parents start their child/ren at the setting they are required to write any known allergies on the registration form.
- If there are known allergies then these are recorded on the staff information board on the kitchen door, written in the staff daily contact book by the key person after the home visit, noted in the first aid box, each member of staff is verbally told and a completed risk assessment sheet, that is completed on the home visit by the parent and child's key person, is kept with the child's application form.
- If a child has an allergy, a risk assessment form is completed and details the following:
  - The allergen - the substance, material or living creature the child is allergic to such as nuts, eggs, milk, bee stings, face paints, cats etc.
  - The nature of the allergic reaction such as rashes, reddening of skin, swelling, breathing problems anaphylactic shock etc.
  - What to do in case of allergic reactions including medication used and how it is to be used.
  - Control measures such as how the child can be prevented from contact with the allergen.
- Generally, no nuts or nut products are used within the setting and parents are reminded of this in our lunchtime policy.

**Procedures for children who are sick or infectious.**

- If children appear unwell during the day such as temperature, sickness, diarrhoea, or pains particularly in the head or stomach, the child's key person will contact the parent/carer and ask them to collect the child as soon as possible. The child is comforted by a member of staff in our rest area until the parent/carer turns up.
- If a child has a temperature, they are kept cool by removing top clothing, having a cold compress on their forehead, and kept away from draughts.
- The child's temperature is taken using a "fever scan" that is kept in the first aid box.
- In extreme cases of emergencies an ambulance will be called, and the child taken to hospital with a staff member. The parent/carer will be informed immediately.
- Parents are asked to take their child to the doctors before returning to pre-school to establish what is wrong with them. The pre-school will refuse admittance to children who have a temperature, sickness and/or diarrhoea or a contagious infection or disease.
- After diarrhoea and/or sickness, parents are asked to keep the child at home for **48hours** after the last incident of sickness or diarrhoea.
- The pre-school displays a Guidance and Infection Control in Schools and Childcare Settings on the teachers table.

### Reporting of "notifiable diseases".

- If a child or Adult is diagnosed as suffering from a notifiable disease under the Public Health (Infectious Disease) Regulations 1988, the GP will report this to the Health Protection Agency.
- When the setting becomes aware, or is formally informed of a notifiable disease, the Health and Safety Officer informs Ofsted, The Health Protection Agency, the parents/carers of the children at the setting, all staff and former visitors.
- In the case of a notifiable disease the setting will undergo a deep clean throughout including the whole inside of the building and all toys and equipment.

### HIV/AIDS/Hepatitis Procedure.

- HIV virus, like other viruses such as Hepatitis (A,B and C) are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.
- Single use disposable gloves and aprons are worn when changing children's nappies, pants, and clothing that are soiled with blood, urine, faeces or vomit.
- Soiled clothing is rinsed and bagged for parents to take home.
- Spills of blood, urine, faeces or vomit are cleared using Anti Bacterial with mop.
- Tables and other furniture, furnishings or toys affected by blood, urine, faeces or vomit are thoroughly cleaned using a mild disinfectant and then rinsed in Anti Bacterial or discarded.

### Nits and Head lice

- Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep their child away from pre-school until the infestation has cleared.
- On identifying a case of head lice, all parents are informed by a notice being placed on the entrance door and asked to treat their child/ren and the rest of their family if any head lice are found.

This policy was adopted by Little Stars Pre-school

Date...14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school

### **SNACK TIME POLICY**

At Little Stars Pre-school we endeavour to incorporate healthy eating. We encourage the children to:

- Eat and drink healthily at pre-school.
- Reduce the intake of food and drinks containing sugars, acids, additives, and sweeteners.
- Drink milk at snack time to encourage some daily intake of calcium as well as water.
- Drink water throughout the session to limit acid attacks on teeth and is free from additives and sweeteners.
- Eat healthy snacks at snack time including fruit, raw vegetables and crackers. The children have party snack at times when we have end of term parties, but we limit the amount of sugary treats they may choose from on this occasion.
- Try different cultural foods to coincide with topics and celebrations throughout the term.

