

Little Acorns Pre School Policy and Procedures Document



Prepared by the Management Committee
September 2001

(updated November 2018)

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I. STAFFING AND EMPLOYMENT POLICY

A high adult/child ratio is essential in providing good quality pre-school care. At Little Acorns;

- We will have ratios of (not less than) 1:8 for children aged 3-5, and 1:4 for 2 - 3 year olds.
- We will have a maximum of eight 2 year olds at any given session.
- Our key person system will ensure that each child and family has one particular staff member who takes a special interest in them.
- All staff and volunteers will sign a confidentiality agreement when joining Little Acorns and asked to read our Policy & Procedures document.
- Regular staff meetings will be held to provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- We will work towards an equal opportunities employment policy and retirement policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religions, social, ethnic and cultural groups.
- In accordance with current legislation, all persons engaged in looking after children will be asked to provide two references and to submit to all required checks, including police checks.
- Staff training will meet all regulatory requirements. In addition we aim to ensure that at least two of our staff hold the Diploma in Pre-school Practice or an equivalent qualification.
- In the pursuit of improved child care knowledge we will encourage all staff to gain relevant qualifications and attend training courses where appropriate.
- At least one member of staff on duty each day will hold the DPP or equivalent.
- The appointed First Aider (presumed to be the practitioner in charge of the session) will hold a current first aid certificate. All staff will be trained to be qualified first aiders if possible.
- Regular in-service training will be available to all staff, both paid and volunteer members, through Surrey Early Years & Childcare Service.
- Little Acorns budget will when possible include an allocation towards training costs.
- We will support the work of our staff and identify their ongoing training and development needs by means of regular monitoring/appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- In the event that a staff member will be absent, they are to advise the Manager, or Deputy if it is the Manager who will be absent, at the earliest opportunity. If possible they should also advise the likely length of absence.
- The Manager will contact other staff members who may be able to provide cover for the session(s).
- If no staff are available, parents who have indicated they are prepared to cover in the event of an emergency will be contacted.
- If the Manager is sick the Deputy will assume the role of Manager. OFSTED will be informed if this is likely to continue for a longer period.
- OFSTED will be advised of any changes in staff responsibilities, e.g. change of manager/deputy.

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____

Manager

Chair

2. STUDENT PLACEMENT POLICY

We recognise that the quality and variety of work which goes into a pre-school makes it an ideal place for students on placement from school and college childcare courses as well as those on the Diploma in Pre-School Practice or Tutor Fieldworker courses.

In co-operation with educational providers, we welcome students into Little Acorns on the following conditions;

- The needs of the children will remain paramount. Students will not be admitted in numbers which hinder the essential work of Little Acorns
- Students must be engaged in bona fide early years training which provides necessary background understanding of children's development and activities or on work experience if still at school
- Students required to conduct child studies must obtain written permission from the parents of the child to be studied prior to any study being undertaken
- Any information gained by the students about the children, families or other adults in Little Acorns must remain confidential and an agreement signed to this effect
- Unless registered as fit persons, students will not have unrestricted access to children

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____

Manager

Chair

3. SAFETY - POLICY AND PRACTICE

The safety of the children in the care of Little Acorns is of paramount importance. In order to ensure the safety of both children and adults, Little Acorns will adhere to the following;

3.1. ENVIRONMENT

- Safety checks on premises, both outdoors and indoors, will be made before every session using a pre-approved and regularly updated checklist.
- A risk assessment, as supplied by our insurers, will be reviewed each term, with the identified areas reviewed on a more regular basis as detailed
- The premises will be checked before locking up at the end of the day
- The main entrance door will be kept locked to stop uninvited people entering from outside while children are on the premises. A key will be kept on a high hook alongside the door, out of children's reach but accessible in case of emergency.
- The outdoor play will be checked for litter and other dangers. Green fencing will be placed to separate from the bottom gate area until a permanent solution is in place. All gates to the outdoor area will be checked and locked before children enter the area to play.
- Children will not be allowed to run on the premises, apart from in the physical area and during adult led games.
- Fires/heaters/electric points/wires and leads will be adequately guarded
- Internal safety gates will be used as necessary
- The layout and space ratios will allow children to move safely and freely between activities
- There will be adequate systems and equipment for the detection and control of fire
- Fire doors will never be obstructed and fire exits will be easily identifiable
- A record will be kept of any checks by the Fire Safety Officer and also of fire drills. Any recommendations by the Fire Safety Officer will be advised to the Village Hall Committee at the earliest opportunity
- All dangerous materials, including medicines and cleaning materials, will be stored out of the reach of children
- We will ensure that the hall temperature remains adequate and constant in all weathers

3.2. EQUIPMENT

- Equipment will be checked regularly and any dangerous items repaired/discarded
- Large equipment will be erected with care and checked regularly
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children
- All equipment will conform to relevant safety regulations and will be sound and well made
- The cupboards will remain closed and locked when not being used for taking out/putting away equipment
- The ladder will only be used for accessing equipment in the upper cupboards whilst the children are being supervised in the foyer area.

3.3. SUPERVISION

- Children will be supervised by adults at all times and will always be within sight or hearing of an adult
- Whenever children are on the premises at least two adults will be present
- Children will leave the group only with authorised adults.
- Children will not have unsupervised access to the kitchen area
- The door to the kitchen area will remain closed at all times whilst the group is in session

3.4. OUTINGS

- Outings will only take place if the adult to child ratio is sufficient to ensure the children's safety. Generally this would be 1 adult to 2 children (parental assistance may be required).
- If cars are used, staff and parents are required to ensure that their insurance is appropriate.
- Children will be marked out and counted as they leave the hall, on arrival at the destination, as they leave the place of visit, and as they arrive back at the hall.
- If a parent wishes to take their child before returning to the hall they must sign to this effect on the register.
- The following will be taken on all outings: children's details and emergency contacts; first aid kit; register of children on trip; and medication eg asthma inhalers.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises

3.5. ADULT SAFETY

- All adults in the group, both staff and visitors, will be aware of and respect Little Acorn's safety policies
- All staff and volunteers will have access to advice on safe lifting
- Two members of staff are to be in attendance whilst the ladder is in use
- All members of staff will be aware of the importance of using the ladder correctly and wearing sensible footwear when using it
- All equipment and materials will be stored in a safe way
- Adults will not be required to be in the building alone
- A separate accident book for adults will be available to record any incidents

3.6. MANAGEMENT

- A book will be available at each session for the reporting of any accident/incident
- Parents will be notified of any accidents and asked to sign the accident record book
- Regular safety monitoring will include checking of the accident records as a basis for risk assessment
- All adults, including parents and other carers will be aware of the systems in operation for children's arrivals and departures and an adult will be at the door during these periods
- Adults will not walk about with hot drinks or place hot drinks within reach of the children
- Fire drills will be held once every half term, ensuring all days of the week are covered
- Fire extinguishers will be checked annually and staff will know how to use them
- The premises operates a strict no smoking policy
- A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in an emergency
- A correctly stocked first aid box will be available at all times and will be taken on outings

- The village hall telephone will be replaced by a two handset system while session is in progress. One to be by the main telephone point and the other either in the kitchen area or with the Manager or Deputy where she is working. The telephone number will be included in our Information Pack which is issued to all parents when their child starts at Little Acorns. In addition it will be communicated to all parents in our half termly newsletter and is available on our website.

3.7. SPECIAL CONSIDERATIONS

Some areas and activities pose particular hazards. All staff will be aware of these

- Children playing with or near water will be continuously supervised
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised
- All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen for any other purpose
- Access to the stairs in the foyer area will be restricted by the use of a guard
- Access to the stage area will be restricted by the use of a stair gate and folding divider.

3.8. KITCHEN AREA, FOOD AND DRINKS

- No child will be allowed in the kitchen area unsupervised
- The door to the kitchen will remain closed whilst Little Acorns is in session
- Adults (including visitors) will not walk about with drinks, hot or cold, nor place drinks within the reach of children. All drinks will be placed out of reach in the kitchen hatch or on the stage.
- Children's drinks will be served in reusable plastic cups
- All tables will be thoroughly cleaned before and after snack time
- Whilst the children are seated at snack time, a staff member will supervise them for the duration. They will be responsible for deciding when the children are ready to leave the table and will supervise the returning of the cups to the trolley

3.9. ARRIVALS AND DEPARTURES

- A register of adults and children will be completed as people arrive so that a complete record of those present is available in any emergency. This will include the registration of any visitors, who will be asked to sign the Visitor's book.
- Children will select their name card from the box in the foyer and place it in the basket held by a member of staff at the double doors as they enter the hall and leave their parent/guardian. They may then select their own activity and play in the hall. The basket of name cards is then used to complete the register and to confirm the number of children present.
- Children will leave the group only with authorised adults. The person who brings the child in the morning is to write in the message book and sign if a different person is collecting. Where the person collecting is unknown to staff a brief description will be required. On collection they may be questioned to verify their identity. Where a parent has not signed the message book in the morning a password set by the parents may also be required.
- To regulate departures at the close of the session children will be seated and will only be allowed to leave their chairs on arrival of their guardian. On a day when an afternoon

session is running, children leaving at lunchtime will be taken or called to the door by a practitioner and handed to their parent/carer.

