



Policies and Procedures

The policies and procedures of the nursery meet the statutory framework for the Early Years Foundation Stage and covers all ten areas of the safeguarding and welfare requirements. (✓) indicates policy documents that have been summarised and are shared with parents/carers when they enrol their child at the nursery. All other policy documents are available for parents/carers to view at all times. Policies will be reviewed and updated on a yearly basis if there are any amendments before this they will be indicated by a date on this front page

Safeguarding and promoting children's welfare:

1. Child Protection policy and procedures (✓)
2. Managing child/carer physical contact policy (including carrying out intimate care routines) (✓)
3. FGM policy and procedures
4. Lockdown policy and procedures
5. Safe Working Practices policy (including procedure for using digital cameras)
6. Confidentiality policy (✓)
7. Complaints procedure (✓)
8. Inclusion policy (✓)
9. Special Educational Needs policy (✓)
10. Working in partnership with parents/carers policy (✓)
11. Behaviour management policy (✓)
12. Admissions and waiting list policy (✓)
13. Settling-in and transition policy (✓)
14. Lost child procedure (✓)
15. Failure to collect a child procedure (✓)
16. Care of sick children policy (✓)
17. Administration of medicines policy (✓)
18. Medicine audit policy
19. Substance policy (including no smoking policy) (✓)

Suitable people:

20. Safe Recruitment policy (✓)
21. Induction policy

Suitable premises, environment and equipment

22. Health and Safety Policy (✓)
23. Hygiene policy (including nappy changing and toileting procedures) (✓)
24. Accident and incident policy (✓)
25. Sleeping baby/child policy (✓)
26. Arrival and departure policy (✓)
27. Outings policy (including transport policy)
28. Food and drink policy

Organisation:

29. Activities and experiences in the Early Years Nursery policy (✓)
30. Physical Environment policy (✓)
31. Key person policy (✓)
32. Outdoor play policy (✓)
33. Use of CCTV policy (✓)

Documentation:

34. Documentation and Information policy

Safeguarding Children Policies

Safeguarding children not only covers the child protection policy (1) but also policies and procedures that ensure that promote and safeguard the welfare of children. These are Managing child/carer physical contact (policy number 2), Safe working practices (3), Confidentiality (4), Safe recruitment (19) and nappy and toileting procedures

Child Protection Policy

Rationale:

Milton Keynes College Early Years Nursery fully recognises its responsibility for safeguarding and promoting the welfare of all children attending the nursery.

Milton Keynes College Early Years Nursery acknowledges that at all times the welfare of the children is paramount and that every child has the right to be treated with dignity and respect.

As part of Milton Keynes College, the nursery has regard for the College's Policy and Procedures for Safeguarding Children and Young People and with reference to Working Together to Safeguard Children

This policy also has regard for the Milton Keynes Safeguarding Children Board Inter-agency policies and Procedures (in particular, Chapter 31 Allegations against staff, carers and volunteers)

Purpose:

This policy provides guidelines for members of staff, students and volunteers who have concerns about a child's physical, emotional and mental well-being.

It provides information for parents/carers about how the nursery will act in the event of concerns about a child's well-being and gives details of organisations that can offer help and advice.

It provides guidelines for parents if they wish to make an allegation against an individual member of staff and informs parents about the steps the nursery will take if it suspects that a child is being harmed.

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidelines:

1. Milton Keynes College Early Years Nursery has designated members of staff responsible for safeguarding children issues.
The designated person is the Manager
It is her responsibility to ensure that all members of staff will receive training in safeguarding children procedures and this training will be updated at a minimum of every three years.
It is the responsibility of the designated member of staff to liaise with the Children's Social Care and with OFSTED and make referrals if necessary and to ensure that all members of staff are fully aware of the procedures to be followed.
The telephone numbers of Milton Keynes MASH is **01908 253169** or **01908 253170**. Emergency Social Work Team (evenings, weekends & Bank holidays) 01908 265545 for emergencies that cannot wait until the next morning.

2. This policy will be shared with parents/carers before admission to the setting. A copy of all nursery policies and procedures will be displayed in the entrance hall and parents may request their own copy if they wish
3. All members of staff must have had all relevant checks completed before being left alone with a child/children (Enhanced DBS disclosure and references). Members of staff will **only** be alone with a child when carrying out intimate care routines such as nappy changing. At all other times correct Ofsted ratios will be adhered to.
4. All members of staff have a responsibility to safeguard the children in their care and to report any concerns they have to the Childcare Services Manager or the designated Safeguarding Children persons.
6. All members of staff will receive training in the procedure to be followed in the event of a disclosure by a child or if they have any concerns about a child and this training will be updated regularly. This training will include how to recognise signs and symptoms that may indicate abuse and the importance of maintaining confidentiality as appropriate. A copy of the MASH leaflet and the MKSCB levels of need is located in the staffroom for staff to access.
7. If a child arrives at the nursery with a pre-existing injury a member of staff will record this in the incident book and the parent/carer will be asked to sign the incident report before they leave the nursery. If a pre-existing injury is noted after the parent/carer has left an incident form will be completed and the parent/carer asked to sign this when they collect their child. Parents/carers will be given a copy of the report. These incident reports will be stored in a locked filing cabinet in the office.
8. **The procedure to be followed when abuse against a child is suspected is as follows:**
 - If there are physical sign or marks on a child that cause concern or if the child displays any unusual behaviour the member of staff will record it on a safeguarding children report. These reports will be kept in a locked filing cabinet in the office.
 - The member of staff will then discuss it with the Childcare Services Manager or the designated Safeguarding Children persons who may discuss it with a member of the College responsible for safeguarding children issues.
 - If the child is considered to be in immediate danger the matter will be referred to the MASH on the telephone numbers listed above. This referral will be made by either of the designated persons or Childcare Services Manager. The nursery will be guided by Children's Services about what information to give to the parents/carers.
 - If the child is not felt to be at immediate risk the matter will be discussed with the parents/carers by the Childcare Services Manager or the designated Safeguarding Children persons. If the parent/carer's explanation gives cause for concern advice will be sought from the Multi Agency Referral Hub
9. **If a child makes a disclosure the procedure is as follows:**
 - The member of staff should allow the child to speak without questioning or interruption. The member of staff should offer support and comfort but at no time should agree to keep the matter secret.
 - The conversation should be recorded as soon as possible and should be factual and should not contain any opinions as to the child's appearance or demeanour.
 - The matter must then be referred to the Childcare Services Manager or designated persons as above.
 - The record of the conversation with the child will be kept
10. The nursery will endeavour to offer support to parents in the event of any concerns or allegations relating to safeguarding children.
11. **If an allegation is made against a member of staff (or volunteer) by a**

parent/carer, child or other member of staff the procedure is as follows:

- The information must be fully recorded on a Safeguarding Children report. In the event of there being a witness they should sign to confirm the information in the report. It may be alleged that a member of staff has:
 - Behaved in a way that has harmed or may have harmed a child
 - Possibly committed a criminal offence against or related to a child
 - Behaved towards a child or children in away that indicates that s/he is unsuitable to work with children.
- The Childcare Services Manager and any other designated Safeguarding Children persons must be made aware of the incident however minor it appears.
- The member of staff will be suspended immediately pending a full inquiry by the Director of Learner Services. This may include Children's Services and/or the police.
- Disciplinary action may be taken by the College authorities who will also be notified immediately of any allegation. OFSTED will be notified of the allegation and of the outcome of any investigation.
- There is a Local Authority Designated Officer (LADO) for allegations against staff who can be contacted via the Early Years Childcare Manager on 01908 253210 or the LADO directly on **01908 254306**
- All parties involved will be required to keep the matter confidential.
- A member of staff who has an allegation made against them will be offered support and given advice as appropriate.

12. At least one of the members of staff with responsibility for safeguarding children will undertake Common Assessment Framework training. The Childcare Services Manager will undertake the managers' briefing training.

SAFE CARING

- Members of staff will only be left alone with children when undertaking intimate care routines such as nappy changing.
- Students, volunteers and anyone without an enhanced CRB disclosure must never be left alone with children and must not carry out intimate care routines.
- Staff should never carry out personal tasks that the children can do for themselves.
- Unless a child requires help with toileting they should be allowed to do this in private

Legislation and Guidance

The Children Act 2004

The Protection of Children Act 1999 amended 2008

Data Protection Act 1998

The Children Act 2004 (Every Child Matters)

EYFS Statutory Framework (September 2015)

Working together to safeguard children(2015)

Guidance

What to do if you are Worried a Child is Being Abused

Milton Keynes Local Safeguarding Children Board Procedures

Guidance for Safer Working Practice for Adults Working with Children and Young People

Milton Keynes College Policy and Procedures for Safeguarding Children and Young People.

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings.

Links to other Policies and Procedures

Managing child/carer physical contact policy (including carrying out intimate care routines)

Safe Working Practices policy

Confidentiality policy

Managing Behaviour policy
Settling-in policy
Security policy
Substance misuse (including no smoking)
Safe Recruitment policy
Lost Child procedure
Failure to collect a child procedure

Managing Child/Carer Physical Contact Policy

Rationale:

Children attending the nursery need contact with familiar, consistent carers to ensure they grow confidently and feel self-assured. Children may at times need to be offered physical reassurance, e.g. cuddles.

Intimate care routines such as nappy changing are essential to meet a child's basic needs.

Milton Keynes College Early Years Nursery acknowledges that at all times the welfare of the children is paramount and that every child has the right to be treated with dignity and respect

Purpose:

This policy provides guidelines for members of staff on how to provide physical contact and carry out intimate care routines to:

1. Minimise the risk of allegations against them
2. Balance the essential emotional needs of the child with messages received about touch and physical contact
3. Reassure parents/carers that all reasonable steps are being taken to protect the children from any danger of harm

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidelines:

1. **The level of physical contact required by a child will depend on the age and stage of development of the child together with any additional individual needs.**
2. **Where the child's need for physical contact is considered to be high (e.g. if the child has a disability) the room manager and the child's key person will work closely with the child's parent to agree the most appropriate type of contact. A written care plan will be completed and a copy given to the parent.**
3. **All children have a right to safety, privacy and dignity when physical or intimate care is required. As far as possible they will be encouraged to act independently and if appropriate help given only when requested by the child.**
4. **All members of staff must have had all relevant checks completed before being left alone with a child/children (Enhanced CRB disclosure and references)**
5. **All members of staff will have references checked and there will be regular updating of CRB checks. The nursery operates an equal opportunities policy**

and both male and female members of staff will change nappies and carry out other intimate hygiene routines provided all relevant checks have been carried out (see 4 above).