Snack time is an important time at pre-school as it encourages social interaction and conversation. We as a team ensure this by:

- Sitting with the children and talking about different things.
- Having a rolling snack with 4 chairs available at a time, supervised by a member of staff.
- Allowing the children to help prepare their own snack at times, this will include pouring own drinks and buttering crackers as well as cutting up fruit and vegetables.
- Encouraging the children to clear away their plates and cups after they have finished.
- Encourage good eating skills and good table manners.
- Provide a good role model for the children to follow.
- Give the children plenty of time to eat and drink. Rolling snack allows this to happen. Children can choose when to come to snack and not interrupt their flow of play.

This policy was adopted by Little Stars Pre-school

Date: 14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed.....August 2021

## Little Stars Pre-school

### SPECIAL EDUCATIONAL NEEDS/DISABILITY POLICY

Our Special Needs Co-ordinator is Angela Bennett

We will endeavour to work in close liaison with professionals across the range of special needs, ensuring the wellbeing of any child involved.

We adhere to the SEN Code of Practice (2014), the Disability Discrimination Act, the Equality Act 2010, the Children Act 1989, the new Children's and Families Bill 2014 and the Health and Social Care Act 2012.

- We aim to welcome and meet the individual needs of all Children.
- The SENCO (Special Educational Needs Co-ordinator) and key person will use our key person system of observation and record keeping monitoring developments as necessary together.
- With parent/carers consent, we will liaise with any professionals as necessary; include the area SENCO and the Infant school upon transition.
- To be aware of the individual needs and not to discriminate and show prejudice in any way.
- To find ways to be able to welcome children and offer a non-discriminatory environment.
- We will endeavour to find funds within Pre-school for a 1-1 worker where necessary, if it is not possible via the Pre-school then another source will be found through funding.
- Every child's medical and personal dietary requirements are respected. These are recorded by parents on the child's pre-school application form and accessible for staff monitoring and viewing.
- That all children are able to develop at their own pace, whether they have learning disabilities or not.
- The Pre-school staff will attend in-service training or appropriate courses as and when they are available.
- The Pre-school setting SENCO (Special Educational Needs Co-ordinator) will be working with all the children attending the setting.
- We provide parents/carers with information on sources of independent advice and support.
- We provide a broad and balanced curriculum for all children with SEN/disabilities.
- We use a system of observing, planning, implementing, monitoring, evaluating and reviewing for all children. This includes children with

individual educational plans (IEP's), individual behaviour plans (IBP's) and children with SEN/disabilities.

- All records are passed to other settings and schools to support in a smooth transition.
- We work in partnership with parents to meet the individual needs of all our children.
- We ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. IEP and IBP reviews, staff and management meetings, parental and



external agency views, inspections and complaints. This information is collated, evaluated and reviewed as and when needed.

### **Integrated Working for Children and Families**

Our vision for integrated service delivery is that

practitioners are able to: Identify children who may be

vulnerable to poor outcomes.

Assess needs and strengths using the Single Assessment

Framework (SAF). Plan the right responses, interventions or

services to meet the child's needs. Lead single-service or

multi-agency support.

Prevent poor outcomes.

If all children's and adults services work to shared SAF assessment,

planning and case management processes, children will be safer and early

intervention will be more effective. The right child will get the right

support at the right time as their needs have been accurately understood

within the setting.

The settings CAF champion is Angie Bennett SAF support.

- We monitor and review our policy as and when necessary.

This policy was adopted by Little Stars Pre-school

Date: 14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed... 2021

## Little Stars Pre-school

### STAFF BEHAVIOUR MANAGEMENT POLICY

- All staff will endeavour to manage behaviour of their own key person children where possible seeking help from the manager or room leader if necessary.
- Staff will talk to a child if they are showing unacceptable behaviour and explain that their actions are wrong and not them.
- All staff will be consistent in implementing the behaviour policy. If a child is upset or disruptive at any time a member of staff will comfort them or try and talk to them. If a child continues to show unacceptable behaviour, it is up to the member of staff dealing with them to talk to them about it and calm the situation when necessary, if the staff member feels that they cannot gain control over the situation then it is their responsibility to seek the help of one of their team members.
- All children will be praised when behaviour is noticeably improving, when they help others, do something well and generally try in everything they do.
- All staff are aware of the behaviour management policy and to treat all children in the same way with no exceptions and to be consistent and positive all of the time, in all we do.