- In order to avoid accidents, guardians who allow their child to run will be asked to encourage them to walk whilst in the hall
- In the event of a child not being collected see separate policy (No. 19)

3.10. VISITORS

- When visitors are present, staff will continue to focus their attention on the children whose safety is paramount. This may mean having to interrupt or cut short conversations, but it is better for visitors to see staff committed to the care of the children
- Visitors bringing a child/children with them are responsible for that child/children throughout the visit
- A record of all visitors will be kept in the Visitor's book located on the table in the foyer.

3.11. JEWELLERY

- Children with pierced ears will only be allowed to wear stud earrings
- No other jewellery will be allowed, including nose studs should children arrive wearing jewellery their parent will be asked to remove it

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____

Manager

Chair

4. SELECTING PLAY EQUIPMENT AND TOYS

The toys and equipment in Little Acorns provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The equipment we provide;

- Will be appropriate for the ages and stages of the children
- Will offer challenges to developing physical, social, personal and intellectual skills
- Will feature positive images of people, both male and female, from a range of ethnic, cultural and age groups, with or without disabilities
- Will include a range of raw materials which can be used in a variety of ways and will encourage an open ended approach to creativity and problem solving
- Will enable children, with adult support, to develop individual potential and move towards required learning goals
- Will conform to all relevant safety regulations and is sound and well made
- Will be clean

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____

Manager

Chair

5. PARENTAL INVOLVEMENT

Parents are the first educators of their young children. The aim of Little Acorns is to support their essential role. In order to do so Little Acorns will;

- Make all parents aware of the systems and policies in place
- Encourage parents on an individual basis to play an active part in the management of Little Acorns.
- Ensure that parents are informed on a regular basis about their child's progress and have the opportunity to discuss it with staff
- Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the group
- Involve parents in shared record keeping about their own child, both formally and informally. This will include parents completing an 'all about my child' profile upon joining and progress reports on a regular basis as well as regular Tapestry updates.
- Ensure that all parents are fully informed about the times of meetings to avoid excluding anyone
- Hold meetings in venues and at times which are accessible and appropriate for all
- Welcome the contributions of parents, whatever form these may take
- Make known to parents the systems for registering queries, complaints or suggestions
- Provide opportunities for parents to learn about Little Acorns curriculum and about young children's learning, in pre-school and at home
- Encourage parents to be available for Emergency cover should the need arise
- All parents will be given a copy of the information pack when their child joins Little Acorns
- Little Acorns expects bills to be paid promptly and reserves the right to withdraw a child's place in the event of non-payment.
- In the event that a parent wishes to cut down the number of days attended or to withdraw a child from the pre-school, the pre-school require a half term's notice in writing, or payment in lieu.

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____

Manager

Chair

6. TAPESTRY ONLINE LEARNING JOURNAL

At Little Acorns Pre-school we provide all children with an ‘online learning journal’ using the ‘Tapestry’ system, which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child’s journal. This helps to provide a strong partnership between the setting and home as the children develop from starting at the group through to when they leave, either to go on to primary school or another setting.

Procedure:

- At Little Acorns we use the secure online system, Tapestry, which allows staff and parent to access information via a personal password protected login.
- Each child is allocated a key person who is responsible for their development and the compilation of their learning journals. However all staff are able to input observations for each other’s key children but they will be assessed by the key person
- We will record any intimate care information, such as nappy changing, on the relevant section of Tapestry each day. The system will then notify the parents of a new entry.
- Parents logging into the system are only able to see their own child(ren)’s learning journal
- Parent access allows them to comment (or ‘reply’) to observations that staff have posted as well as adding their own observations and photo/videos – any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.
- Before parents are linked to their child(ren)’s learning journal they are asked to sign and agree that -
 - a) We may set up a learning journal on tapestry for their child
 - b) their children may or may not appear in group photos
 - c) That they will keep their log in details secure
 - d) That they will not electronically share any part of their child(ren)’s journal on social media or any other online platform
- Whilst tapestry provides a fantastic tool for sharing information between the setting and parents, it does not replace the face to face discussions between parents and key person. We will have regular meetings to discuss a child’s progress or any concerns in more detail and we are still available on a day to day basis to discuss general matters.
- The input is regularly monitored by the Manager to ensure the information is relevant and appropriate.

Safe Use Agreement

Before being issued with access details all staff sign and agree to the following:-
Staff will:

- only use devices supplied by the preschool for their intended use and in line with their role as employee of Little Acorns Pre-School
- take these devices home for the purpose of assessing observations, but will ensure confidentiality is maintained and log out immediately after use.
- Not allow family/others to use Little Acorns devices
- Not download any images or information to personal computers/tablets/mobile phones
- They may use their own device off-site but again, ensuring that confidentiality is maintained at all times and logging out from tapestry immediately after use.

7. MANAGEMENT COMMITTEE

The management committee is an essential part of the running Little Acorns, and has overall responsibility for ensuring that Little Acorns complies with all statutory regulations;

- All parents will be encouraged to take an active part in the management of Little Acorns
- Little Acorns will be run in accordance with the PLA Constitution 2011 which was agreed and approved on 10th November 2015
- The AGM will be held in September each year and all parents and staff will be encouraged to attend
- All parents will be encouraged to put themselves forward for election to the committee
- All parents will be made aware of the importance of appointing and voting for the members of the management committee
- The management committee will consist of at least 5 members
- Enhanced Disclosure and Barring Service checks will be requested for all management committee members through Ofsted
- Little Acorns will endeavour to appoint at least the following members, Chair, Treasurer, Secretary, Vice Chair and general committee.
- Descriptions of the work undertaken by individual members of the management committee will be updated on a regular basis
- The management committee will meet at least once per term. The Manager will be encouraged to attend these meetings. Other members of staff will be welcome at this meeting, but may be asked to leave if confidential subjects are being discussed.
- These meetings will include reports from the Chair, Treasurer, Staff, Village Hall representative (currently Manager & Deputy)
- All management committee members will be required to read the policy and procedure documentation
- Any relevant information and booklets will be made available to all management committee members to read
- The management committee will ensure that an amount of money will be kept in reserve as accordance with current recommendation from the Charities commission.
- The management committee will review annually session fees and staff salaries
- The management committee will ensure that Little Acorns is run in accordance with OFSTED, Surrey Early Years & Childcare Services, Social Services, Pre-school Learning Alliance, Charity Commission and any other relevant authority requirements

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____
Manager Chair

8. HEALTH AND HYGIENE - POLICY AND PRACTICE

Little Acorns promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways;

8.1. HEALTH

8.1.1. Food & Drink

- Parents are asked to provide a small, healthy snack in a named container for morning sessions, and/or lunch for afternoon sessions.
- Little Acorns is a nut free Pre-school.
- Parents are asked to inform Little Acorns with their initial health forms of any known allergies and to keep staff updated if any new allergies occur.
- Allergies will be documented on our 'medical information' sheet, a copy of which is kept on the snack/lunch trolley at all times.
- When cooking with children as an activity, the adults will endeavor to provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet where possible.
- A Jug of water will be placed in the kitchen hatch or on a table and children will be made aware that they are able to have a drink of water at any time
- The main drink offered at snack time will be full fat milk and water will also be available for those children who have milk intolerance or dislike milk. If children have an intolerance to cow's milk they may bring in an alternative, such as soya milk. Children may bring in their own drink with their packed lunch when attending afternoon sessions.

8.1.2. Outdoor Play

- Children will have the opportunity to play outside regularly throughout the year in accordance with Ofsted guidelines.

8.1.3. Illness

- Parents are asked to keep their children at home if they have any infection, and to inform Little Acorns as to the nature of the infection. This will allow Little Acorns to alert other parents as necessary and to make careful observations of any child who seems unwell. (Please see separate child illness policy for guidance on specific illnesses)
- Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhea until at least 48 hours has elapsed since the last attack
- Parents will be contacted and asked to collect any child who becomes ill during a session at the earliest possible opportunity. Whilst waiting for collection minimum contact will be allowed with other children
- Parents will be contacted and asked to collect any child who is suspected of having head lice to prevent the transmission
- If a case of head lice is reported all parents will be advised to check their children at the earliest opportunity
- Cuts or open sores, whether on adults or children will be covered with a suitable dressing
- If the child is on prescribed medication (ie it isn't acceptable to administer medication that is recommended by a pharmacist or nurse without a written prescription, in addition to

medication formerly prescribed by a doctor, dentist or an appropriately accredited pharmacist or nurse) the following procedures will be followed;

- If possible, the child's parents will administer medicine. If this is not possible the medication must be stored in the original container and clearly labelled with the child's name, dosage and any instructions
 - Written information will be obtained from the parents, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions
 - All medications will be kept in a lockable cupboard or refrigerated if required
 - A medication book will be available to log in the name of the child receiving medication, times that the medication should be administered, together with the signature of the person who has administered each dose and a witness
- Over the counter medication will not be administered.
 - With regard to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulizers, the position will be clarified by reference to Little Acorns Insurance Company. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.
 - All staff medication will be kept securely out of reach of children either refrigerated if required or in staff bags in kitchen.
 - Little Acorns will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.
 - There will always be on the premises at least one qualified first aider trained to administer first aid to children
 - In the event of a notifiable contagious infection, eg MRSA, being advised to the staff, the following procedure will be adhered to:
 - The infected individual will remain absent from pre-school until they are no longer contagious. This period of absence will be the decision of their GP and will be confirmed by the pre-school following NHS guidelines. Upon this advice the pre-school will also confirm whether any other measures should be carried out such as the cleaning of toys, equipment and premises. If so, these measures will be carried out on the pre-school premises to ensure minimal spread of infection.
 - Toys and equipment will not be used until any necessary cleaning has been done. The staff and committee of the pre-school will arrange any cleaning as soon as possible and at a time suitable for all.
 - All parents and interested parties, including the booking secretary of the Village Hall, will be informed as considered necessary after consultation between Manager, Deputy and Chair.