6. All members of staff will read and become familiar with the safeguarding children, safe working practices and behaviour management policies at the time of their induction and will sign to confirm their understanding of and compliance with the policies.
7. All members of staff will follow the nappy changing and toileting procedures displayed in all changing and bathroom areas.
8. All members of staff will receive behaviour management training, which includes handling and safe essential restraint when children are a danger to themselves or others. This training will also include how to implement a range of strategies to build a child's self-esteem and confidence. There will be a named person responsible for advising other members of staff on behaviour management. This will be the Manager. She will undertake appropriate training provided by outside agencies such as MK EYDCP and will cascade this training to others at staff meetings.
9. Each child will be allocated a key person and as far as possible this person will be responsible for carrying out intimate care routines and liaising with parents/carers.
10. The nursery acknowledges that young children need to be provided with emotional security to promote learning; therefore members of staff will give children physical contact in the form of cuddles so that a bond may be formed. Staff will be trained to provide an appropriate close bond that does not seek to replicate or replace the bond with parents/carers.

Legislation and Guidance

The Children Act 2004
The Children Act 2004 (Every Child Matters)
EYFS Statutory Framework (September 2012/5)

Guidance

Guidance for Safer Working Practice for Adults Working with Children and Young People
NDNA briefing paper: managing carer/child physical contact

Links to other Policies and Procedures

Safeguarding children policy
Safe Working Practices policy
Confidentiality policy
Managing Behaviour policy
Nappy Changing and Toileting Procedures

Female Genital Mutilation (FGM) Policy

Rationale:

The Early Years Nursery recognises That Female Genital Mutilation (FGM) is a form of abuse and illegal in England and Wales. Milton Keynes has seen an increase of FGM cases in recent years with occurrences appearing from infancy. The welfare of the child is paramount and staff will act upon cases of suspected FGM of a child in our care.

Purpose:

This Policy provides guidelines for staff members on how to recognise the signs of FGM and how to proceed if a case of FGM is suspected, and who needs to be contacted. All staff, parents and volunteers are aware of this policy

Guidelines

1. The Nursery has a designated Safeguarding Lead who all concerns are reported to. They have FGM and safeguarding training.
2. All staff undergo FGM training and safeguarding training. All staff have a responsibility to safeguard children and to report any concerns to the childcare services manager or designated safeguarding lead.
3. If a child makes a disclosure regarding FGM, follow the child protection policy regarding disclosure.
4. If it is believed that a child is at risk from FGM (either in the country or outside of the country) then the Safeguarding officer will contact the Multi Agency Safeguarding Hub (MASH).
5. If there is physical evidence of a child undergoing FGM then the police MUST be called.

legislation and Guidance

Female Genital Mutilation Act 2003 as amended by the Serious Crimes Act 2015
Female Genital Mutilation Act 2003

Links to other Policies and Procedures

Child Protection Policy and procedures

Lockdown policy and procedures

Rationale:

Milton Keynes College Early Years Nursery fully recognises its responsibility for safeguarding and promoting the welfare of all children attending the nursery.

Milton Keynes College Early Years Nursery acknowledges that at all times the welfare of the children is paramount

Lockdown procedures are a sensible and proportionate response to any external or internal incident, which has the potential to pose a threat to the safety of staff and children in the nursery. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

Purpose:

Milton Keynes College Early Years Nursery lock-down policy aims to ensure that all children, staff and Centre users remain in a safe and secure location in the event of a possible personal/Centre threat and that the exposure to danger and possible risk of harm are minimised.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)

An intruder on the College site (with the potential to pose a risk to staff and pupils)

A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)

A major fire in the vicinity of the school

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidelines:

For staff:

- **Remain calm**
- **Move slowly**
- **Obey instructions**
- **DO NOT PROVOKE AN INCIDENT**

The following three stages must be followed:

Step 1 GO IN
Step 2 STAY IN
Step 3 TUNE IN

1. **Initial Notification** In the event of an incident requiring 'Lockdown' the person witnessing the incident or hearing an incident in the college must try to notify the Manager/ Deputy Manager (person in charge) to raise the alarm. The Manager/ Deputy Manager will determine the risk and need for 'Lockdown.' The nursery bell will be rung and the emergency services will be called.
2. **Movement around the building** All children, staff and visitors will remain in the area they are in, if safe to do so. If the children are outside playing, staff are to promptly direct children into the building, if it is safe to do so. When children are gathered, they will be seated on the floor away from windows. All windows, blinds and curtains must be drawn. Staff will make safe efforts to close and lock rooms. Staff must try to ensure (as best possible) children are kept calm and as quiet as possible. Staff are to keep alert to the emotional needs of the children, singing quiet songs or using the tablets and computers to keep children engaged.
3. **If possible doors must be barricaded**
4. **Manager and or Deputy will stay in the office to operate the phone and listen to**

news broadcasts.

5. A register/ head count should be taken at this time, if you are in a different room follow the staff's instructions.
6. **The Manager / Deputy or person in charge will signal All Clear Signal the 'All Clear'**. That person will inform all concerned.
7. A log will be made of the incident, relevant authorities will be informed, parents notified and incident investigated.
8. Parents/Carers in the event of a Lockdown e.g. If there is an incident, possibly a large fire in a nearby factory, do not come to the nursery for you children as you may be putting yourself at risk. We will keep all our door firmly shut we will not open them until given the all clear. We will keep your children safe. Do not 'phone the Nursery as we will be using the telephone for communicating with the authorities. Listen to the Local Radio for further information.

Safer Working Practices Policy

Rationale:

The implementation of safe working practices is essential to maintain the safety and well-being of all children in the care of the nursery.

It is the responsibility of all members of staff to work in a way that ensures the safety and well-being of themselves and all the children in their care.

The management of the Early Years Nursery will endeavour at all times to ensure that correct ratios are maintained at all times (including breaks)

Purpose:

This policy gives guidelines on how members of staff should operate in order to maintain safe working practices and the steps that will be taken to ensure that correct ratios are maintained at all times.

All staff, students and volunteers will be aware of this policy.

Guidelines:

1. The Early Years Nursery has a deputy manager who will deputise for the manager in her absence.
2. The nursery will at all times meet the requirements for adult: child ratios set out in Appendix 2 of the EYFS Statutory Framework (pages 49-50). This is 1 adult for every child under 3, 1 adult for every 4 children aged 2 to 3 years and 1 adult for every child aged 3 to 5 years. All members of staff will be required to know the correct ratios for different age groups.
3. The management of the nursery will deploy staff accordingly to maintain ratios when practitioners are not working directly with the children or at break times.
4. There is a Contingency Plan in place that includes covering staff sickness and emergencies and measures that may be taken include: re-grouping of children, re-organising rooms and activities, re-deploying other staff and in extreme cases, the closure of the nursery.

5. All staff members will be required to have an Enhanced DBS disclosure and until this enhanced disclosure is received no member of staff will be permitted to have unsupervised access to the children.
6. Children will be supervised at all times. There must be a qualified member of staff in each room at all times.
7. The nursery manager and each room manager will hold at least a level 3 qualification and half of all other staff will hold a level 2 qualification. Members of staff will be encouraged to update and enhance their qualifications (CPD policy)
8. Members of staff, students or volunteers who are under the age of 17 will not be counted in adult: child ratios and will be supervised at all times.
9. Agency staff will not be permitted to carry out nappy changing or toileting procedures.

Legislation and Guidance:

The Children Act 1989
The Children Act 2004 (Every Child Matters)
EYFS Statutory Framework (September 2015)

Links to other Policies and Procedures

Safe recruitment policy
Safeguarding children policy
Managing child/carer physical contact policy
Health and safety policy
Public interest disclosure policy
Nappy changing and toileting procedures
Contingency plan

Prevent duty of care policy

Rationale:

The Early Years Nursery is committed to protecting the children in its care from the risk of radicalisation by promoting their resilience in line with the EYFS. The prevent duty of care policy is part of our wider safeguarding duties in keeping children safe from harm.

Purpose:

This policy give guidelines on how members of staff can promote children's resilience to radicalisation and to be able to recognise the signs of radicalisation, and to inform parents of our legal obligation to put this policy into operation.

All staff, parents, students and volunteers are to be made aware of this policy.

Guidelines:

1. Practitioners should be aware of the possible signs of radicalisation and be able to identify children who may be vulnerable.
2. Practitioners should be alert to changes in children's behaviour, including very young children
3. These behaviours may be evident during circle time, role play activities, and quiet times when they are closest to their key person.
4. People from all walks of life can be drawn into radicalisation and not necessarily from a particular religion. Terrorism is not promoted by any religion.
5. The prevent policy does not require childcare providers to carry out unnecessary intrusion into family life but we are required to take action when we observe behaviour of concern.
6. Practitioners should cultivate British values of Democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.
7. Practitioners should help children to think critically and become independent learners which is fundamental to the characteristics of Effective Learning and Teaching
8. Practitioners should support children through the EYFS by providing playful learning opportunities to help them develop positive diverse and communal identities, as well as their well-being.
9. Practitioners should continue to, in line with the behaviour management policy, to eradicate inequalities, bullying, discrimination, exclusion, aggression, and violence.
10. If practitioners suspect that children are at risk of radicalisation they should follow the normal Safeguarding procedures including discussing with the designated safeguarding lead and where deemed necessary.
11. The safeguarding lead can contact the local police or dial 101 (the non-emergency number). They will then talk in confidence about the concerns and help to access support and advice.
12. The department of education has a dedicated telephone helpline (020 7340 7264 to enable staff raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk.

Legislation and guidance:

EYFS Statutory Framework (September 2015) (particularly Safeguarding and Promoting Children's Welfare, Organisation and Documentation)
Counter-Terrorism and Security Act 2015
Equality Act 2010: Public Sector Equality Duty-What Do I need to know? A quick start guide for public sector organisations (government Equalities Office 2011)
Fundamental British Values in the Early Years (Foundation stage 2105)
Prevent Duty Guidance: for England and Wales (HMG 2015)
The Prevent Duty: Departmental Advice for Schools and Childcare Providers (DFE 2015)

Policy for the use of digital cameras and cameras on the tablets on nursery premises

Rationale:

Members of staff at Milton Keynes College Early Years Nursery use digital cameras and the cameras on tablets to take photographs of the children to record their learning and to enhance the children's development records. Photographs are also displayed around the nursery to show the range of activities offered in the nursery. Photographs may also be used in promotion of the nursery but only with parental permission. Photos may also be used on the Nursery Facebook but children's faces will not be displayed.

Milton Keynes College Early Years Nursery fully recognises its responsibility for safeguarding and promoting the welfare of all children attending the nursery.

Milton Keynes College Early Years Nursery acknowledges that at all times the welfare of the children is paramount and that every child has the right to be treated with dignity and respect.

Purpose:

This policy provides guidelines for members of staff, students and volunteers regarding the use of digital cameras and cameras on mobile phones in order to safeguard all the children who attend the nursery.