•  
REMEMBER, CHILDREN ARE LEARNING ALL OF THE TIME FROM EACH OTHER AND ADULTS AROUND THEM. UNACCEPTABLE BEHAVIOUR IS AS EASY FOR THEM TO LEARN AS ACCEPTABLE.

This policy was adopted by Little Stars Pre-school

Date: 14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory... Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school

### STAFFING AND EMPLOYMENT POLICY

We supply a high staffing ratio to ensure that children have sufficient attention and to guarantee care and education of a high quality. The staff at Little Stars Pre-school are appropriately qualified and hold a DBS to comply with Ofsted requirements.

To ensure that the children who come to our pre-school are offered high quality care and education: -

- We use the following ratios of adults to children-  
Children 2-3 years 1 adult: 4 children  
Children over 3 years 1 adult: 8 children
- A minimum of two staff is working at any one time.
- We use the key person system to enable each family to discuss their child's development with the same person enabling the key person to build a relationship with both the child and their parents/carers.
- Liaise with each other regularly to discuss the children's progress and evaluate plans.
- Work toward offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions, which set out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious beliefs, ethnic origin or sexual orientation.
- Our pre-school staff are highly qualified including NVQ4 in children's learning and development, NVQ 3 in childcare and education and children's learning and development.
- We provide in-house training (when available) to all staff.
- Our pre-school budget allocates resources to training.
- We provide staff induction training in the first 6 weeks of employment.
- We support all of the staff within the pre-school in their work, ideas and comments. Our idea is to work as a close team and to be able to discuss anything with the manager or deputy. Staff will plan together and discuss each child's individual needs. We meet half termly for a full staff meeting where minutes are taken.

- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and DBS checks for staff and volunteers who will work so closely with children.
- The applicant who best fits the criteria for the job is employed subject to two references being taken up, a DBS check and a probation period.
- We monitor our application process to ensure that it is fair and accessible.
- We seek out staff training opportunities to enable staff to develop their knowledge enabling them to put into practice what they learn and placing this into the curriculum plans, giving the children the opportunity to learn more.

### **Networking**

It is our policy at Little Stars to not include or friend any parents on facebook or any other networking site while employed. It is best practice not to liaise socially with parents/carers and although this is sometimes difficult because of friendships and relations confidentiality must be adhered to at all times. All staff sign a confidentiality agreement when they are employed and this is still in force even if an employee leaves the setting. Not under any circumstances is any information about past or present children that attend Little Stars or information about the setting in general be discussed with anyone outside of the setting. Parents are allowed to take photos and videos of their children at our special events but are told strictly not to use on facebook or any other networking sites, it is our policy to ban photographing or videoing at the setting if we find out that such sites are used to display photos or videos taken at Little Stars Pre-school.

This policy was adopted by Little Stars Pre-school

Date: 14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory... Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school

### STUDENT PLACEMENT POLICY

Little Stars Pre-school recognises that qualifications and training make an important contribution to the quality of the care and education provided by pre-school settings. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training from local colleges and schools.

We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education. To do this, we: -

- provide students with a short induction on how the pre-school is managed, how our sessions are organised and our policies and procedures.
- require students on qualification courses to meet the "suitable person" requirements of Ofsted and have DBS checks carried out.
- require students to keep to our confidentiality policy and sign our agreement.
- do not count in our daily staff ratios unless the manager decides otherwise.
- communicate a positive message to students about the value of qualifications and training.
- make the needs of the children paramount by not admitting students in numbers, unless they show exceptional competence.
- ensure that students who come to us are engaged fully in early years training which provides the necessary background understanding of children's development and activities.
- take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.

This policy was adopted by Little Stars Pre-school

Date: 14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school

### SUPERVISION POLICY

To provide an effective service in the setting there needs to be lines of accountability. The Management is responsible to ensure the service provided is correctly managed and supported and staff and volunteers are adequately supervised.

The Management considers Supervision to be an investment in their staff and will offer Supervisions to all staff at regular intervals.

#### Aims of Supervision

- Maintain accountability to Little stars Pre-school
- Assist and encourage personal and professional development
- Monitor and review performance
- Maintain standards of the pre-school.