8.1.4. Smoking

- Little Acorns aims to comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment- both indoors and outdoors.
- All staff, parents and volunteers are made aware of our Smoking Policy.
- Staff who smoke do not do so during working hours, unless on a scheduled break and well away from the premises
- Staff who smoke during work hours and travelling to and from work must not do so whilst wearing a setting uniform/ work clothing, or must at least cover their work clothing.

- Vaping and use of E-cigarettes are not permitted to be used on the premises
- Staff who smoke/vape/use E-cigarettes during their scheduled breaks must not smoke anywhere on the preschool or school grounds including the car parks
- Staff who smoke during their break must make every effort to reduce the effects of odour and passive smoking for children and colleagues
- Staff are made aware that failure to adhere to this policy may result in disciplinary action.
- It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

8.1.5. Information Sources

- Parents will have the opportunity to discuss health issues with Little Acorns staff and will have access to information available to Little Acorns
- Little Acorns will maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies
- Parents will be asked to complete a questionnaire prior to their child starting at Little Acorns which details any allergies and medical history
- It is the parent's responsibility to update Little Acorns of any change in their child's medical needs.

8.2. HYGIENE

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

8.2.1. Personal Hygiene

- Hands will be washed after using the toilet and before handling food
- Children with pierced ears will not be allowed to share each others earrings
- Children will be encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically in the covered bin provided
- Paper towels will be used for drying hands and disposed of appropriately
- Hygiene rules related to bodily fluids will be followed with particular care and all staff and volunteers will be made aware of how infections, including HIV infection, can be transmitted

8.2.2. Cleaning and Clearing

- Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet, disposable latex gloves will always be used when cleaning up spills of bodily fluids. Floors and other affected surfaces will be disinfected using chlorine or iodine bleach diluted according to the manufacturers instructions or antibacterial wipes/cleaner. Fabrics contaminated with bodily fluids will be thoroughly washed in hot water.
- Parents are asked to provide a change of clothes for every session in case of accidents. However we do hold a very small supply of spare clothing in case of an emergency, and bags will be available in which to wrap soiled garments for returning to parents.
- All surfaces will be cleaned daily with an appropriate cleaner

- All tables will be cleaned before and after snack time with an appropriate cleaner
- All equipment will be regularly cleaned in a relevant manner

8.2.3. Food and Drinks

Little Acorns observes current legislation regarding food hygiene, registration and training. In particular, each adult will;

- Always wash hands under running water before handling food and after using the toilet
- Not be involved with the preparation of food or drinks if suffering from any infectious/contagious illness or skin trouble
- Never cough or sneeze over food or drinks
- Use different cleaning cloths for kitchen and toilet areas
- Prepare raw and cooked food in separate areas
- Keep food covered and either refrigerated or piping hot
- Any food or drink that requires heating will be heated immediately prior to serving and not left standing. No food or drink will ever be reheated
- Fresh fruits or vegetables will be washed thoroughly before use
- Towels, cloths and tea towels will be kept scrupulously clean and washed between each session
- All utensils will be kept clean and stored in the kitchen cupboard
- Cracked or chipped china will not be used
- All unfinished drinks or food will be disposed of and not recycled

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____
Manager Chair

9. EQUAL OPPORTUNITIES POLICY

The Pre School Learning Alliance is committed to helping pre schools provide equality of opportunity for all children and families and take positive action to eliminate discrimination in all areas of their work. As a member of the Alliance, Little Acorns works in accordance with all relevant legislation, including

Race Equality Act 2010
Children Act 1989, 2004 & 2006
Children and Families Act 2014

Little Acorns believe that the preschool's activities should be open to all children and families, and to all adults committed to their education and care. We aim to ensure that all who wish to work in, or volunteer to help with our pre school have an equal chance to do so.

9.1. ADMISSIONS

- Little Acorns is open to every family in the community
- The operation of our waiting list will take into account the requirements of existing children and the need to preserve a balanced age profile of children at the pre-school. It is therefore dependant upon the age profile of the current cohort.
- Little Acorns do not discriminate against children who are still in nappies
- Families joining Little Acorns are made aware of its equal opportunities policy, which is regularly reviewed

9.2. EMPLOYMENT

- Little Acorns will aim to ensure that all who wish to work in, or volunteer to help with the group, have an equal opportunity to do so
- Any vacancy will be advertised.
- Little Acorns will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed
- Commitment to implementing Little Acorns equal opportunities policy will form part of the job description for all workers

9.3. FAMILIES

- Little Acorns recognises that many different types of family group can and do successfully love and care for children. The pre school aims to offer support to all families
- Little Acorns offers a flexible payment system for families with differing means

9.4. FESTIVALS

Our aim is to show respectful awareness of all the major events in the lives of the children and families in Little Acorns, and in our society as a whole, and to welcome the diversity of backgrounds from which they come. In order to achieve this;

- We aim to acknowledge all the festivals which are celebrated in our area and/or by the families involved in Little Acorns
- Without indoctrination in any specific faith, the children will be made aware of the festivals which are being celebrated by their own families or others, and will be introduced where appropriate to the stories behind the festivals
- Before introducing a festival with which the adults in Little Acorns are not themselves familiar, appropriate advice will be sought from parents and other people who are familiar with that festival
- Children and families who celebrate at home festivals with which the rest of Little Acorns is not familiar will be invited to share their festival with the rest of the group, if they themselves wish to do so
- Children will become familiar with and enjoy taking part in a range of festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life
- Should a parent wish their child to be excluded from any celebration that Little Acorns is including in their curriculum, the opportunity will be given to opt the child out

9.5. THE CURRICULUM

- All children will be respected and their individuality and potential recognised, valued and nurtured
- Activities and the use of play equipment and equipment plans offer children the opportunities to develop in an environment free from prejudice and discrimination. Management of resources within Little Acorns will ensure that both girls and boys have full access to all kinds of activities and equipment and are equally encouraged to enjoy and learn from them
- Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others

9.6. RESOURCES

- These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multiracial society
- Materials will be selected to help children to develop their self respect and to respect other people by avoiding stereotypes and by using images and words which reflect positively the contribution of all members of society

9.7. SPECIAL NEEDS

- Little Acorns recognises that children have a wide range of needs which differ from time to time, and will consider what part it can play in meeting these needs as they arise
- Planning for meetings and events will take into account the needs of people with special educational needs and disabilities

9.8. DISCRIMINATORY BEHAVIOUR/REMARKS

- Any discriminatory language, behaviour or remarks by children, parents or any other adults will be unacceptable in Little Acorns and will be challenged
- Little Acorns response will demonstrate support for the victim(s), to help those responsible to understand and overcome their prejudices and to make it clear that such behaviour/remarks will not be tolerated

9.9. LANGUAGE

- Information, written and spoken, will be clearly communicated
- Assistance will be sought in communicating in languages other than English should the need arise
- Bilingual/multilingual children and adults are an asset to Little Acorns. Parents will be encouraged to speak to children in their first language at home
- Children and parents who have English as a second or additional language will be valued and their languages recognised and respected at Little Acorns

9.10. FOOD

- Working in partnership with parents, children's medical, cultural and dietary needs will be met

9.11. MEETINGS

- Little Acorns will make every effort to ensure that the time, place and conduct of meetings enable the majority of parents to attend so that all families have an equal opportunity to be involved in and informed about the pre-school

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____
Manager Chair

11. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES POLICY

Little Acorns aims to have regard to the DFEE Code of Practice on special educational needs and also to the guidelines supplied to private and voluntary providers of pre-school education. We aim to provide a welcome, and appropriate learning opportunities, for all children.

- Children with special needs, like all other children, are admitted to Little Acorns after consultation between parents, Manager and Deputy
- Our aim is to provide for the developmental needs of each child in the group
- Our high ratio of staff to children and delegated area care system will ensure that each child receives plenty of adult time and attention
- All children in Little Acorns, irrespective of their special needs, are encouraged wherever possible and appropriate to participate in all of the group's activities
- Our system of observation and record-keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis
- The needs and progress of children who have special educational needs are monitored by Little Acorns special educational needs co-ordinator.
- Our key person system ensures that each adult is specially responsible for a small amount of key-children, and are able to form a close relationship with the child and carers.
- We work closely with the parents of all the children in Little Acorns to ensure that
 - the group draws upon the knowledge and expertise of parents in planning provision for the child
 - the child's progress and achievements are shared and discussed with parents on a regular basis
 - parents know the identity of the group's special educational needs co-ordinator
 - parents are aware of the arrangements for the admission and integration of children with special educational needs
- If it is felt that a child's needs cannot be met within Little Acorns without additional personnel and/or equipment, funding will be sought to ensure that provision is appropriate to the child's needs
- We work in liaison with relevant professionals and agencies outside the group in order to meet children's specific needs
- Our staff attend whenever possible in-service training on special needs arranged by the Surrey Child Support Team and other professional bodies.