This policy is an integral part of the Safer Working Practices policy.

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidelines:

1. Written parental permission will be obtained before any photographs of a child may be taken. This written permission will be obtained when a child is enrolled at the nursery and will be reviewed each term.
2. Only nursery cameras may be used for taking photographs at the nursery. Personal cameras and mobile phones must not be used anywhere in the nursery for taking photographs of children.
3. Members of staff, students and volunteers must ensure that mobile phones are kept in the filing cabinet or in the office draws and only taken out and used during lunch break.
4. Photographs should be downloaded from the nursery cameras at least weekly and once they have been downloaded they must be deleted from the cameras immediately.
5. Photographs will be stored on the computer for no longer than three months.
6. If a photograph of a child is used for a display and the display is no longer required the photograph will be put in the child's development record, given to the family or shredded.
7. Nursery cameras, tablets and memory sticks must be locked in the filing cabinet in the office each night.
8. Students will not be permitted to use photographs of the children for their course work unless permission is given by the parents.

Legislation and Guidance:

EYFS Statutory Framework (September 2015) (particularly Safeguarding and Promoting Children's Welfare, Organisation and Documentation)

Links to other policies and procedures

Safe Working Practices policy
Confidentiality policy
Safe Recruitment policy
Documentation and Information policy

Confidentiality Policy

Rationale:

The Early Years Nursery acknowledges that our work with children and families will sometimes bring us into contact with confidential information.

The nursery recognises the vital importance of maintaining confidentiality with regard to all matters relating to children, parents/carers and staff.

Purpose:

This policy provides guidelines for members of staff on how to maintain confidentiality whilst reserving the right to share information where necessary

It also gives parents/carers information on how the nursery will maintain confidentiality and under what circumstances it may be necessary to share information.

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidelines:

1. Members of staff will be informed of, and must read and agree to abide by the confidentiality policy at the commencement of their employment.
2. Parents will have access to the files and records of their own children but will not have access to information about any other child.
3. Parents have free access to developmental records about their child and we actively encourage parents to contribute to these records. A written request must be made for children's personal files and this permission will only be granted to parents/carers.
4. From September 2008, it is a requirement of the Early Years Foundation Stage that the parent/carer of any child using the nursery provides us with on information on who has parental responsibility for the child and who is allowed legal contact. This information will be kept confidential.

5. Information given by parents/carers to the childcare Services Manager or any member of staff will not be passed on to other adults without permission of the parent/carer.
6. Members of 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.
7. Issues to do with the employment of staff will remain confidential to the people directly involved with making personnel decisions.
8. Students on placement will be advised of the nursery's confidentiality policy at the time of their induction and will be expected to abide by it.
9. The nursery will comply with all the requirements of the Data Protection Act.
10. Parents/carers should be aware that the safety and well-being of the child is paramount in all cases and these considerations may override the necessity to maintain confidentiality

Legislation and Guidance

Data Protection Act 1998
EYFS Statutory Framework (September 2015)

Links to other Policies and Procedures

Induction policy
Working in Partnership with Parents/carers policy
Students, volunteers and temporary staff policy
Documentation and information policy
Public interest disclosure policy

Complaints procedure

Rationale:

Whilst the Early Years Nursery aims to achieve the highest standards of care and education for the children attending the nursery, we acknowledge that there may be occasions when a parent/carer wishes to make a formal or informal complaint.

The nursery will respond in a prompt and courteous manner and all complaints will be taken seriously.

Purpose:

The Childcare Services Manager will make every effort to resolve any complaints within the nursery setting but there is a procedure in place if she is unable to do so.

This procedure outlines to parents/carers the appropriate methods through which they are able to register a complaint about any aspect of the service offered by the nursery.

A copy of the complaints procedure will be displayed on the Parents/carers' notice board at all times.

A record of all complaints will be kept for at least three (3) years.

Guidelines:

1. The parent/carer should raise the issue with the Childcare Services Manager in the first instance. This may involve a discussion with all the parties involved.
2. The issue may be raised verbally or in writing. If a complaint is put in writing, a reply will be given within 3 working days.
3. Should the complaint remain unresolved, the matter will be raised by the Childcare Services Manager with the appropriate authority within the college. The parent/carer will be kept informed of progress at all stages of the procedure.
4. A record will be kept of all complaints, verbal or written, and any action taken and this will be available to parents/carers.
5. If the nursery or college authorities are unable to resolve the complaint to the satisfaction of the parent/carer, the matter should be referred (by the parent/carer) to OFSTED, the registering authority. They can be contacted at:

OFSTED
Picadilly Gate
Store Street
Manchester
M1 2WD
Telephone: 0300 1231231
Text:
Email: enquiries@ofsted.gov.uk

Legislation and Guidance

Data Protection Act 1998
EYFS Statutory Framework (September 2015)

Complaints Procedure

If a parent/carer has an issue involving their child or any aspect of the nursery, they should raise the issue with their child's room manager or Childcare Services Manager Karen Allford in the first instance.

Every effort will be made to resolve any matters within the nursery. Complaints may be raised verbally or in writing. If a complaint is put in writing, a reply will be given within 3 working days.

Issues will be dealt with within the following framework:

- (a) A matter relating to an individual child may be discussed between the parent/carer and the child's key person or room manager. The Childcare Services Manager will be informed.**
- (b) Should the complaint remain unresolved, the matter will be raised by the Childcare Services Manager with the appropriate authority within the college.**
- (c) This is Faye Williams who can be contacted on faye.williams@mkcollege.ac.uk or 01908 687336. The parent/carer will be kept informed of progress at all stages of the procedure.**
- (d) Should the matter remain unresolved, it will be raised with the appropriate authorities within Milton Keynes College.**
- (e) If the matter concerns a general or policy issue, it should be first be raised with the Childcare Services Manager Karen Allford**

If the nursery or college authorities are unable to resolve the complaint to the satisfaction of the parent/carer, the matter should be referred (by the parent/carer) to OFSTED, the registering authority. They can be contacted at:

**OFSTED
Picadilly Gate
Store Street
Manchester
M1 2WD
Telephone: 0300 123 1231
Email: enquiries@ofsted.gov.uk**

Inclusion Policy

Rationale:

The Early Years Nursery fully endorses Milton Keynes College's Equal Opportunities Policy and strives to provide a positive environment that welcomes all staff, children and parents/carers regardless of religion, gender, ethnic origin, family circumstances, learning or physical disability.

Purpose:

This policy provides guidelines on how the nursery provides an environment that actively promotes equality and diversity.

The Early Years Nursery acknowledges that Great Britain is a multi-cultural society and will take steps to ensure that everyone who comes into the nursery values difference as being positive.

The individuality, rights and needs of all children, parents/carers, staff, students and visitors will be respected.

Positive steps will be taken to make the nursery accessible to everyone.

Discrimination from anyone – nursery staff, students, volunteers, parents/carers, children or others will not be tolerated.

This policy links closely to the Special Educational Needs policy.

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidelines:

1. Members of staff are expected to act as positive role models in educating all children by their own actions and attitudes. They will be expected to avoid statements that stereotype any group or individual.
2. Members of staff will actively challenge all forms of discrimination within the nursery. Any incidents of discrimination must be reported to the Childcare Services Manager and recorded and any individual who is discriminated against will receive the full support of the nursery.
3. Members of staff will actively support all children in developing a positive self-image and sense of self-worth by always being positive and non-judgemental. Staff will ensure that children with particular needs are supported accordingly without making them feel inferior.
4. Whenever possible and when requested, notices and information will be provided in the home language of anyone for whom English is a second language.
5. Equipment, play materials, images and equipment will be provided that promote positive attitudes and roles and support the needs of individual children. Books and equipment will be selected to promote positive images.
6. Festivals and religious events will be celebrated and acknowledged respectfully. The nursery welcomes and encourages artefacts from a variety of different cultures. Parents/carers from different cultures will be invited into the nursery to share their culture with us.

7. Members of staff will be encouraged to undertake training in all aspect of equal opportunities.
8. Where staffing levels, access to premises or facilities prevent adequate responses to children with special needs, alternative help and support will be sought from outside agencies. At all times reasonable adjustments will be made to accommodate the needs of children, parents/carers, staff, students and volunteers.
9. Medical, cultural, dietary and linguistic needs will be met as far as possible.

Legislation and Guidance

EYFS Statutory Framework (September 2015)
Equality Act (2010)

Links to other Policies and Procedures

Activities and experiences in the early years policy
Behaviour management policy
Special Educational Needs policy
Working in partnership with parents/carers policy

Special Educational Needs Policy

Rationale:

The Early Years Nursery strives to provide an environment that includes individual learning opportunities to enable all children to participate regardless of their abilities and needs.

We will make every effort to integrate children with additional needs or disabilities into the setting and will make 'reasonable adjustments' (DDA 1995)

Purpose:

At all times we take account of the Special Educational Needs Code of Practice and the Department for Education and Skills' SEN Toolkit.

This policy provides guidelines to enable members of staff to adhere to the principles of the SEN Code of Practice, ensuring that the educational programmes developed incorporate the views and needs of parents/carers and, where possible, the children.

Nursery staff recognise the following definition of special educational needs:

'Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them'

This definition may include a disability. At all times staff will make a conscious effort to view the child rather than the disability or difficulty

This policy links closely with the equal opportunities and anti-discrimination policy and the working with parents and carers policy.

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidelines:

1. The nursery has designated member of staff known as Special Educational Needs Co-ordinator (SENCO). She has undertaken mandatory training and will continue to update her knowledge on a regular basis.
She has responsibilities for the special educational needs provision within the nursery. These responsibilities include:
 - a) Liaising with parents/carers and relevant professional agencies in the interests of children with special educational needs.
 - b) Providing advice and support for other staff in the nursery.
 - c) Ensuring appropriate Individual Education Plans are in place.
 - d) Ensuring that appropriate records are maintained and that the information gathered is used effectively.
 - e) Ensuring that all staff members receive relevant and up-to-date training.
2. When a child enters the setting, if the parent has expressed a concern regarding SENCO, there will be an initial consultation between the parents/carers, SENCO and the key person to enable the nursery to identify the best way to meet the child's individual needs – this may include adapting the environment or activities, providing special equipment or extra staff and working with outside agencies. The nursery has close links with the Area INCO who visits the nursery on a regular basis.
3. Observations, record keeping and on-going liaison with parents/carers will enable the nursery to closely monitor the child's progress. These observations may result in the drawing up of an Individual Education Plan (IEP), which should set targets for the child to achieve based on the differentiated curriculum. There will be regular reviews in order to best meet the child's individual needs.
4. Confidentiality will be maintained at all times.
5. Risk assessments will be carried out to ensure that the environment and activities provided are appropriate for the child's needs.