#### What is Supervision?

A Supervision is a regular face-to-face, uninterrupted meeting between a named supervisor (normally the manager) and the supervisee (the staff member or volunteer). The Owner has a supervision with another pre-school owner. The Supervision supports, directs and monitors the member of staff, thus enabling and empowering both personal and professional development. All members of staff and volunteers at the setting will be offered a supervision once every half term on a pre-arranged date and time normally in working hours but may sometimes be away from the setting as staffing may not always allow for two members of staff to be excused for the meeting.

#### Annual Reviews

Annual reviews are offered to all staff and volunteers. The annual review is an overall view from the staff member or volunteer of their individual views of their performance and development. The annual review is completed by the staff member in advance of an agreed meeting date and time. The Manager will discuss the review at this meeting recording the discussion and writing an action plan for future development.



### Peer on Peer

Peer on peer observations are carried out regularly on staff and volunteers to reflect how staff and volunteers work with the children and their team members. The observations are recorded to discuss with the team member at their review or supervision.

### Accountability

Anything discussed during Reviews and Supervisions is confidential. However, if the supervisor decides that they need to discuss any information with the Owner then she will.

Any of the above records will be kept in the pre-school office, staff and volunteers can ask to see them at any time in pre-school hours.

**This policy was adopted by Little Stars Pre-school**

**Date: 14/08/2020**

**Signed on behalf of the pre-school.....Jo Mengham**

**Role of signatory....Manager**

**This policy is to be reviewed...August 2021**

## Little Stars Pre-school

### **SWEARING POLICY**

We at Little Stars Pre-school will discourage any use of swearing from Children who attend the sessions and their parents/carers.

#### **We will do this by:**

- Explaining to children, if they do swear, that these words are not nice and that we cannot have them said at pre-school.
- Staff, Students, Volunteers never using any such language, this would result in instant dismissal.
- Having no swearing by adults within the pre-school grounds, especially when waiting outside to drop off or collecting children.

This policy was adopted by Little Stars Pre-school

Date: 14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school

### TOILETING POLICY

At Little Stars Pre-school we endeavour to provide a clean and hygienic environment. We will do this by:

- Cleaning the toilet area that includes toilets, sinks, taps and door handles regularly with anti-bacteria spray and wipes and recording the details on the action sheet within the toilet area to reduce the chance of infection within the setting.
- Supply soap, in a soap dispenser, and paper towels/kitchen roll for hand washing, avoiding the risk of spreading germs.
- Wearing gloves at all times when changing children or cleaning.
- Provide steps so that children can access the toilets and sinks safely.
- Clean any accidents up straight away using designated cloths, mop and bucket and diluted Milton & hot water.
- Provide a changing mat for comfort when changing nappies or clothing that is cleaned every time used to reduce the chance of any infections.
- Dispose of soiled nappies in nappy sacks then place in the outside bin on a daily basis.
- Place wet items of clothing in carrier bags, however, we will dry off as much as we can. (This is why it is essential that ALL children bring in a change of clothing to pre-school).
- Request that children have enough changes of clothing, including pants, shoes and socks, in a bag with their name clearly marked each day they attend pre-school. (Please provide enough changes of clothing to last the time your child is in session).

This policy was adopted by Little Stars Pre-school

Date: 14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

This policy is to be reviewed...August 2021

## Little Stars Pre-school

### **VOLUNTEER POLICY**

Little Stars Pre-school encourages involvement from parents, carers, and volunteers.

We encourage parents/carers to come into the pre-school and help out by:

- Asking parents to book in the diary a time they can come in (Like a parent rota).
- Have a parent/carer involvement policy asking for parents to spare some time to join the children.
- Encourage parents/carers to come on trips with us to keep within our Adult/Child ratios and participate with their child.
- Invite Parents/carers to attend sports day activities, Christmas concerts, graduation ceremonies, help on trips and key person consultations.

When parents, carers and volunteers come into the pre-school, we make sure that they abide by all our policies and procedures. We will explain what is expected of them and thank them for taking time out to come in and help.

Volunteers are aware of our confidentiality policy and are reminded that any matters in the pre-school are strictly confidential and not to be discussed outside the setting.

Parents, carers and volunteers will have signed our confidentiality document.

This policy was adopted by Little Stars Pre-school

Date: 14/08/2020

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory ...Manager

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