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____
Manager Chair

We aim to provide the highest quality education and care for all our children. We aim to offer and welcome each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.

We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community generally and we welcome suggestions on how to improve our group at any time. Many concerns can be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, the following procedure should be followed.

13.1 How to complain

- A parent who is uneasy about any aspect of Little Acorns provision should first talk over any worries and anxieties with the Manager.
- If this does not have a satisfactory outcome within 2 weeks, or if the problem recurs, the parent/carer should put the concerns or complaint in writing to the Manager and the management committee. Notes/ correspondence relating to complaints will be kept in the locked filing cabinet in the upstairs room of the village hall.
- The next stage is to request a meeting with the Manager and the chair of the management committee. Both parents and the Manager should have a friend or partner present if required and an agreed written record of the discussion should be made.
- Should the complaint be about the Manager, the parent/carer should speak to either the Deputy or the chair of the management committee, after which the same process should be followed.
- If the complaint has any child protection implications, then the Surrey Safeguarding Children Board guidelines need to be followed. These are available on www.surreycc.gov.uk/cafis/manual/index.html.

Most complaints should be resolved informally or at this initial stage.

13.2 If still concerned -

- If the matter is still not resolved to the parent's satisfaction, the parent should again contact the chair of the management committee. If the issue can't be resolved through discussion, then a formal complaint can be made in writing or by email. At this point, if the parent and Little Acorns cannot reach agreement, an external mediator who is acceptable to both parties will be invited to listen to both sides and offer advice. A mediator has no legal powers but can offer help to help define the problem, review the action so far and suggest further ways in which it might be resolved.
- Staff or volunteers within the Pre-School Learning Alliance or Surrey Family Information Centre will be available to act as mediator if both parties wish it.
- The mediator will keep all discussions confidential. S/he will meet with the group if requested and will keep an agreed written record of any meetings that are held and of any advice s/he has given.
- A copy of the written record should be kept for the next Ofsted inspection.

13.3 The role of the registering authority

In some circumstances, it will be necessary to bring in the registering body (Ofsted), which has a duty to ensure laid down requirements are adhered to. The registering authority would be involved if a child appeared to be at risk or where there seemed to be a possible breach of registration requirements.

- Any parent/carer can, at any time, submit a complaint to Ofsted about any aspect of registered childcare provision. Ofsted will consider and look into all complaints received. For contact details please see below.
- Children Act Regulation - We will investigate all complaints made in writing or in electronic form from parent/carers where these relate to one or more of the National Standards. We will provide the parent/carer who made the complaint with an account of the findings and of any action taken as a result within 28 days. We will make a written record of complaints, any action taken and the outcome of any investigation, and provide a summary, on request, to any parent/carer of a child for whom we provide daycare, and to Ofsted. Records MUST be retained for a period of ten years from the date on which the record was made.
- We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of Little Acorns and parents that complaints should be taken seriously and dealt with fairly and in a way which respects confidentiality.

Useful contact information for Parents:

Ofsted - www.ofsted.gov.uk/parents 0300 123 1231

The National Business Unit
Ofsted
The Royal Exchange Buildings
St Ann's Square
Manchester M2 7LA
Please quote setting reference 122751

Citizen's Advice Bureau
www.citizensadvice.org.uk

Children's Information Service 08456 011777
Surrey Family Information Service 0300 200 1004

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____

Manager

Chair

14. SAFEGUARDING CHILDREN - POLICIES AND PROCEDURES

14.1. Policy statement

We are committed to creating in Little Acorns an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to and children's welfare is promoted. We expect all staff, volunteers and management committee to share this commitment and this policy is circulated regularly and they sign to say they have seen and understood it.

14.2. Meeting SSCB standards for staff and volunteers

We carry out the following procedures to ensure we meet the requirements of the Surrey Safeguarding Children Board. Any updates are notified to us on a regular basis.

- Our designated person (a member of staff) who co-ordinates child, young person and vulnerable adult protection issues is Jackie Apps
- When the setting is open but the designated person is not on site, a suitably trained Deputy is available at all times for staff to discuss safeguarding concerns; either Julie Barlow or Jenny Dickens
- Our designated officers (members of the management committee) who oversee this work are Jenny Bradshaw and Madeleine Fox
- The designated person, the suitably trained deputy and the designated officer ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
- The designated person (and the persons who deputise for them) understands SSCB safeguarding procedures, attends relevant SSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff understand that safeguarding is their responsibility.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the principles of early help (as defined in Working Together to Safeguard Children, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.

- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and behaviour at work.
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone working on the premises.
- Volunteers must:
 - be aged 17 or over;
 - be considered competent and responsible;
 - receive a robust induction and regular supervisory meetings;
 - be familiar with all the settings policies and procedures;
 - be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- From 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are not required to notify their line manager if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children in accordance with the Childcare Disqualification and Childcare Regulations 2018, and Disqualification under the Childcare Act guidance effective from 31 August 2018.
- Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.

- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour.
- We will notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child. Any images of children are held securely on password protected devices. Staff do not use personal cameras or filming equipment to record images (See separate Use of Child Image Policy)
- Personal mobile phones are not used where children are present (See separate Mobile Phone policy)
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place (See separate E Safety policy and Tapestry Policy)
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed. The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care, or where appropriate, the LADO, Ofsted or RIDDOR.

14.3. Responding to suspicions of abuse

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG, 2015) and the Care Act 2014.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);

- changes in their appearance, their behaviour, or their play;
- unexplained bruising, marks or signs of possible abuse or neglect; and
- any reason to suspect neglect or abuse outside the setting.
- We understand how to identify children who may be in need of early help, how to access services for them
- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services
- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and SSCB procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and SSCB procedures on responding to radicalisation.
- The designated person completes appropriate online training, including online Prevent training to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers, and health workers to report cases of Female Genital Mutilation to the police. We are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed. We will complete appropriate online training to ensure we are aware of this
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with. This also applies to modern slavery, human trafficking, contact with organised crime groups and child sexual exploitation.

- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection and child in need concerns and follow the SSCB procedures.
- Where such indicators are apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated person. The information is stored in the child's safeguarding folder in a locked filing cabinet
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns about children's welfare to the local authority children's social care team (MASH) and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Surrey Safeguarding Children Board
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- All staff know that they can contact the NSPCC whistleblowing helpline if they feel that Little Acorns and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child, although it is OK to ask questions for the purposes of clarification;
 - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words

spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.

- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and always within one working day.
- These records are signed and dated and kept in the child's personal safeguarding file, which is kept securely and confidentially in a locked filing cabinet
- These procedures are as laid down by the Surrey Safeguarding Children Board (SSCB)

Making a referral to the local authority children's social care team

- We follow the procedures as laid down by the Surrey Safeguarding Children Board and contact Surrey's Multi Agency Safeguarding Hub (MASH)

MASH Telephone 0300 470 9100 (Monday to Friday 9.00am to 5.00pm)

Emergency duty team Telephone 01483 517898 (out of hours)

Escalation process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the SSCB escalation process.
- We will ensure that staff are aware of how to escalate concerns.
- We will follow local procedures published by the SSCB to resolve professional disputes.

Informing parents

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the procedures of the SSCB does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should consider seeking advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

14.4. Liaison with other agencies

- We work within the SSCB guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues and concerns about children's welfare.

- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

14.5. Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
- We ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person working on the premises, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images
- We will recognise and respond to allegations that a person who works with children has:
 - behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the manager and the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice:

South East LADO Telephone 0300 123 1650

- We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.

Ofsted Telephone 0300 123 1231

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process.

Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

14.6. Awareness of child abuse issues

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for staff and volunteers. We are also committed to empowering children through our early years curriculum, promoting their right to be strong, resilient and listened to.

Training

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.
- Designated persons receive appropriate training, as recommended by the Surrey Safeguarding Children Board, every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

Planning

- The layout of the rooms allows for constant supervision. For group provision: No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers without authorisation from the Manager. They must still be in a public area, ie the foyer or cloakroom and not behind a closed door.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.

- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Surrey Safeguarding Children Board and in line with the GDPR, Data Protection Act 2018, and Working Together 2018.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- We will engage with any child in need plan or early help plan as agreed.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure, and only if appropriate under the guidance of Surrey Safeguarding Children Board.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)

- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further guidance

- Working Together to Safeguard Children (HMG, 2018)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)

Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2013)
- Safeguarding through Effective Supervision (2013)
- The New Early Years Employee Handbook (2016)
- People Management in the Early Years (2016)

**A 'young person' is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent.*

14.7. Personal Care

All staff working at Little Acorns preschool are involved in the care of children and young people and hold a position of trust. The preschool settings layout is an open one-room setting and the ratios for staff to children are clearly set out within the safeguarding policies and procedures. Little Acorns have clear policies and procedures on how to manage 'physical contact' and 'intimate personal care' with regards to children and young people within this setting, the following policies and procedures are defined below:

- Children will not be left alone with one member of staff wherever possible, to safeguard the child or young persons, as well as the member of staff, while having nappies or clothes changed.