Legislation and Guidance

Equality Act (2010)
Special Educational Needs code of Practice
SEN Toolkit

Links to other Policies and Procedures

Inclusion policy
Working in partnership with parents/carers policy

Working in Partnership with Parents/Carers Policy

Rationale:

Milton Keynes College Early Years Nursery acknowledges that a child's first and most important relationship is with their parent/carer in their home environment.

The Early Years Nursery strives to work with parents/carers to meet the five 'Every Child Matters' outcomes for children.

The Early Years Nursery will seek to develop a strong and positive relationship with parents/carers to best support the individual needs of the children.

The Early Years Nursery has an open door policy and all parents/carers are welcome to visit the nursery at any time.

The staff at the nursery recognise that at all times they are accountable to the parents/carers of the children in their care.

Purpose:

This policy gives guidelines on how the nursery will work with parents/carers to provide the best possible care and education for all children including those children with additional needs.

The nursery undertakes to keep all parents/carers informed of their child's development and experiences whilst attending the nursery and members of staff will encourage parents/carers to share information about their child's life at home.

Parents/carers will be required to provide the nursery with information on their child's medical and dietary needs and to provide current contact details.

Parents/carers will be required to give written permission for their child to take part in aspects of nursery life.

Parents/carers will be encouraged to take an active part in nursery life.

All parents/carers, staff, students and volunteers will be aware of this policy. Please ask if you would like any documents made available in another language or format.

Guidelines:

1. Parents/carers will be informed about the ethos of the nursery at the time of enrolment. Copies of nursery policies and procedures will be accessible to parents at all times. Parents/carers will be given a short version of key policy documents and offered the opportunity to read the full policy and procedure document file.
2. The complaints procedure will be displayed on the notice board in the Entrance hall and parents/carers will be made aware of the procedure to follow if they wish to make a complaint. The nursery has a complaints book, which is kept in the office in which any complaints are recorded.
3. The OFSTED registration certificate and a copy of the latest inspection report will be displayed on the notice board.
4. Information will be collected from parents/carers at the time of enrolment. This will include names of those with parental responsibility and names of those who have

legal contact with the child as well as information regarding the child's health and dietary preferences. The information given by parents/carers will be checked every three months. Parents/carers will be asked to complete an 'All About Me' sheet so that members of staff can follow the child's interests and meet their individual needs. An individual settling-in plan will be developed for each child.

5. Information about daily routines, the child's key person, planning and the educational program will be shared with parents/carers each day.
6. Each child will have a development record that shows the progress they are making within the EYFS and an important aspect of this is any contribution from parents/carers. This record is available for parents/carers to view at any time.
7. We will endeavour to support any parent/carer who has any difficulties in communicating for any reason. Please ask if you would like any documents made available in another language or format.
8. We welcome any involvement from parents/carers in the life of the nursery – we invite you to share any skills, interests or hobbies that may extend the children's experiences and we welcome information about other cultures and religions

Legislation and Guidance

Children Act 1989
Children Act 2004 (Every Child Matters)
EYFS Statutory Framework (September 2015)

Links to other Policies and Procedures

Admissions and Waiting List policy
Settling-in policy
Equality of opportunities and anti-discrimination policy
Special Educational Needs policy
Food and Drink policy
Administration of medicines policy
Key Person policy
Use of CCTV policy
Complaints procedure
Individual settling-in plan

Behaviour Management Policy

Rationale:

The Early Years Nursery strives to maintain a happy, caring and ordered environment where members of staff will be required to act in an appropriate way that fosters the children's self-esteem and confidence and where everyone knows what is expected of them.

Purpose:

This policy provides guidelines for members of staff on how to provide a consistent and positive approach to children's behaviour and respect for others.

Staff will be expected to have high expectations of a child's behaviour and will support them to achieve desirable behaviour as far as possible.

There will be a consistent approach throughout the nursery to challenging behaviour subject to differences in a child's age and stage of development.

Staff will be expected to be positive role models through their interactions with each other and towards children, parents/ carers and other visitors.

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidelines:

1. Members of staff will be informed of, and must read and agree to abide by the behaviour management policy at the commencement of their employment. Members of staff will receive regular updates on behaviour management issues at staff meetings.
2. Physical punishment of any kind or threats of physical punishment are strictly forbidden. Members of staff must also never threaten any punishment that could have an adverse impact on the child's well-being.
3. Physical intervention or restraint may be appropriate **only** if the child is in danger of injuring themselves or others or damaging property. All incidents of physical intervention or restraint **must be recorded** in and parents/carers advised when the child is collected on the same day.
4. There is a named person responsible for behaviour management issues who will undertake relevant training and support and share her expertise with other members of staff. She will be the first point of contact when issues of inappropriate behaviour occur. She will liaise with outside agencies such as the area INCO.
5. The aim of behaviour management is to encourage positive behaviour. Staff will praise and reinforce good behaviour and, as far as possible, ignore unacceptable behaviour.
6. Members of staff will be aware of what behaviour is appropriate according to the age and stage of development of the individual child, also taking into account cultural expectations and special needs.
7. Staff will encourage children to follow simple instructions appropriate to their age and stage of development. Children will be encouraged to share and take turns in their play with others and to take on responsibilities such as tidying up, when appropriate

8. Children will never under any circumstances be referred to as 'naughty'. It is the behaviour that is unacceptable, not the child.
9. Staff will not shout or raise their voices in a manner that is threatening or intimidating to the child or act in any way that belittles a child.
10. Staff will consult with children about the 'rules' of the setting and children will be encouraged to find solutions to conflict.
11. When a child demonstrates unacceptable behaviour staff should assess whether there is a trigger for the behaviour. Where something within the environment can be changed this should be done first.
12. If the unacceptable behaviour continues staff should:
 - Give one-to-one support to the child in understanding what they did was unacceptable
 - Try to distract the child or demonstrate more acceptable behaviour.
 - If the behaviour continues, staff should remove the child from the situation and re-discuss the behaviour with them
 - If the behaviour continues the child should again be removed from the situation and given reasons why he or she has been removed.
 - After an appropriate period of time the child should gradually be re-introduced to the other children and activities.
 - The parent/carer should be informed of any incidents of unacceptable behaviour.
 - At no time should the child be removed from the room or placed on a 'naughty' chair.
 - If the unacceptable behaviour involves harming another child an incident report should be completed for both children.
13. If there are concerns about a child's behaviour the child's key person will discuss the issues with the parent/carer and if appropriate, outside help may be sought.

Legislation and Guidance

Data Protection Act 1998
EYFS Statutory Framework (September 2015)

Links to other Policies and Procedures

Bullying policy
Confidentiality policy
Inclusion policy
Key person policy
Safeguarding children policy
Working in partnership with parents/carers policy

Admissions and waiting list policy

Rationale:

The Early Years Nursery, as part of Milton Keynes College, endorses the college Mission Statement and is committed to providing a quality childcare provision to encourage all students, whatever their circumstances, to achieve their employment and education goals.

The nursery will also offer places to staff of Milton Keynes College and external users.

Purpose:

The Admissions and Waiting List policy will ensure there is a flexible entry procedure to meet the needs of all users of the nursery.

The Childcare Services Manager will ensure the criteria for the waiting list is adhered to. Applications will be dealt with on a first come, first served basis but parents/carers who are continuing to study at the College for a second or subsequent year will be given priority for childcare.

The nursery will ensure that no child or family member is discriminated against on the basis of race, gender, religion, culture, disability or sexual orientation.

The nursery will ensure that all the requirements of the OFSTED registration are adhered to with regard to number of children and staff ratios.

It is a condition of entry that parents/carers give written permission for their child to be viewed on the CCTV link to G24 as part of the nursery's links with the wider college community.

All parents/carers and staff will be aware of this policy.

Guidelines:

1. The Childcare Services Manager will deal with all enquiries or applications for a place at the nursery. Student parents/carers will be encouraged to apply for a childcare place when they enrol for a course. If there is a place available this may be offered to the parent/carer immediately or the child's name will be placed on a waiting list.
2. The Childcare Services Manager or the child's room manager will inform parents/carers when a place becomes available and parents/carers will be invited to visit the nursery.
3. Parents/carers will be given information about the nursery and invited to tour the nursery with their child and meet with the members of staff before accepting a place.
4. Parents/carers will be required to sign a contract, which gives information and other terms and conditions and will be required to read and sign the contract before their child starts at the nursery. The contract can be made available in other languages or formats if requested
5. The conditions regarding the use of the CCTV cameras will be discussed with parents/carers before they give written permission. But as stated above it is a condition of entry that all parents/carers give permission.

Legislation and Guidance

Children Act 2004 (Every Child Matters)
EYFS Statutory Framework (September 2015)

Links to other Policies and Procedures

Settling-in policy
Equality of opportunities and anti-discrimination policy
Working in Partnership with Parents/carers policy
Use of CCTV policy
Complaints procedure

Settling-in and transition policy

Rationale:

The Early Years Nursery wishes all children who join the nursery to feel safe and secure when they first join the group and when they move up into next age group within the nursery.

Purpose:

This policy provides guidelines on how nursery staff will work with parents/carers to meet the child's individual needs.

The nursery acknowledges that many of the children and parents/carers who use the nursery may have additional needs and extra measures will be put in place to make the settling-in process as smooth as possible.

Attention will also be paid to the transition process as children move from room to room within the nursery.

All parents/carers and staff will be aware of this policy.

Guidelines:

1. Parents/carers will be invited to tour the nursery with their child before they join the group and will meet the child's key person to discuss the child's individual needs.
2. Each child will be allocated a key person prior to their settling-in visits and this member of staff will work with the parent/carer to ensure a stress-free transition to nursery life.
3. An individual settling in plan will be produced for each child when they enrol in the nursery and this will be updated as they move from room to room.
4. The parent/carer will be required to bring their child for settling-in visits to enable the child to become familiar with the nursery environment, staff and routines. No child will be permitted to start at the nursery unless they have completed at least one settling-in visit.

5. During the first settling-in session the parent/carer will be asked to complete a set of forms giving the nursery staff the information they require to care for the child.
6. As far as possible the settling-in period will be organised around the child's home routines.
7. When a child attends for a settling-in visit, the parent/carer will be encouraged to leave the child on their own for a short period. If the child becomes unsettled or distressed during this time then the parent/carer will be informed.
8. A child may have as many settling-in visits as necessary to ensure that they and their parent/carer feel comfortable with all aspects of the nursery.
9. Where a child has additional needs, for example where English is a second language, every effort will be made to accommodate these needs and additional settling-in visits may be required or the nursery may provide bilingual support for the child and parent/carer. Additional support may continue to be necessary for the first few weeks of a child's attendance.
10. Parents/carers are encouraged to discuss with their child's key person any issues or concerns they may have to ensure that the staff can meet the needs of the children in their care.
11. When a child is ready to move to another room s/he will undertake visits accompanied by their key person to ensure they feel comfortable with the move. At all stages parents/carers will be kept informed of what is happening and will be invited to tour the room and meet the staff especially the new key person.

Legislation and Guidance

EYFS Statutory Framework (September 2015)

Links to other Policies and Procedures

Individual settling-in plan
Admissions and waiting list policy
Activities and experiences in the Early Years Nursery policy
Key person policy

Lost Child Procedure

Rationale:

The Early Years Nursery is committed to undertaking on-going risk assessments and vigilant supervision to ensure that the circumstances that lead to a child being lost, either from nursery premises or doing an off-site visit, should never occur.

Purpose:

This policy gives information on the procedure in place to inform staff of the necessary action to take in the unlikely event of a child being lost from nursery premises or on an off-site visit.

All parents/carers, staff, students and volunteers will be aware of this procedure.

Guidelines:

In order to minimise the risk of a child being lost from the nursery the following steps will be taken:

1. Required OFSTED adult: child ratios will be maintained at all times.
2. Children will be supervised at all times.
3. Only members of nursery staff will be permitted to open the doors to the nursery and if the member of staff cannot identify who is at the door they must not allow the person access to the nursery without consulting the Childcare Services Manager or a senior member of staff.
4. All visitors will be required to sign in the visitors' book and will be asked to provide proof of I.D.
5. In the event that there are concerns that a child has gone missing from the nursery, the following procedure must be followed:
 - (i) The Childcare Services Manager or member of the senior management team must be informed immediately.
 - (ii) A search of the nursery and outdoor area will be carried out.
 - (iii) If the child cannot be found, college security must be immediately informed who will advise on contacting the police.
 - (iv) The Childcare Services Manager or member of the senior management team will contact the child's parent/carer to tell them of the situation
 - (v) At all times members of staff must ensure that the other children in the nursery are kept safe.
 - (vi) The Childcare Services Manager must inform OFSTED and the college authorities (the Director of Learner Services)
 - (vii) At the earliest convenient time all staff members involved must complete full statements.
6. In the event that there are concerns that a child has gone missing whilst off nursery premises but in the care of nursery staff, the following procedure must be followed:
 - (i) When children are on a visit or walk outside the nursery adult: child ratios will be lower – for 0-2s the ratio will be 1 adult to 2 children, for 2-3s 1:3 and for 3-5s 1:4.
 - (ii) Only children whose parents/carers have given written permission for outings will be permitted to go off-site.
 - (iii) When away from nursery premises the following must be taken: register,

- (iv) children's contact details, mobile phone and first aid kit. The register should be checked before the children leave the nursery and at regular intervals.
- (v) If appropriate, staff should discuss safety matters (e.g. road safety) before leaving the nursery.
- (vi) If there are concerns that a child has gone missing, staff should remain calm and complete a headcount and check the register.
- (vii) A member of staff should carry out a search of the immediate area if this does not compromise the safety of the other children and if the child cannot be found the police should be contacted.
- (viii) The senior member of staff accompanying the children should contact the Childcare Services Manager or deputy at the nursery immediately who will arrange for support to return the children to the nursery.
- (ix) The Childcare Services Manager or member of the senior management team will contact the child's parent/carer to tell them of the situation
- (x) The Childcare Services Manager must inform OFSTED and the college authorities (the Director of Student Services)
- (xi) At the earliest convenient time all staff members involved must complete full statements.

Legislation and Guidance

The Children Act 2004 (Every Child Matters)
EYFS Statutory Framework (September 2015)

Links to other Policies and Procedures

Security policy
Arrivals and departure policy
Outings policy
Working in Partnership with Parents/carers policy
Complaints procedure
Contingency plan

Failure to Collect a Child Procedure

Rationale:

The Early Years Nursery will ensure that there is a procedure in place so that members of staff and parents/carers are aware of what action will be taken if a parent/carer fails to collect their child when the nursery closes.

Purpose:

All parents/carers and staff will be aware of this procedure.

Guidelines:

1. All parents/carers will be required to provide details of telephone numbers of at least one named adult who may be contacted if the parent/carer is unable to collect their child for any reason.

2. All parents/carers and emergency contact telephone numbers will be checked each term but parents/carers are requested to give details to any changes immediately they occur.
3. If a parent/carer fails to collect a child, nursery staff will endeavour to contact the parent/carer and will leave a message if possible.
4. If this is unsuccessful, the Childcare Services Manager or a senior member of staff should be informed. A member of staff will try to contact the emergency numbers.
5. If these contact numbers are unavailable, nursery staff should wait and retry the numbers at 10-minute intervals.
6. At all times, two members of staff will remain with the child and will remain calm and comfort the child if they become distressed.
7. Late fee charges will be incurred at £10 for the first half hour after 6pm after half an hour the charge will be £40. For children not collected after their booked session they will be charged for the additional session.
8. If the child remains uncollected after one hour and it has not been possible to contact the parents/carers or emergency contacts, a senior member of staff should contact Children's Services who will give advice on the situation. The telephone number for Milton Keynes Children's Services are **01908 253169** or **01908 253170**.
9. A full written report must be maintained of the incident, including details of times and telephone numbers used to attempt to contact the parents/carers.

Legislation and Guidance

The Children Act 2004 (Every Child Matters)
EYFS Statutory Framework (September 2015)

Links to other Policies and Procedures

Safeguarding Children policy and procedures
Working in Partnership with Parents/carers policy
Complaints procedure

Care of Sick Children Policy

Rationale:

At all times the health and well-being of the children in the care of the nursery is paramount.

Nursery staff will aim to reassure parents/carers that appropriate measures will be taken to meet the needs of a child who becomes unwell whilst at nursery.

The Early Years Nursery will take the necessary steps to prevent the spread of infection and take appropriate action when a child is ill

Purpose:

This policy gives guidelines on exclusion periods for contagious diseases (see Table 1 below) and when it is necessary to notify OFSTED and the Health Protection Agency.

This policy also ensures that parents/carers contact and emergency contact details are updated termly or sooner if there are any changes.

Whilst acknowledging the rights of the individual with regard to equality of access and opportunity, a senior member of staff may at times have to make the decision to refuse a child admission to the nursery if they are unwell.

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidelines:

1. Parents/carers and emergency contact details will be reviewed each term to ensure they are up to date. Parents/carers will be asked to inform the nursery as soon as the information changes (this information will be given in the parents/carers handbook).
2. If a child becomes unwell whilst at nursery, nursery staff will monitor the situation closely. If the child's temperature continues to rise and/or his/her condition deteriorates, the parent/carer will be asked to collect the child. If the temperature is unusually high the parent/carer will be advised to seek medical advice.
3. If nursery staff consider a child to be too unwell to attend the nursery, the child's parent/carer will be contacted immediately and the child will be monitored closely, away from other children until the parent/carer or emergency contact arrives to collect them. If your child is dependent on any paracetamol or ibuprofen based products and are not able to participate in normal nursery activities then they will not be deemed well enough to stay in the setting.
4. If nursery staff consider a child to be too unwell to attend the nursery, the child's parent/carer will be contacted immediately and the child will be monitored closely, away from other children until the parent/carer or emergency contact arrives to collect them.
5. Parents/carers will be requested to sign a permission form at the time of enrolment giving permission for emergency treatment. If the child needs immediate medical attention and nursery staff are unable to contact the parent/carer a member of staff will accompany the child to hospital, provided written permission has been given.
6. The Early Years Nursery follows the guidelines laid down by the Health Protection Agency leaflet 'Guidance on Infection Control for Schools and other Childcare Settings' with regard to exclusion periods for infectious diseases or conditions. The nursery also has a list of notifiable diseases that must be reported to OFSTED and the local health authority.
7. If a child or adult is suffering from diarrhoea and/or vomiting they will not be permitted to attend nursery until 48 hours after the last episode.
8. A child who has been admitted to hospital will not be allowed to return to nursery for 48 hours after discharge from the hospital, providing the child has fully recovered.
9. All information regarding a child's illness will remain confidential to the Childcare Services Manager and members of staff in the room the child is based in unless there is a medical reason for others to be informed.
10. The nursery will display notices stating when illnesses that may be potentially harmful to pregnant women are present in the nursery but individual children with the illnesses will not be identified.

Legislation and Guidance

The Children Act 2004 (Every Child Matters)
EYFS Statutory Framework (September 2015)

Guidance

Health Protection Agency: Guidance on Infection Control for Schools and other Childcare Settings.

Links to other Policies and Procedures

Medication policy
Medicine audit policy
Health and Safety policy
Working in partnership with parents/carers policy

Table 1: Exclusion periods

Disease	Exclusion period
Chicken pox	For 5 days after rash appears
Conjunctivitis	None
Diarrhoea and/or vomiting	Until 48 hours after last episode of diarrhoea and/or vomiting
Hand, foot and mouth disease	None
Hepatitis A	Exclude young children for 5 days after the onset of jaundice. No need to exclude older children or adults with good hygiene.
Impetigo	Until lesions are crusted or healed
Measles	For 5 days after rash appears
Mumps	For 5 days after onset of swollen glands
Ringworm	Until treatment is started
Rubella (German measles)	For 5 days after the onset of the rash
Scabies	Until treated
Scarlet fever	For 5 days after commencing antibiotics
Threadworms	None
Tuberculosis	Consultant in communicable disease control will advise
Whooping cough (pertussis)	For 5 days after commencing antibiotics

Administration of Medication Policy

Legislation and Guidance

The Children Act 2004 (Every Child Matters)
EYFS Statutory Framework (September 2015)

Links to other Policies and Procedures

Medicine audit policy
Care of sick children policy
Working in partnership with parents policy

Administration of Medication Policy

Rationale:

At all times the health and well-being of the children in the care of the nursery is paramount.

The Early Years Nursery will only administer medication when it is essential to do so.

In order to protect the health of the children in our care there is a procedure in place for the safe administration of medication.

Purpose:

This policy seeks to clarify for nursery staff and parent/carers the responsibilities of the nursery in the event of a child needing medication.

The policy also ensures that medicines administered to children are given in accordance with written instructions and with all relevant documentation completed.

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidelines:

Guidelines:

1. Medicines will only be administered if they have been prescribed by a doctor, dentist, nurse or pharmacist. **Non-prescription medicines can only be administered by the child's parent / carer.**

We will only administer eye drops or cream, teething gel or cough remedy if it has been prescribed by a medical practitioner (see above)

2. **Medication must be handed to a member of staff on arrival to the nursery this will then be logged and stored appropriately. Staff and parent /carer are required to complete the Medicine signing In / Out form on a daily basis.**

3. *Prescribed medication*

Prescribed medication will only be administered to a child at nursery if they have been taking it for 24 hours before being giving it at nursery.