- If a child has fallen over and is clearly upset a cuddle can help them to recover and get back to playing, however too much physical contact can be misunderstood and a child should be encouraged to return to play as soon as possible. All staff are familiar with what is acceptable.
- If a child or young person has soiled or wet clothing or needs a nappy change, the '3 partition divider' must be used. This allows members of staff to help change the child or young person within the hall setting, thus giving privacy to the child or young person but also safeguarding the staff so that they can be seen and heard at all times. If a child wets or soils their clothing whilst in the toilet they can be changed in the toilet or cloakroom by a practitioner if the practitioner advises another member of staff. This is to protect the child's dignity and avoid walking through the main room.
- Whilst changing a child or young person all staff are aware that minimal contact is used and disposable gloves are to be used at all times. Staff members can ask for additional help if they feel uncomfortable with any given situation or to help witness and record and date suspicions of abuse or harm to a child or young person.
- No visitor or 'helper' is allowed to carry out any of the policies or procedures stated within this document.
- Nappy changes are to be recorded on the child's Tapestry care diary.
- A record is made in the daily contact book of any procedures that have taken place in handling a child or young person and given to the parent/carer.
- A disabled toilet is used within the foyer and staff members are required to always keep the door wide open so that they can be seen by other members of staff. Each staff member is required to also make it known to other members of staff when taking a child to the toilet so that all staff are aware.

We promote independent learning for the children and young people within our setting and also at home with their families. Staff will only help a child when it is necessary and requested by the child, and only after encouraging them to do all manner of toileting by themselves first. Little Acorns staff recognises independent toileting as part of their learning development enabling skills and will talk to parents to encourage this to be taught at home too.

We record suspicions of abuse and disclosures and refer to our policies and procedures on how, including the whistle-blowing procedures, along with making a referral to the SSCB. We work within the SSCB guidelines when we liaise with other agencies.

14.8. E-safety

ICT and related technology such as email, the internet and mobile devices are an expected part of our daily working life. This policy is designed to make sure that all staff and volunteers are aware of their professional responsibilities when using any form of ICT. All staff and volunteers are expected to read and understand this policy and adhere at all times to its content. If you have any concerns or need clarification you can talk to Jackie Apps, Manager of Little Acorns preschool E-safety lead.

- All staff and volunteers will comply with the Little Acorns preschool E-safety policy.

- Using the setting's ICT system for a purpose not permitted by Little Acorns preschool may result in disciplinary or criminal procedures.
- All staff to abide by the ICT system security and not disclose any passwords provided by the manager.
- Tablets are password approved and use is subject to a separate agreement with staff.
- The main computer has two user profiles and one is password protected for use of staff/volunteers or children under the specific guidance of the above. The other user (that on the left) can be used by the children but will only access the bbc.co.uk/cbeebies website. All others are password protected.
- Any concerns by staff, parents or carers about inappropriate use or access to inappropriate materials, whether by adult or child, is to be reported immediately to the E-safety lead or Manager.
- The setting's email/internet is only to be used for professional purposes.
- The approved secure email will be used for any business setting (info@littleacornstatsfield.co.uk)
- Any hardware or software will not be installed without the permission of the Manager.
- Any material that could be considered offensive, illegal or discriminatory is not to be browsed, downloaded, uploaded or distributed.
- All use of the internet and other related technologies can be monitored and logged and be made available, if requested as part of any investigation.
- We will respect copyright and intellectual property rights.
- Photos are to be taken, securely stored and used (of young people or staff) for professional purposes in line with the setting's policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the setting without the permission of the parent/ carer, member of staff or Manager.
- Online activity both inside and outside the setting is not to bring professional role and the settings reputation into disrepute.
- The setting's E-safety policy is to be followed by all staff and volunteers to help children to be safe and responsible in their use of ICT and related technologies.
- Incidents of concern regarding children's safety are to be reported immediately to the E-safety lead, the designated Child Protection Officer or Manager.
- Sanctions for disregarding any of the above will be in line with the setting's disciplinary procedures and serious infringement may be referred to the police.

Little Acorns has a closed Facebook page which all current parents and carers, committee and staff are invited to join. The administrators for this group (currently Jenny Bradshaw and Mareka Newberry) will not accept requests to join the group unless they are known to be parents/carers. When a family leaves Little Acorns they are removed from the group.

Any DVD's shown to the children will be checked to ensure they are suitable and age appropriate. It is the responsibility of the practitioner who puts the DVD on to ensure this is the case.

We will comply with the General Data Protection Regulations at all times. Jackie Apps is designated Data Controller for this purpose.

14.9. Use of child image policy

The following covers the pre-school's policy over the use of child images and videos on both the internet and in other media in order to help reduce the risk of inappropriate and/or unsolicited attention towards the children attending the pre-school.

Following guidance from Surrey's Safeguarding Children Board (SSCB) and the Department for Education (DfE) if the child is fully named we avoid using the photograph. If a photograph is used, we only use first names or no names at all.

Photos and videos will only be taken on Little Acorns devices and for the following purposes:

- For use on a child's tapestry learning journal and profile
- For staff assessment and course work (with Manager and parent approval)
- To display in pre-school
- For use in promotional and marketing activities (with parent's specific approval)

Parents are allowed to take photos/videos at our events such as end of term shows, Christmas etc. for their own personal and family use. We ask that parents do not post these on the internet or social media sites unless their child is the only one who features in the photo/video. Parents are reminded of this at each event.

When parents sign up to Tapestry they have an option to exclude their children from group shots which may appear on other children's profiles. We agree to fully comply with the parent's wishes on this.

In all circumstances (except Tapestry use) the pre-school will ask for parental permission to use an image of a child and explain the purpose for which the image will be used and whether it will be retained for further use, with assurances that the images will be securely stored on our devices, password protected and only used by those authorized to do so.

14.10. Mobile Phone Policy

Little Acorns Pre-school views the safety of the children in our care as paramount. The pre-school does not allow the use of mobile phones, any image recording device, or personal technical equipment such as laptops, tablets etc to be used in pre-school without prior permission of the Manager. This applies to all staff, visitors and parents on Little Acorns premises.

Procedures

- All mobile phones are to be kept together in a box in the kitchen or on the stage, in view and hearing of the Manager or Deputy.
- Mobile phones are not to be used when the children are on the premises without the Manager's permission.

- During outside play time one walkie talkie is to be taken out and the other left with one of the members of staff still in the hall. In the event of all staff being in the outside play area one mobile phone can be taken out for use in an emergency.
- Parent helpers and visitors will be asked to ensure their phones are kept in their bags, or they may store them with the staff phones if they wish.
- If parents or visitors need to use their mobile phone they will be asked to leave the premises in order to do so, or to move to a room away from the children.

14.11. Whistleblowing Policy & Procedure.

It is important to Little Acorns that any fraud, misconduct or wrongdoing by employees or people engaged in the organisation's business, is reported and properly dealt with. We therefore encourage all individuals to raise any concerns that they may have about the conduct of others in the early years setting or the way in which the early years setting is run

We recognise that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedure. If you have a concern about malpractice within the organization, then you should use the procedure outlined in this policy.

- Report any concerns to the Manager. If this is not possible, then report your concerns to the committee chair or vice chair.
- All employees and those involved with the early years setting should be aware of the importance of preventing and eliminating wrongdoing within the organization. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- You should be watchful and report any wrongdoing. Wrongdoing could include:
 - Abuse of a child or vulnerable person
 - A child, parent, employee or volunteer being put at risk of harm
 - Unsafe working practices
 - A failure to comply with statutory or legal obligations
 - A criminal offence which has or is about to be committed
 - The use of unsafe equipment
 - Falsification of financial records
 - Bribery and/or corruption which has taken or is about to take place
 - Covering up wrongdoing or malpractice
- Any matters you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
- Victimisation of an individual for raising a qualifying disclosure (something that is in the public interest to disclose) will be a disciplinary offence.

- If misconduct is discovered as a result of any investigation under this procedure, the Little Acorns disciplinary procedure will be used, in addition to any appropriate external measures.
- If you make a malicious, vexatious or false allegation then this will be considered a disciplinary offence and disciplinary action will be taken against you.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a Manager, you should not agree to remain silent. In this event you should report the matter the committee chair or vice chair.

Procedure

1) How to raise a concern:

The procedure seeks to encourage and enable individuals to disclose information through appropriate channels first, rather than going directly to an outside person or body. As a first step, concerns should normally be raised with the Manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of any wrongdoing. Staff can raise concerns with the Management Committee or Ofsted as below

Ofsted Whistleblower Hotline (Monday to Friday 8am to 6pm)

Tel: 0300 123 3155 or email whistleblowing@ofsted.gov.uk

Post: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2W

Concerns may be raised verbally or in writing. Staff who wish to make a written report are advised to set out the background and history of the concern, giving names, dates and places, where possible, and the reasons for making the disclosure. This will make the investigation easier to complete. Although a member of staff is not expected to prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.

The Pre-School will respond to any concerns raised. In order to protect a member of staff who raises a concern and those accused of wrong-doing, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Concerns or allegations which fall within the scope of specific procedures (for example, conduct or discrimination issues) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted. Staff will be told how the Pre-School proposes to deal with a concern within ten working days of the concern being brought to the Pre-Schools attention.

2) Confidentiality

All concerns will be treated with confidence and every effort will be made not to reveal a staff member's identity, if they so wish. However, while making all reasonable efforts to maintain the confidentiality of the matter as a whole, at a certain stage in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern. All

concerns raised within the remit of this procedure will be assessed to determine if the confidentiality extends to withholding the name of the complainant. There shall be a substantial reason for doing so, such as a real risk of personal harm.