The medication must be supplied in the original packaging and must be clearly labelled with the child's name with clear instructions on dosage and storage.

Parents/carers will be required to sign a permission form and the following information must be recorded on the form –

Name and date of birth of the child

Name of the medication

Why it has been prescribed

When it was prescribed

Who it was prescribed by

When the last dose was given

Time and dosage to be given

Instructions for storing the medicine

4. Members of staff are not permitted to administer medicine if any of this information is not provided.
5. Medicines can only be administered if a medicine spoon or syringe is supplied by the parent/carer, specifically for the purpose.
6. We are unable to store any liquid medication at the nursery overnight unless it is for a long term illness or allergy and the parent has completed a long term medicine form and a car plan is in place.
7. The procedure for administering medication:
 - (i) *There must always be two members of staff present when administering medicine*
 - (ii) *At least one of these must be a member of the management team the other a member of the Early Years Nursery staff.*
 - (iii) *Both members of staff must check all the details on the medication permission form and the medication before administering it.*
 - (iv) *Both members of staff should sign the medication form once the dose has been given.*
 - (v) *Parents/carers must countersign the medicine form when they collect their child to confirm that they have been informed that medication has been given.*
8. The procedure for administering prescribed cream is as above.
9. At no time are students or temporary staff permitted to administer medication of any kind or to witness others doing so.
10. Members of nursery staff will only administer inhalers (for asthma) or epi-pens (for severe allergic reactions) if they have undertaken approved training.
11. If Practitioners must disclose if they are taking medication that may affect their ability to care for children, and must seek medical advice
12. Staff medication must be securely stored and out of reach of the children at all times.

Legislation and Guidance

The Children Act 2004 (Every Child Matters)
EYFS Statutory Framework (September 2015)

Links to other Policies and Procedures

Medicine audit policy
Care of sick children policy
Working in partnership with parents policy

Medicine Audit Policy

Rationale:

At all times the health and well-being of the children in the care of the nursery is paramount.

The Early Years Nursery will take the necessary steps to ensure that any child with a long-term medical condition or illness receives appropriate care. This includes a regular review of the child's needs and may include ensuring that members of staff have received training to

administer medical treatment.

Purpose:

This policy seeks to clarify for nursery staff and parent/carers the responsibilities of the nursery in the event of a child with a long-standing illness or medical condition attending the nursery.

The policy also ensures that there are regular audits of medicines administered to children to ensure that they are given in accordance with written instructions and with all relevant documentation completed.

All parents/carers and staff will be aware of this policy.

Guidelines:

1. The parent/carer of any child with a long-standing illness or medical condition such as a severe allergy will be required to complete a care plan and if the condition has been medically advised this care plan must be completed by the child's G.P.
2. Any information provided by the parent/carer or medical practitioner will be checked each term and parents will be asked to update this information **immediately** there are any changes in the management or treatment of the illness or condition.
3. The nursery will take steps to ensure that members of staff undertake the necessary training to administer medical prescriptions such as an epi-pen or asthma inhaler or any other treatment required.
4. Regular (termly) audits of medicine forms will take place to ensure that:
 - (i) information has been recorded accurately
 - (ii) the name of the medicine has been cross-referenced with that of the child
 - (iii) parents/carers have given signed permission.
 - (iv) parents/carers are able to cross-reference whether the medicine has been administered.
 - (v) the frequency of medicine prescribed to children is checked
 - (vi) dates and times have been recorded
 - (vii) name and signature of staff and witness is clearly stated
 - (viii) who has prescribed the medication can be checked
 - (ix) the medicine has been stored safely in a fridge or in a lockable non portable container (small filing cabinet in the office in a sealed container)
5. The audit will be carried out by the Childcare Services Manager or a senior member of staff.

Legislation and Guidance:

The Children Act 2004 (Every Child Matters)
EYFS Statutory Framework (September 2015)

Guidance

Milton Keynes Primary Care Trust Care Plan

Links to other Policies and Procedures:

Care of Sick Children policy
Medication policy
Health and Safety policy
Working in partnership with parents/carers policy

Misuse of Substances Policy (includes No Smoking Policy)**Rationale:**

The risks to health of smoking, including passive smoking are well documented and the Early Years Nursery wholeheartedly endorses Milton Keynes College Smoke-free Legislation policy and procedures.

The Early Years Nursery also wholeheartedly supports Milton Keynes College Drug and Alcohol Misuse policy and procedures and wishes to 'promote a culture in which drug and alcohol misuse is discouraged'.

Purpose:

The health and well-being of all children who attend the nursery is of paramount importance and this will be safeguarded at all times while the children are attending nursery.

This policy gives guidelines on how the nursery will enforce smoke-free legislation and how the nursery will support any member of staff who has problems with substance abuse of any kind.

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidelines:

1. Smoking by staff, parents/carers, students, volunteers or visitors will be forbidden within nursery premises and in the outside play area.
2. Staff will be allowed to smoke only during breaks in the designated smoking area.
3. No smoking signs will be displayed in the entrance to the nursery.
4. Any member of staff who is found to be under the influence of drugs or alcohol will be asked to leave the premises immediately and disciplinary action may be taken after consultation with the Human Resources department.
5. No child will be released into the care of a parent/carer who is believed to be under the influence of drugs or alcohol. The child's emergency contact will be asked to make arrangements to collect the child.
6. Literature and information will be available on request on how to stop smoking and how to prevent substance abuse.

Legislation and Guidance

Health Act 2006
The Smoke-free (Premises and Enforcement) Regulations 2006
The Children Act 2004 (Every Child Matters)
EYFS Statutory Framework (September 2012)

Links to other Policies and Procedures

Milton Keynes College No Smoking policy and procedures (Sept 2007)
Milton Keynes College Drugs and Alcohol in the Workplace policy (March 2006)

Milton Keynes College Early Years Nursery induction policy
Milton Keynes College Early Years Nursery working in partnership with parents and carers policy.
Milton Keynes College Early Years Nursery students, volunteers and temporary staff policy.

Safer Recruitment Policy

Rationale:

As part of adherence to the legal requirements of the Early Years Foundation Stage the Early Years Nursery takes all necessary steps to ensure that all adults looking after children or having unsupervised access to them are suitable to do so.

The nursery will also meet the requirements of the Independent Safeguarding Authority scheme (once it has been implemented)

Purpose:

This policy provides guidelines on how the nursery will make every attempt to ensure that all individuals employed by the nursery are suitable to do so by means of appropriate checks and references.

The nursery will work alongside the College's HR department to ensure that all College policies and procedures are adhered to.

The Milton Keynes College and nursery equality of opportunities policies will be adhered to at all times.

All parents/carers and staff will be aware of this policy.

Guidelines:

1. The College's Human Resources department will deal with any vacancies that arise for permanent positions within the nursery.
2. The College application form which will be used by all applicants requires applicants to declare all convictions
3. All applicants for positions will be asked to provide two references and evidence of their full employment history and qualifications. Any job offer will be subject to satisfactory references. References are kept at HR but the Nursery is informed once a satisfactory reference has been obtained.

4. All individuals employed by the nursery will be required to obtain an Enhanced CRB disclosure and will not be allowed unsupervised access to children until this has been received.
5. The nursery will keep a record of an individual's CRB disclosure number and the date the disclosure was issued.
6. All members of staff must successfully complete a probationary period and regular reviews take place during this time.

Legislation and Guidance:

Independent Safeguarding Authority Guidelines
EYFS Statutory Framework (September 2015)
Milton Keynes College Recruitment policy

NSPCC Safer Recruitment guidelines

Links to other policies and procedures

Safeguarding Children policy and procedures

Confidentiality policy

Inclusion policy

Managing child/carer physical contact policy

Safe working practices policy

Staff induction policy

Public interest disclosure policy

Students, Volunteers and Temporary Staff Policy**Rationale:**

As part of Milton Keynes College, the Early Years Nursery is keen to provide opportunities for students to extend their learning by using the nursery for placement experience and welcomes groups of students into the nursery to carry out observations on and activities with the children.

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

The nursery also welcomes volunteers, as we believe they can enhance the provision we offer but the first priority at all times must be the welfare of the children.

On occasion it may be necessary to employ temporary or agency staff to cover staff shortages, sickness or holidays and there are guidelines that temporary staff must follow.

Purpose:

This policy provides guidelines and information for permanent members of staff as well as

students, volunteers and temporary staff on their roles and responsibilities and the nursery's expectations of behaviour.

All staff, parents/carers, students, volunteers and temporary staff will be aware of this policy.

Guidelines:

- Milton Keynes College's employers' liability insurance and public liability insurance covers both students and volunteers.
- All parents/carers will be made aware of the presence of students and volunteers.

Students

1. All students, other than those on work experience from school will be expected to hold a CRB disclosure.
2. All students will be required to attend for an interview with the nursery manager before their work experience or placement begins.
3. Students will be asked to read and abide by the nursery policies and procedures and will be given an induction during which their roles and responsibilities will be outlined.
4. Students will not be permitted to change nappies or carry out any other personal care routines.
5. We will work closely with college and school tutors to assist students in fulfilling the requirements of their course of study.
6. We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of the setting.

Volunteers

1. The nursery welcomes volunteers to undertake a range of activities but they are required to undertake an Enhanced CRB check. This will be carried out at no cost to the volunteer.
2. Volunteers will not be included in the ratio of adults: children.
3. Volunteers will be asked to read and abide by the nursery policies and procedures and will be given an induction during which their roles and responsibilities will be outlined.
4. Volunteers will not be permitted to change nappies or carry out any other personal care routines.

Temporary or Agency Staff

1. All temporary staff will be required to undertake an Enhanced CRB disclosure and will be required to complete all necessary Milton Keynes College paperwork including providing the names of two referees.
2. We will only use reputable agencies and will require assurance from the agency that all staff provided by them have an Enhanced CRB disclosure and that the agency have carried out reference checks.
3. Temporary and agency staff will be included in the ratios of adults: children.
4. Agency members of staff will not be permitted to change nappies or carry out any

other personal care routines.

5. Temporary staff will be asked to read and abide by the nursery policies and procedures and will be given an induction during which their roles and responsibilities will be outlined.
6. On arrival agency staff will be asked to provide ID and will be given an induction during which health and safety issues will be explained.

Legislation and Guidance:

EYFS Statutory Guidance (September 2015)

Links to other policies and procedures:

Induction policy

Hygiene Policy

Rationale:

The Early Years Nursery acknowledges the importance of maintaining high standards of hygiene to help prevent the spread of infection and maintain good health

Purpose:

This policy gives guidelines to be followed by members of staff, students and volunteers that reflect good practice.

Every effort will be made to contribute to children's understanding of a healthy lifestyle through role modelling and planned activities.

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidelines:

1. All members of staff will receive training during their initial induction on procedures relating to basic hygiene including nappy changing, hand washing and food handling.
2. Anti-bacterial hand gel is provided staff to use on clean hands.
3. All areas of the nursery, and especially the toilet areas, will be checked regularly throughout the day and cleaned as necessary.
4. Members of staff **must** wear disposable gloves and aprons when changing nappies or soiled or wet underclothes, cleaning potties or cleaning any spillages of bodily

fluids (see (4) for specific guidance on nappy changing and nappy changing procedure)

4. **Nappy changing**

- (i) The procedure for changing soiled nappies will be displayed in all changing areas and must be adhered to by all staff.
 - (ii) Disposable gloves and aprons are provided and **must** be used at all times.
 - (iii) Nappy sacks must be used to dispose of nappies and then placed **only** in the clinical waste bins.
 - (iv) The nappy changing area must be cleaned with anti-bacterial spray and paper towels before and after each nappy change.
 - (v) If parents/carers wish to use cloth nappies for their child, any liners must be placed in a nappy sack and disposed of in the clinical waste bins. Soiled nappies must be placed in a nappy sack and stored in a named bag in the changing room.
 - (vi) Staff must wash their hands before and after changing a nappy.
5. If potties are used they must be cleaned and disinfected after each use.
6. Spill kits will be provided in each room for the cleaning of spills of any bodily fluids including blood, vomit, urine and faeces and members of staff will receive instructions on how to use the kit correctly.
7. Any spillages of bodily fluids must be cleaned up immediately and disposed of in the clinical waste bin. Floors and other hard surfaces must be disinfected using a suitable product.
8. Establishing good habits for children:
- (i) Children will be encouraged to flush the toilets after use.
 - (ii) Children will wash their hands before and after eating, after using the toilet.
 - (iii) There will always be an adequate supply of liquid soap and disposable towels available at all times for hand washing. The temperature of the hot water provided for children is thermostatically controlled and will be checked each week to ensure it does not exceed a maximum temperature of 42C. This will be recorded on the daily management checklist. Children will be supervised when using hot water.
 - (iv) Boxes of tissues will be provided in every room to facilitate children's independence in wiping their noses.
 - (v) Flannels will be used to wipe hands and faces of children aged less than 2 years before and after meals and snacks. Bibs and aprons will be provided for all children aged less than 2years as necessary.

Legislation and Guidance:

EYFS Statutory Framework (September 2015)

Links to other Policies and Procedures:

Health and safety policy
Nappy changing procedure



Nappy Changing Procedure

Disposable aprons and gloves are provided for use of staff members when changing nappies and disposing of bodily fluids and **must** be worn.

The following procedure should be followed whatever the age of the child.

Before changing a nappy:

- ✓ Put on disposable apron and gloves
 - ✓ Clean the changing mat with anti-bacterial spray
 - ✓ Ensure the child's nappies, wipes and spare clothes (as necessary) are to hand.
1. Lay the child on the changing mat and remove the soiled nappy.
 2. Clean the child with the appropriate wipes supplied by their parent/carer.
 3. Fold the soiled nappy and sealed using the adhesive tapes. Put in nappy sack.
 4. If child needs nappy cream, apply using a clean glove.
 5. Put a clean nappy on the child and dress them.
 6. Remove the child from the changing mat.
 7. Dispose of the soiled nappy in the clinical waste bin.
 8. Clean the changing mat with anti-bacterial spray and wipe with paper towel.
 9. Dispose of the gloves and apron in the clinical waste bin and wash hands thoroughly.

Accident and Incident Policy

Rationale:

The Early Years Nursery takes every precaution to prevent accidents to children, members of staff, parents/carers and visitors but acknowledges that accidents may occur and a procedure has been put in place to record.

1. Any head injury.
2. Any high impact incident.
3. Any intentional injury to the child.
4. Any injury where the child was unduly upset.

As a setting we believe that children need the opportunity to make decisions, to take risks and face challenges and that these may sometimes lead to what we consider as normal childhood injuries such as grazed knees or scratches we believe that common childhood injuries are evidence of a high quality childhood, not of neglect, negligence or lack of supervision.

The setting acknowledges that accidents also happen at home and we would ask parents to inform us of any accidents that have left a mark if we discover any marks on your child that we haven't been notified about we will consider these as unexplained and these will be recorded and shared with parents on pick up.

Purpose:

This policy provides guidelines on what the nursery will do when an accident occurs on nursery premises or during an off-site visit.

Members of staff in the nursery will record on an accident form any injuries or marks that have occurred before a child arrives at nursery that have not been explained.

An accident form will also be used to record episodes when a child deliberately hurts another child or adult.

All staff, students and volunteers will be aware of this policy.

Guidelines:

1. Each base room will have their own accident book and there will be a separate accident book for staff..
2. The following information will be recorded on an accident form:
 - Name and date of birth of the child
 - Date and time of the accident
 - Where the accident occurred
 - How the accident occurred
 - Extent and location of injuries
 - Treatment given and by whom
 - Name and signature of any witnesses
 - Name and signature of person completing the form
 - Name and signature of member of management team

Parents or carers must countersign the form when they collect their child and will be given a copy of the report.

3. If the accident report concerns a pre-existing injury or mark on a child which staff believe occurred before the child arrived at nursery the following information will be recorded:
- Name and date of birth of child
 - The date and time the injury or mark was noticed
 - The extent and location of the injury or mark
 - Record of any conversation that occurred with the parent/carer.
 - Name and signature of person completing the form
 - Name and signature of member of management team

Parents or carers must countersign the form when they collect their child and will be given a copy of the report.

4. Procedure regarding accidents:
- (i) At the time of enrolment parents/carers will be asked to sign a form giving nursery staff permission to seek emergency treatment if the parent/carer or emergency contacts cannot be contacted immediately.
 - (ii) If it is considered that a child needs emergency treatment and the parent/carer or emergency contacts cannot be contacted, a senior member of staff will accompany the child to hospital.
 - (iii) Any accidents that result in a child having to receive hospital treatment will be reported to OFSTED and the college Health and Safety Officer.
 - (iv) Accidents to staff members, parents/carers, students, volunteers or any other adults on nursery premises will be recorded in a separate accident book. Any accident to a student will be reported to their tutor.
 - (v) First Aid boxes should be stocked according to health and safety guidelines and checked monthly and replenished when necessary by the Childcare Services Manager or room Managers. First Aid boxes will be located in each base room and in the kitchen. There is also a First Aid kit to be used on trips away from the nursery.
5. Accidents will be monitored regularly by the Childcare Services Manager to check that all forms have been completed correctly and to identify any pattern of location or times. An assessment will then be carried out to reduce or eliminate any risks.
7. Students or volunteers are not permitted to complete accident or incident forms.

Legislation and Guidance:

EYFS Statutory Framework (September 2015)

Links to other Policies and Procedures:

Health and safety policy
Safeguarding children policy
Working in partnership with parents policy

Sleeping child/baby policy

Rationale:

At all times the Early Years Nursery will take all reasonable steps to provide a safe environment.

Babies and children need sleep and/or rest to promote healthy development and staff will ensure that children are appropriately cared for and monitored during periods of sleep or rest.

Purpose:

This policy provides guidelines in accordance with recommendations from the Foundation for the Study of Infant Deaths and the Department of Health on the correct sleeping position for babies under 12 months.

It sets down the procedure for monitoring sleeping babies and children.

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidance:

1. All babies aged less than 12 months of age must be placed to sleep in a dream coracle on their back with their feet placed to the foot of the coracle unless a position is specifically requested by their parents in accordance with working with parents to maintain their child's particular routine.
2. Sheets and blankets will be used to cover babies if required.
3. Each child less than 2 years of age will have their own set of laundry which will be laundered at least weekly depending on the child's pattern of attendance. Any soiled sheets and/or blankets will be laundered immediately. Each child has their own named bag to store bed linen.
4. Children aged over 1 years will sleep or rest on mats covered with a sheet which will be laundered after each use. Sleep mats will be cleaned with anti-bacterial spray after each use.
5. Children are allowed to sleep for as long as they need. If a child has a no sleeping request then if we feel they need a sleep we will let them as an overtired child is a danger to themselves.
6. Coracle's will be thoroughly cleaned each week.
7. Under no circumstances must any child be left on their in a coracle with a bottle of milk or other drink. Babies may be given a dummy or comforter if requested by the parent/carer.
8. Adults need not be present in the sleep room but a sleep chart must be completed each time a child less than 2 years has a sleep. The child will be checked every 10 minutes and the times at which they went to sleep and awoke must be recorded. A timer will be used to facilitate the checks. The person making the check must initial the sleep chart.
9. The temperature of the sleep room will be monitored twice daily and recorded. The

temperature of the sleep room should not exceed 20C.

Legislation and Guidance:

EYFS Statutory Framework (September 2015)

Guidance

Foundation for Study of Infant Deaths

Department of Health

Links to other Policies and Procedures:

Health and Safety policy

Working in partnership with parents policy

Legislation and Guidance:

EYFS Statutory Framework (September 2015)

Guidance

Milton Keynes College Fire Procedures

Milton Keynes College, Chaffron Way Campus Fire Evacuation Plan

Links to other Policies and Procedures:

Health and safety policy

Arrival and departure policy

Substance abuse policy

Emergency evacuation procedure

Arrival and Departure Policy

Rationale:

The Early Years Nursery acknowledges that the welfare of the children in its care is of paramount importance at all times.

The Early Years Nursery recognises the requirements of the Early Years Foundation Stage Statutory Framework to record the arrivals and departures of all children attending the nursery

and also to record the presence of any visitors.

Purpose:

This policy gives guidelines on how members of staff must keep accurate records to protect the safety and security of the children whilst they are attending the nursery, including emergencies such as fire.

All staff, parents/carers, students and volunteers will be aware of this policy.

Guidelines:

1. The senior member of staff on duty will be responsible for monitoring all arrivals and departures of children.
2. All parents/carers and other authorised persons will be required to sign their child into each room and record the time they arrive. A signing-in sheet will be placed in each room. It is the responsibility of the room manager or senior member of staff in the room to ensure this information is recorded.
3. Members of staff, students and volunteers must also sign into the nursery and into their individual rooms. They must also record the times they leave the rooms for breaks.
4. Parents/carers will also be required to sign when their child leaves the nursery.
5. After the last child has left the setting, the senior member of staff will check all registers and signing-in and out sheets and all areas of the nursery.
6. A senior member of staff will telephone parents if they have not been informed about the identity of the person collecting the child.
7. The Childcare Services manager will regularly inspect the registers, signing-in sheets and visitors' book to ensure they have been completed correctly.