Complainants should be aware however, that their identity may be revealed by inference.

3) Untrue Allegations

The Pre-School accepts that deciding to report a concern can be very difficult and uncomfortable. If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain, disciplinary action maybe taken against them.

This policy was adopted at a meeting of Little Acorns Staff and Committee held 28 February 2013 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School

Manager

Chair

15. BEHAVIOUR MANAGEMENT - POLICY AND PRACTICE

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

- All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy and to offer strategies for handling any conflict
- Rules governing the conduct of the group and the behaviour of children will be discussed and agreed within Little Acorns and explained to all newcomers, both children and adults
- All adults in Little Acorns will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour
- Adults in Little Acorns will help the children to challenge dominating, controlling behaviour appropriately
- Adults in Little Acorns will praise and endorse desirable behaviour such as kindness and willingness to share
- Little Acorns will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour
- Any significant or repeated incidents will be recorded in detail and the parents will be advised
- The Manager will be responsible for all behaviour management issues

When children behave in unacceptable ways;

- Staff will aim to give it their immediate attentions
- They will be given one to one adult support in seeing what was wrong and how to cope more appropriately
- Children will never be sent out of the room by themselves
- 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' will not be used. However, unacceptable behaviour during circle, story time or ring games may result in the child being seated near a member of staff
- In some instances it may be necessary to divert the attention of the misbehaving child before addressing the issue of misbehaviour, for example if the child's behaviour is governed by special needs and worse conduct may follow if some form of distraction does not take place
- Physical restraint, such as holding, will be used only to prevent physical injury to children or adults and/or serious damage to property. Any significant event of this sort will be recorded, and the parent informed the same day
- In cases of serious misbehaviour, such as racial or other abuse and bullying, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame
- Should misbehaviour take the form of misuse of pre-school equipment and should the misuse be repeated after two verbal explanations as to why the behaviour is unacceptable,

the equipment will be put away. It will also be made clear to those misbehaving that as a result of their actions, other children are now missing out on the opportunity to enjoy the equipment. Should it be impractical to put away the equipment, the misbehaving child will be withdrawn from the activity along with an explanation as to why s/he can no longer take part/play with it

- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome
- Adults will not shout, or raise their voices in a threatening way, shouting may be used in warning if the safety of the child or any other member of the group is in danger
- Adults in Little Acorns will make themselves 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 level of understanding and maturity
- Recurring problems will be tackled by the whole pre-school, using objective observation records to establish an understanding of the cause
- Adults will be aware that some kinds of behaviour may arise from a child's special needs

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School

Manager

Chair

16. ADMISSIONS POLICY

It is our intention to make Little Acorns genuinely accessible to children and families from all sections of the local community. In order to accomplish this

- We will ensure that the existence of Little Acorns is widely known in all local communities
- We will place notices advertising Little Acorns in places where all sections of the community can see them
- We will encourage prospective parents to visit Little Acorns
- Little Acorns and its practices will be described in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities
- The gender and ethnic background of children joining the group will be monitored to ensure that no accidental discrimination is taking place
- We will ensure that our equal opportunities policy is widely known
- Periodically, we will consult with families about the opening times of Little Acorns to avoid excluding anyone
- Our attendance patterns will be flexible so as to accommodate the needs of individual children and families
- We will continue to consult local parents to ensure that the group goes on meeting the changing needs of the local community
- We will operate a waiting list when needed.
- Allocation of places will take into account the following considerations; additional days for existing children, siblings whose names appear on the waiting list, length of time on waiting list and maintaining a balance between two, three and four year olds. Notes will be taken to substantiate these decisions with regard to the waiting list.
- A child's place would be confirmed, with the exact sessions being confirmed at least half a term before the start date. If a parent wishes to confirm the exact sessions before this time they can reserve sessions for £50 per half term.
- When a place is taken up, parents will be required to complete an information and consent form, which includes details of the child's GP, health (e.g. allergies) and a second & third emergency contact name, and number, permission for photographs to be taken and for local outings to be undertaken, and return it to the Manager or Deputy.
- If a place is no longer required, parents are asked to inform the Office Manager/ Manager soon as possible, in order that the place can be given to another child. Half a term's notice must be given or payment in lieu.

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____
Manager Chair

17. FEES POLICY

Little Acorns Pre-School offers daycare for children aged 2- 5 years during term times.

The Pre-School offers (where places are available) free funding for five 3 hour sessions per week from Surrey County Council Nursery Education Grant, up to the maximum of 38 weeks per year. We also offer 30 hours of funding for eligible parents.

Children receive funding from the period following their third birthday. Funding periods run from 1st September to 31st December, 1st January to 31st March and 1st April to 31st August. Parents are free to use their funding at any registered setting, and you may apply for funding regardless if you live in or outside the county.

17.1 Deposit

In line with national guidance, there are no deposits for children wishing to attend Little Acorns. However, if a parent wishes to reserve particular sessions for their child more than half a term in advance they can do so by paying a holding fee of £50 per half term.

17.2 Payable sessions

Sessions are payable in advance from the day a child starts. Fees are due half termly, and each school year consists of six half terms. The fee is currently £14 per session. The morning sessions run from 9.00am – 12.00pm and the afternoon sessions on Mondays, Tuesdays and Thursdays from 12.00pm – 3.00pm.

- If a child starts mid-term, the fees will be calculated and adjusted accordingly by the Office Manager. Parents are notified of the required fees at the start of each half term using the invoice system. The payment, whether cash, bacs, cheque or child care vouchers should be returned to the Pre-School in an envelope by the date specified on the invoice. Fee payments are then checked by the Office manager and entered onto the fees register. Reminder invoices will be sent out two weeks after the issue date. If the invoice still remains unpaid, Little Acorns Preschool reserve the right to charge an interest rate of £1.50 per day plus an administrative charge of £20. By signing the Information and consent form you are agreeing to Little Acorns Preschool recovering costs incurred in the recovery of late fees, including but not limited legal and court fees. Children may be excluded from the nursery if fees remain outstanding more than 14 days beyond the second due date and registration may be terminated.
- Fees continue to be payable if a child is absent due to holidays or sickness, unless the sessions fall on a bank holiday or polling day. In this case, unfunded children will have this session cost deducted from their invoice. If a child leaves the Pre-School we require six weeks notice or payment in lieu. Non payment of fees or arrears of payments could mean a child's paying session(s) being terminated. If a child is being phased into school, there is no funding offered and you must pay the full session rate for the child. However, if a child is deferred starting at school until the January term, funding can be claimed for the Autumn term only, until they start school in January.
- To enable Little Acorns Pre-School to claim funding for a child, all parents/legal guardians must give a copy of the child's original birth certificate or passport to the Pre-School Manager and fill in the Education Grant Funding form, and sign to agree to the terms and

conditions and declare that what is stated is the truth. Each term that a child attends the Pre-School, we will ask parents/legal guardians to sign to agree that their child is using the funding at the Pre-School and for how many sessions that term. If funding forms are not returned promptly we reserve the right to charge for sessions that we have not been able to claim funding for.

- Any permanent amendment to a child's sessions must be made in writing 2 weeks in advance (reduction in sessions required 6 weeks notice). Parents or carers must first check session availability with the Office Manager at office@littleacornstatsfield.co.uk or complete a 'session change form' to request the change. The parent will then be advised and the change confirmed, if available. There is one free amendment per child per term, there is a £10 administration fee per change per term thereafter.

● Additional Sessions

- It is not possible to switch sessions or attend 'make up' sessions if your child is unwell or misses a session for any reason.
 - If you wish for your child to attend an additional session as a one off, a written (email) request must be made two weeks in advance of the required session via the office manager. On confirmation of availability, the session will only be confirmed once payment for the additional session has been made.
 - We understand that occasionally there are extenuating circumstances that require a shorter notice period, this will be allowed at the Managers discretion.
- Please remember that Little Acorns is a charity run Pre-School, and we cannot afford for sessions not to be paid. Fees will be reviewed at the Committee's discretion.

17.3 Unpaid Invoices

- If payment of a child's pre-school fees are made by cheque and the cheque is returned uncleared due to insufficient funds in the payee's bank account, Little Acorns have the right to request payment of the fee incurred by their bank for charges in relation to uncleared cheques.
- If invoices are not paid by the due date stated on the invoice a reminder invoice will be issued. If the invoice still remains unpaid, Little Acorns Preschool reserve the right to charge an interest rate of £1.50 per day, plus an administrative charge of £20. By signing the Information and Consent form you are agreeing to Little Acorns Preschool recovering costs incurred in the recovery of late fees, including but not limited to legal and court fees. Children may be excluded from the nursery if fees remain outstanding for more than 14 days beyond the reminder invoice being sent and registration may be terminated.

17.4 Late collection of children and Early Drop Off

Late pickup - If you are more than fifteen minutes late in picking up your child from Pre-School without letting the Pre-School know, the Pre-School reserves the right to charge you for being late. The late charge is £3 per 15 mins (or part thereof). This will be billed to you by an invoice and payable the same way as you pay your fees. Please remember a parent or carer must inform the Pre-School if they are going to be late; staff have personal commitments of their own after their workday has finished and may need to inform others if they are going to be late to pick their own children up from school or nursery.

Early drop off - If you drop your child off before the session commences then you will be charged the Breakfast Club fees. These charges are £7 from 7.15am-9.00am and £5 from 8.00am-9.00am.

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 29th November 2010 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____

Manager

Chair

18. CONFIDENTIALITY POLICY

Little Acorns work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working at Little Acorns can do so with confidence, we will respect confidentiality in the following ways;

- Little Acorns will comply with the General Data Protection Regulations 2018 and ensure that all information provided to the pre-school will be protected in accordance with these regulations.
- Parents will have ready access to the files and records of their own children but will not have access to information about any other child
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child
- Information given by parents/carers to the Manager or key person will not be passed on to other adults without permission
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key person the Manager and the Chair of the Management committee unless necessary.
- Students studying for **recognised qualifications** and training, when they are observing in Little Acorns, will be advised of our confidentiality policy and required to respect it
- All members of the management committee will be aware of and expected to respect the confidentiality policy. They will also be required to sign individual copies of the confidentiality policy
- Volunteers helping within Little Acorns will be advised of our confidentiality policy and required to respect it. They will also be required to sign individual copies of the confidentiality policy

All the undertakings above are subject to the paramount commitment of Little Acorns, which is to the safety and well-being of the child. Please also see our policy on Safeguarding Children.

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____

Manager

Chair

19. PRIVACY POLICY

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations. This privacy policy explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs. Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include your name, home and work address, phone numbers, emergency contact details, and family details.

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see Transfer of Records policy).

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending

We will also share your data if we are legally required to do so, for example, by law, by a court or the Charity Commission;

- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our/our others rights, property or safety
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by keeping paper records in a locked filing cabinet and by password protecting any devices used to store records.

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

We keep this notice under regular review. You will be notified of any changes where appropriate.

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 19th November 2018.

Signed on behalf of Little Acorns Pre School _____

Manager

Chair

20. SETTLING INTO LITTLE ACORNS

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed at Little Acorns. We also want parents to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create a partnership with parents in the following ways,

- By creating opportunities for the exchange of information, using among other resources a copy of Little Acorns information pack and a shared approach to the information and consent form
- By ensuring plentiful opportunities for parents to inform Little Acorns about their children's current achievements and interests
- By encouraging parents to visit Little Acorns with their children during the weeks before an admission is planned
- By arranging a home visit, if requested, in order to gain more insight into the child's background and needs and to allow the child and family to become familiar with Little Acorns adults
- By introducing flexible admission procedures, if appropriate, to meet the needs of individual families and children
- By making clear to families from the outset that they will be welcome and supported at Little Acorns for as long as it takes to settle their child there
- By reassuring parents whose children seem to be taking a long time settling into Little Acorns
- By introducing new families into the group on a staggered basis, for example one new child a day for a week rather than ten new children all at once
- By encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences
- By creating a welcoming environment for children, staff and parents utilising colourful posters and children's work

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

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____
Manager Chair

22. FIRE DRILL

22.1 Evacuation to Tatsfield Primary School

MANAGER ROLE:

- Collects the register, mobile phone, keys, parent contact list and first aid kit.
- To head count the children as they leave the building.
- Makes the 999 call to the Fire Brigade.
- Alerts Tatsfield Primary School.
- Calls the register to check all children and staff are accounted for. Call parents to collect children.
- Check the building before re-entering.

PHYSICAL ROLE: (EXTRA MEMBER OF STAFF HELPS PHYSICAL IN THEIR ROLE)

- To clear the hall and ensure all communal areas have been checked including kitchen, cloakroom, toilets and upstairs (if safe).

FLOATER ROLE:

- To lead the children to evacuation point
- To begin a second headcount whilst the Manager calls the register

MIDDLE ROLE:

- Leaves the building first
- Waits in the car park so that they are in position for when the children vacate the hall
- To ensure the safety of the children that they do not run into the car park area

CREATIVE ROLE:

- To help the Floater escort the children to the Aileen McHugo Building/ Tatsfield Primary School

RESPONSIBILITY OF ALL STAFF IS TO WORK AS A TEAM TO SAFEGUARD CHILDREN AND EACH OTHER

The whistle is blown to raise the alarm (in the event of a real fire situation the fire alarm would be set off by the person discovering the fire). ALL STAFF escort the children to the fire doors by the stage.

During an afternoon session where we have 3 members of staff on the floor:

MANAGER ROLE: To stay the same

CREATIVE ROLE: Same as above but also takes over car park safety and second headcount

All children and staff to follow the 'red path' to the meeting point outside the Parish Rooms. (In the event of a real emergency the staff would escort the children past the parish rooms to the entrance of Tatsfield Primary School where on arrival they will be given a safe inside area to wait). The Manager calls the register to check all children and staff are accounted for. The Manager then gives the all clear for the children to be escorted back into the hall, and are

counted in by the person responsible for the Creative area. (In a real emergency the supervisor would contact all parents/carers to arrange for their child to be collected from Tatsfield Primary School. Middle is the last to enter back into the building.

PHYSICAL ROLE: To remain the same.

22.2 Evacuation to the Ship Public House

MANAGER ROLE:

- Collects the register, mobile phone, keys, parent contact list and first aid kit.
- Head counts the children as they leave the building.
- Makes the 999 call to the Fire Brigade.
- Alerts Tatsfield Primary School.
- Calls the register to check all children and staff are accounted for.
- Call parents to collect children
- Check the building before re-entering.

PHYSICAL ROLE: (EXTRA MEMBER OF STAFF HELPS PHYSICAL IN THEIR ROLE)

- To leave the setting immediately to be by the road ready for when the children are leaving the building to ensure safety.
- Stop traffic coming from Approach Road.

FLOATER ROLE:

- To lead the children outside.
- To begin a second headcount whilst the Manager calls the register.

MIDDLE ROLE:

- Leaves the building first- goes to the road ready to receive the children.
- Stop Traffic coming up Ship Hill.
- To ensure the safety of the children that they do not run into the road area.

CREATIVE ROLE:

- To clear the hall and do final checks including the kitchen, toilets, cloakroom and upstairs (if safe)

RESPONSIBILITY OF ALL STAFF IS TO WORK AS A TEAM TO SAFEGUARD CHILDREN AND EACH OTHER

The whistle is blown to raise the alarm (in the event of a real fire situation the fire alarm would be set off by the person discovering the fire).

During an afternoon session where we have 3 members of staff on the floor:

MANAGER ROLE: To stay the same

PHYSICAL ROLE: Same as above but also takes over road safety and second headcount All children and staff to cross the road to the entrance of The Ship, where on arrival they will be given a safe inside area to wait. The Manager calls the register to check all children and

staff are accounted for. The Manager then gives the all clear for the children to be escorted back into the hall and are counted in by the person responsible for the Creative area. (In a real emergency the Manager would contact all parents/carers to arrange for their child to be collected from The Ship Public House). Middle is the last to enter back into the building.

CREATIVE ROLE: To stay the same

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 24th June 2002 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____
Manager Chair

23. LOST CHILD POLICY

In the event of a child going missing we will ensure that all possible is done to find the child whilst ensuring that the safety of everyone else on site is not compromised.

- Person who has realised child is missing is to inform Manager immediately and all other staff individually and quietly.
- Manager and Deputy to initiate search of main hall (including green room which is accessed from the right hand side of stage) behind curtains covering emergency exits, and other parts of building, covering toilets (including disabled), cloakroom, kitchen, back room, under stairs, walk in cupboards, then upstairs (most of which have locked doors).
- If the child is found in an area normally out of bounds to children ensure they are not hurt and then explain that they should remain with others. We would then assess how they accessed that area and put necessary procedures in place to ensure that this could not happen again.
- If child is not found, then Manager and Deputy search immediate outside area around hall, taking the child's information and consent form with them. This includes car park, around and behind parish rooms across road to pond area, shops, Bakery, Old Ship and playground. Other staff to remain in hall with rest of children. Manager and Deputy to ensure they have mobile phones with them and to maintain contact with each other and hall. The Manager will take the child's personal details and emergency contact sheet with her when leaving the building.
- If child is found, ensure they are not hurt or distressed and inform other staff of their find. If they're ok try and find out from them how they got there and ensure that the avenue of escape is immediately closed. When they return to the hall the parents should be informed of the situation and members of staff involved should make a detailed report of the incident. At a suitable point in time Ofsted should be advised by phone (0300 123 1231, quoting setting reference 122751) and a written report sent if required.
- If the Manager and Deputy have agreed that the child is not in the area detailed above, the Manager will immediately dial 999 and report the child missing either from her mobile phone or (if no signal) return to the hall to use main phone. The Manager will also at this point advise the parents of the situation. The police should be informed of the following information:
 - * Address of setting
 - * Next of kin of the child
 - * Detailed description of child, including age, sex, working down from head to toe including as much clothing description as possible.
 - * The circumstances of the incident, including anything that may have triggered the disappearance i.e. how long they have been missing, where last seen, was there an argument (older child) or incident
 - * Who is looking for the child, where are they, do they have a mobile with them, what is the number?
- The Deputy will return to the hall and document the incident so far, whilst the Manager is making necessary phone calls. This should include conversations and any advice given by police.
- The committee (i.e. Chair or vice chair) and ofsted should be advised at this point by the deputy whilst the Manager continues to search unless instructed otherwise by

police. If appropriate (ie ratio's allow or the children have departed) other staff should be included in the search and other, local, staff should be called in if possible.