Legislation and Guidance:

EYFS Statutory Framework (September 2015)

Links to other policies and procedures

Fire safety policy
Health and safety policy
Lost child procedure

Contingency Plan

Outings policy (including the use of public and private transport)

Rationale:

The Early Years Nursery recognises the educational and social benefits of taking children on outings and visits away from the nursery but also has regard for the safety and well-being of the children at all times.

Purpose:

This policy gives guidelines that must be followed before any trip away from the nursery can be undertaken so that children can be kept safe at all times.

It also gives information on adult: child ratios that must be adhered to on outings at all times.

All staff and parents/carers will be aware of this policy.

Guidelines:

1. Any member of staff wishing to take children on an outing or trip away from the nursery must carry out a risk assessment prior to the outing taking place. This must be recorded on a Milton Keynes College risk assessment form.
2. There must be an outings co-ordinator who is responsible for completing an off-site outings form– this must include the following information: outing risk assessment, place and location of visit, names of all children and staff taking part, time leaving the nursery and estimated time of return.
3. Only children whose parents/carers have given written permission may be taken off nursery premises.
4. There should be a higher adult: child ratio – 1 adult to 2 children under 3 and 1 adult: 4 children for 3 and over. The ratio will be determined by the risk assessment.
5. The following items must be taken on all outings: first aid kit (including any medical equipment for children with medical and additional needs), mobile phone, tissues and contact details of parents/carers.
6. No member of staff will be permitted to transport any child in their own vehicle.
7. Parents will always be notified of any outing involving public transport and will be required to give additional written permission. Private hire coaches must have seat belts that are appropriate for the ages of the children being carried and contractors will be required to provide full details of their insurance.
8. Parents will always be advised if the outing involves public transport such as a bus or train where it may not be possible to provide seat belts and again permission for a child to take part in an outing must be given in writing.
9. All members of staff will be familiar with the lost child procedure which must be followed in the event of a child going missing on an outing

Legislation and Guidance:

EYFS Statutory Framework (September 2015)

Links to other policies and procedures:

Health and safety policy
Lost child procedure
Contingency Plan
Off-site outings form
Risk assessments

Food and Drink Policy**Rationale:**

Milton Keynes College Early Years Nursery recognises the importance of a nutritious diet in promoting the healthy growth and development of all children.

The benefits of drinking water for all aspects of brain development are well documented and water is freely available at all times.

The nursery has taken part in the SMILE award to promote dental health – one of the requirements of the award is the provision of healthy snacks.

Purpose:

This policy provides guidelines to ensure that the meals and drinks provided are nutritious and freshly prepared and offer children the opportunity to taste a wide range of different foods.

Individual dietary needs including food allergies and food preferences are met as far as possible.

There is a separate food hygiene policy that demonstrates how the nursery meets the requirements of food hygiene legislation.

All parents/carers and staff will be aware of this policy.

Guidelines:

1. A two-course lunch will be provided and the food will be freshly prepared by the College catering service. There will be a six-week rotating menu that will be produced by the College catering service after consultation with the Childcare Services Manager.
2. Snacks will be provided during each session consisting of fresh fruit or vegetables and toast or crackers. Snacks will be offered in accordance with the SMILE award requirements and only milk or water will be offered to drink.
3. Menus for all meals and snacks will be displayed in each room.
4. The food provided will reflect the cultural and religious backgrounds of the children and will meet special dietary needs (see Food Hygiene policy). Parents/carers wishes will be respected as far as possible. Where it is not possible to provide a particular type of food (e.g. Halal meat), an alternative will be offered.
5. The food provided will also reflect current guidelines for healthy eating and children will be encouraged to eat fruit and vegetables.
6. Water will be freely available at all times in all rooms.
7. Meals and snack times will be seen as opportunities to extend children's learning in all areas.
8. Parents MUST NOT bring in food for their children due to safeguarding all the children from allergies and dietary requirements.
9. Provision for babies: The nursery will support any breastfeeding mothers by providing facilities for them to feed their baby in private.
10. Parents/carers who choose to feed their babies with formula milk will be asked to either bring in bottles already made up which will be stored in the fridge with the child's name on them or with a bottle with measured water and a pot with measured scoops of formula which the staff will mix as needed.

11. The nursery will provide weaning food for babies at all stages of weaning.

Legislation and Guidance

SMILE award paperwork
EYFS Statutory Framework (September 2015)

Links to other Policies and Procedures

Health and safety policy
Food hygiene policy
Working in partnership with parents and carers

Key Person Policy

Rationale:

The Early Years Nursery acknowledges that it is essential for members of staff to develop meaningful relationships with children and their parents/carers.

The nursery achieves this by having a system in place with each child being allocated a key person who enables the child to become familiar with the nursery and to feel confident and safe within it.

The key person will work hard to develop a meaningful bond with the child and their parents/carers and will be expected to be sensitive to the child's feelings, ideas and behaviour.

The key person acts as a bridge between the nursery and the home and is the point of contact for parents/carers with nursery and communicates with parents/carers on a daily basis.

Purpose:

This policy gives guidelines on how the key person system operates in order to support children and parents/carers and meet individual needs.

All parents/carers and staff, students and volunteers will be aware of this policy.

Guidelines:

1. Each qualified member of staff will be allocated a number of key children. The number of key children allocated will depend on the level of qualification and experience of the individual.
2. Each key person will spend time with the parent/carer and the child when they first enrol in the nursery in order to form a secure relationship with both the parent/carer and the child. The key person will, if possible, be responsible for completing the child's settling-in plan.

3. The daily routine of each room will allow members of staff to spend time with their key children in small group activities.
4. The key person will meet with the parent/carer each day to exchange information in order to meet the individual needs of each child.
5. The key person maintains the development records of their key children and if possible should be responsible for the physical care needs of their key children.
6. When a child moves to a different room or setting, the key worker will communicate with new members of staff and also prepare the child for the change. Where the child goes on settling-in visits to a new room within the nursery, their key person will accompany them.
7. The key person will also complete all documentation required for the transition.

Legislation and Guidance:

EYFS Statutory Framework and Practice Guidance (September 2015)

Links to other policies and procedures:

Activities and experiences in the early years policy
Admissions and waiting list policy
Settling-in and transitions policy
Working in partnership with parents/carers policy

Settling-in and transition plan

Use of CCTV policy

Rationale:

As part of Milton Keynes College's on-going commitment to offering the best possible training to childcare students, there is a CCTV link from G24 to the Early Years Nursery.

This link is used exclusively as a teaching tool for members of staff from the Community Studies department.

Purpose:

This policy lays down strict guidelines for the operation of the CCTV facility including how permission is obtained from parents/carers, members of staff and volunteers.

Ofsted is aware of the use of the CCTV facility

All parents/carers, staff, students and volunteers will be aware of this policy.

Guidelines:

1. All parents/carers, members of staff, students and volunteers are made aware that this is a live link and no recording is kept and access is wholly limited to the plasma screen in G24.
2. Information about the operation of the CCTV is shown in the 'Information, Advice and Guidance' booklet given to parents/carers prior to completing an application form for the nursery.
3. All parents/carers are requested to give permission for their child/ren to be viewed over the CCTV link. They will be asked to sign a permission slip when they register their child at the nursery and a copy of this permission will be given to them.
4. Members of staff will also be required to give permission and they are expected to fully support the ethos of the nursery in this regard.
5. Members of staff and volunteers will always be made aware when the CCTV is in operation and no use of the facility will be made without their knowledge. It is the responsibility of teaching staff to inform the Childcare Services Manager or Operational Nursery Manager of the days and times they wish to use the facility for teaching purposes. The Childcare Services Manager or Operational Nursery Manager will inform all members of staff.
6. Members of staff will be given the opportunity to view the CCTV in operation.

Legislation and Guidance

Data Protection Act

Links to other policies and procedures

Confidentiality policy
Safe recruitment policy
Induction policy
Students, volunteers and temporary staff policy
Working in partnership with parents and carers policy
Documentation and information policy

Documentation and Information policy

Rationale:

The Early Years Foundation Stage requires all childcare providers to maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of children.

The Early Years Nursery will ensure that adequate measures are taken to safeguard personal data and that members of staff are aware of the measures that should be taken.

Purpose:

This policy gives guidelines on the records, policies and procedures that need to be kept and the conditions under which they must be kept.

All records relating to children will be kept for three (3) years

All parents/carers and staff are aware of this policy.

Guidelines:

1. The nursery records the following information on each child (in paper form):
 - (i) Full name
 - (ii) Date of birth
 - (iii) The name and address of every parents and carer who is known to the nursery
 - (iv) The name/s of the parent/s or carer/s whom the child normally lives with
 - (v) The names of persons with parental responsibility
 - (vi) The names of those who have with legal contact with the child
 - (vii) Emergency contact details of parent/carers and two or more other persons who may collect the child
 - (viii) Information on health issues including allergies and dietary requirements.
2. The following information is also collected for children who receive free nursery education (in paper form and on the computer):
 - (i) Full name
 - (ii) Date of birth
 - (iii) Address
 - (iv) Gender
 - (v) Ethnicity (voluntary and recorded under categories as stated on p38-39 of the EYFS Statutory Framework)
 - (vi) Special education needs status
 - (vii) The number of funded hours taken up during census week
 - (viii) Total number of hours taken up at the setting during the census week
3. The following data is also held in the nursery:
 - (i) Names addresses and home telephone numbers and emergency contact numbers of staff employed on the premises, volunteers and students. This information is held mainly on paper but information on staff is also held on computer.
 - (ii) Training records of staff (paper form and on computer)
 - (iii) Performance records of staff (paper form)
 - (iv) Children's assessment/observation records including digital photographs stored on computer
 - (v) College e-mail addresses for staff which include the individual's name
 - (vi) Accident and incident reports (paper form)
 - (vii) Risk assessments in the format required by MK College (held on computer)
 - (viii) Information provided to, or received from external sources
4. The nursery keeps a daily record of the children looked after on the premises, their hours of attendance (signing-in and out sheet) and the names of every child's key person.
5. The nursery adheres to all requirements of the Data Protection Act (1998) and Freedom of Information Act (2000) and is registered on the Data Protection Register

as part of Milton Keynes College.

6. The Ofsted registration certificate, latest inspection report, the complaints procedure and public liability insurance certificate are displayed in the Entrance Hall.
7. All information held in paper form is stored in a locked filing cabinet and all information held on computer is password-protected.
8. All members of staff are aware of confidentiality and understand that they have a personal responsibility to disclosure confidential information except to authorised colleagues.

Legislation and Guidance:

EYFS Statutory Framework (September 2015)) (particularly Safeguarding and Promoting Children's Welfare, Organisation and Documentation)
Data Protection Act (1998)
Data Protection Register
Freedom of Information Act 2000

Links to other policies and procedures

All Milton Keynes College Early Years Nursery policies and procedures (particularly Confidentiality, Safeguarding children and inclusion policies and complaints procedure)