- Manager should keep in regular contact with the staff remaining at the all and keep them advised of developments.
- Deputy should continue to document the incident.
- Once the child is found, parents, police, ofsted and all people searching should be advised.
- Once the incident is over, a full report in writing of events and its outcome should be sent to Ofsted and a copy given to the parents/carers.
- A full risk assessment should be carried out by Manager and Deputy, with input from all staff, to ensure this does not occur again.

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 29th November 2010 and reviewed in November 2018.

Signed on behalf of Little Acorns Pre School _____

Manager

Chair

24.DISCIPLINARY AND GRIEVANCE PROCEDURE

Minor Disagreements

Minor disagreements among pre-school staff, or between staff and committee, can usually be resolved at the regular staff/committee meetings or immediately by discussion.

Disciplinary Procedure

1. Purpose and scope

The organisation's aim is to encourage improvement in individual conduct or performance. This procedure sets out the action which will be taken when disciplinary rules are breached.

2. Principles

- a) The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.
- b) At every stage employees will have the opportunity to state their case and be represented or accompanied, if they wish, at the hearings by a companion or work colleague.
- c) An employee has the right to appeal against any disciplinary penalty.

3. The Procedure

An investigatory meeting may be held but this will not by itself result in any disciplinary action. However, it should be made clear to the employee that the investigation may lead to disciplinary charges being raised. Little Acorns will be represented by the pre-school chair and two nominated committee colleagues, who will ensure confidentiality is maintained within the panel. Any grievance or disciplinary meeting should, as far as possible, be conducted by a representative of Little Acorns who was not involved in the matter giving rise to the dispute.

Stage 1 - first warning

If conduct or performance is unsatisfactory, the employee will be given a written warning or performance note. Such warnings will be recorded, but disregarded after 6 months of satisfactory service. The employee will also be informed

The written warning will

- Contain a clear reprimand and the reasons for it
- Explain what corrective action is required and what reasonable time is given for improvement
- State what training needs have been identified (if applicable), with timescales for implementation

- Make clear what mitigating circumstances have been taken into account in reaching the decision
- Make clear that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where the first offence is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on the organisation, it may be justifiable to move directly to a final written warning.)
- Explain that they have the right to appeal

Stage 2 - final written warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement results within 3 months, action at Stage 3 will be taken.

The written warning will

- Contain a clear reprimand and the reasons for it
- Explain what corrective action is required and what reasonable time is given for improvement
- State what training needs have been identified (if applicable), with timescales for implementation
- Make clear what mitigating circumstances have been taken into account in reaching the decision
- Explain that if there is no sustained satisfactory improvement or change, the next stage may be dismissal or action short of dismissal
- Explain that they have the right to appeal

Stage 3 - dismissal or action short of dismissal

If the conduct or performance has failed to improve, the employee may suffer demotion, disciplinary transfer, loss or seniority (as allowed in the contract) or dismissal.

Statutory discipline and dismissal procedure

If an employee faces dismissal - or action short of dismissal such as loss of pay or demotion - the minimum statutory procedure will be followed. This involves:

- step one: a written note to the employee setting out the allegation and the basis for it
- step two: a meeting to consider and discuss the allegation
- step three: a right of appeal including an appeal meeting

The employee will be reminded of their right to be accompanied.

Gross misconduct

If, after investigation, it is confirmed that an employee has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice:

- theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying and gross insubordination.

While the alleged gross misconduct is being investigated, the employee may be suspended, during which time he or she will be paid their normal pay rate. Any decision to dismiss will be taken by the employer only after full investigation.

Appeals

An employee who wishes to appeal against any disciplinary decision must do so to the Chair of Little Acorns within five working days. The appeal hearing will be heard, if possible, within 10 days of receipt of the appeal. The appeal panel will consist of the Chair and two other committee members, if possible not those on previous meeting panels. However, if this is not possible the appeal group may consist of the same people as the original panel, and they must make every effort to hear the appeal as impartially as possible. The employee may take a colleague or friend to accompany or speak for them.

- The employee will explain why they are dissatisfied and may be asked questions
- The Manager or Chair will be asked to put their point of view and may be asked questions
- Witnesses may be heard and may be questioned by the appeals committee and by the employee and the Manager or Chair
- The committee will consider the matter and make known its decision
- A written record of the meeting will be kept

Grievance Procedure

If an employee is dissatisfied they must have the opportunity for prompt discussion with their immediate manager. For the Manager this will be the committee chair. For other staff this will be the manager. If the grievance persists, a management panel will be set up for the purpose of further discussion, at which the employee may, if they wish be accompanied by a colleague.

There will be a right to appeal, to the chair or to the full committee. At this level also, the employee's colleague may be present.

The aim of the above procedure is to settle the grievance fairly and as near as possible to the point of origin. It is intended to be simple and rapid in operation.

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 29th November 2010 and updated in November 2018.

Signed on behalf of Little Acorns Pre School _____

Manager

Chair

25. BREAKFAST CLUB POLICY

Aims:

- To provide and affordable, early drop-off childcare facility for parents/carers of our pre-school children and children of Tatsfield School from Reception to year 6
- To provide a welcoming, safe and secure environment for children before the beginning of the school day
- To provide children with a healthy breakfast at the start of the day in a pleasant, calm and relaxed environment
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at Breakfast Club

Opening Times:

- We are open 7.15 am to 9.00 am for 39 weeks per year, following the term dates of Tatsfield School.
- We reserve the right to close Breakfast Club on Tatsfield School inset days if there are no planned attendees from the pre-school

Organisation

- Breakfast club will always have the minimum of one level three qualified staff member and one other, either qualified or unqualified.
- Staff will all have food hygiene certificates
- Children are registered along with their time of arrival as they enter.
- A selection of activities and resources are available for the children's use.
- Breakfast is available as and when the children wish to eat. We encourage eating before 8.15am to allow time for clearing up, although late arrivals will always be accommodated.
- School age children will be walked to the school by at least two members of staff at approximately 8.35am. Key stage two children are seen through school gates and sent to their own playground. Key stage one children are taken into their playground and LA staff will position themselves one at each gate to ensure children remain in the play area until they are taken into school by their class teachers.
- A third member of staff (other pre-school practitioners start at 8.30am) will stay with pre-school aged children.

Safeguarding and Health and Safety

- The safeguarding and health and safety policies of Little Acorns Pre-school will apply to the Breakfast Club.

Fire Procedure

- The fire safety policy and procedure of Little Acorns Pre-School will apply to the Breakfast Club

26. CHILD SICKNESS POLICY

We understand that children often have coughs and colds for the majority of the winter months and that largely they are fine during this time to come to Pre-School. However, if your child has a raised temperature, is lethargic or showing symptoms of being generally unwell, it is best to keep them at home until they are recovered both for their well being and the well being of the other children and staff at the Pre-School, as infection can spread very quickly in children. If your child becomes unwell at Pre-School, ie with a raised temperature and feeling unwell or lethargic (headache, ear ache, tummy ache), we will call and ask you to collect them in order that they can recuperate in the comfort of their own home.

We also reserve the right to send children home if we suspect any of the following highly infectious illnesses, based on current NHS advice:

	If we suspect this illness we will call and ask that you collect your child and...
Chicken Pox	Keep them home until the spots have scabbed over, usually about 5 days after the first spots appeared.
Conjunctivitis	Please treat their eye infection through seeking advice from your pharmacist or doctor. Your child is fine to attend pre-school once treated.
Hand, foot and mouth	Please seek advice from your doctor or pharmacist. The child can attend Pre-School if they feel well.
Impetigo	Please visit your doctor for antibiotics and keep your child at home for at least 48 hours and until when the lesions have crusted over.
Ringworm and threadworm	Please seek advice and treatment from your doctor or pharmacist. Your child can then return to Pre-School if they feel well.
Slapped Cheek	Please visit your doctor and inform the Pre-School of the diagnosis as it is infectious. However once the rash is visible it is no longer infectious so your child can return to Pre-School if they are well.
Vomiting and Diarrhoea	Please keep your child at home for 48 hours after their last episode of vomiting or diarrhoea
Measles	Please visit your doctor and keep your child at home for at least 4 days.
Scarlet Fever	Please visit your doctor, your child can return 48 hours after antibiotic treatment.
Whooping Cough	Please keep your child home for 48 hours if antibiotic treatment is given or 21 days if no treatment given.
Head Lice	Please treat your child and family before returning to Pre-School. Please seek advice from a pharmacist.
Antibiotics	Please keep your child at home for at least 24 hours to allow the antibiotics to work and to ensure your child does not have an adverse reaction. We will administer antibiotics that have been prescribed by a doctor and

	have clear prescription instructions and state the child's name. Parents will need to give consent by signing the medicine book available from the supervisor on duty.
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If your child has a known medical condition and/or ongoing medication, please ensure staff are aware and that you have filled in our medical consent forms in order that we administer the medication appropriately. Please keep staff up to date with any changes to the frequency or dosage of the medication.

Please ask staff if you are ever unsure of the policy relating to your child's health. Please note, we do not store Calpol (or similar) to administer to children and can only administer prescribed medication.

For further advice please visit www.nhs.gov.uk - 'Is my child too ill for school?'
And www.gov.uk - Managing specific infectious diseases'

This policy was adopted at a meeting of Little Acorns Staff and Committee held on 19th November 2018.

Signed on behalf of Little Acorns Pre School _____

Manager

Chair