

Highdale Day Nursery
Behaviour Management Policy

Here at Highdale we operate a positive approach towards Behaviour.

- * We believe it is important to promote and encourage wanted behaviour through positive praise and encouragement.
- * Our rules are clear and simple,
PLAY FAIR, PLAY SAFE.
- * We understand that as children become aware of our routine they will learn what is expected of them and also begin to respect the feelings of others.
- * We are committed to working in close partnership with parent / carers, always informing them of any incidents that have occurred regarding their child. Ensuring confidentiality is maintained.
- * Under no circumstances will physical punishment be used or threatened at Highdale, we also have a duty to report any corporal punishment that has been given by a parent or carers to any child.
- * The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour

management strategies have failed. We will draw up a positive handling plan in respect of particularly challenging behaviour and this will be agreed by all parties.

(Guidance for safer working practice.2009)

* Staff follow the six steps of **Conflict resolution**, and are offered up to date training regularly.

Minor Incidents

Will be dealt with appropriately reflecting the six steps of conflict resolution.

Serious Incidents The child will be given 3 clear warnings that the behaviour is unacceptable and if it persists, the child will be asked to sit in quiet time, while the sand timer is used.

Unacceptable behaviour such as biting and punching, the child will be moved to quiet time and have the situation talked through reflecting on the feelings of all involved. These incidents will be monitored, recorded and parent /carers informed.

If unacceptable Behaviour persists Highdale will work together with parents and relevant outside organisations to encourage wanted Behaviour.

Child Collection Policy

Students must not authorise a child to be picked up, it is not part of their role or responsibilities.

Parents please sign all children in and out of the building by using the register displayed next to the inside door.

Please be advised we will not release a child to someone other than those declared on the registration form, unless we are notified previously and given a description.

If for any reason your child is still at nursery after his or her session has ended we will continue to try all emergency numbers on the registration form.

Please inform us of any changes to your child's emergency numbers so that records can be kept up to date.

In the event that a child does not get collected and no one can be contacted, after 6.30 we are obliged to contact the police and children's social care for advice. These contact numbers are displayed on the office wall.

Confidentiality Policy

It is our intention to respect the privacy of all children, staff and their families. Where information is gained it will be kept and will remain confidential unless information needs to be shared to protect the welfare of the children, staff and families.

We meet the requirements of the Human Rights Act 1998 regarding protecting an individual's right to a private and family life, home and correspondence unless we believe a child to be at risk of significant harm.

We meet the requirements of the Data Protection Act 1998 regarding information that we hold about children and their families. This information is gathered in order for us to meet the needs of the children and will be stored in order to remain confidential.

We have regard to the Common Law Duty of Confidentiality and only share information on a need to know basis.

Any information gained regarding a child or their family will be treated in a sensitive manner and only shared with the key worker or relevant member of staff. Sensitive information as always will not be discussed outside of working hours or the premises.

In our modern society we have to be mindful of social networking sites, such as Face Book. We therefore require that no member of staff use social media sites in connection with any of our current parents. Mobile phones are to be kept in the office at all times as part of our Safeguarding policy and we ask that no parent uses mobile cameras on site. This is especially relevant at Christmas when parents are invited in to see our concert.

Parents are permitted to take photos of their own child (as long as all parents have given permission) and we ask that if other children are in the background, that under no circumstances they are posted on line.

The staff at Highdale Day Nursery are not permitted to babysit any of the children attending nursery. This is a matter of safeguarding and confidentiality.

Highdale Day Nursery

Emergency Evacuation Procedure

All staff are responsible for the Health and Safety of all persons that use the setting. These include children, young people, parents, volunteers, members of the public and other staff members.

Each staff member must ensure that;

- All fire exit doors are unlocked and kept free of any obstruction
- All corridors and door ways are kept free of any obstruction
- They are familiar with the location of all fire alarm points
- They are familiar with the evacuation procedure
- All fire extinguishers are in their allocated position and are operational
- A phone is available and charged at all times
- They understand their allocated specific tasks in an emergency
- They have received the basic fire safety training given to all staff
- They are familiar with the Emergency Evacuation drill

Emergency Evacuation drills should be carried out monthly and must be carried out within two weeks of a new intake of children / young people.

What to do in the event of discovering a fire, flood or any other reason for an emergency evacuation;

- Stay Calm
- Sound the alarm
- Walk do not run
- The setting staff will lead the children / young people onto the **garden**, so that they are clear of the building and risk of glass being blown out.
- picking up the registers, setting mobile phone, emergency contact details for children and staff and emergency bag on the way
- The registers will be called
- The staff will check the registered areas, premises including the toilets and
- close the doors when confident that there are no people left inside
- Call 999 giving clear details of the situation to the emergency services (including number of children, staff, visitors and possible impact)

If the Emergency means that we are unable to stay on site, we have agreement to move to the local school. We have risk assessed our route to the school and this is kept with our emergency bag. Gathering all available support we walk or transport the children to the school. We will contact parents to collect their children and can be contacted on the nursery cordless phone.

Practice Emergency Evacuation drills will be carried out monthly and different scenarios will be covered. Details of the drills will be logged in the Emergency Evacuation log, see health and safety file containing any problems and solutions noted. Details will include; date, time, number of children, number of staff, how long the evacuation took and comments.

Policy Date:03/09/12

Review Date: September 2013

Fire Policy

Sources of Ignition

Arson

Gas hob

Birthday Candles

Electrical fault

Due to the nature of the business there are few sources of ignition, these have been taken into account during our general risk assessment. We do not allow children in the kitchen un supervised where gas can be lit quite easily.

Fuel

We have many.....

Curtains

Costumes

Carpets

Cushions

House hold cleaning materials

Oxygen

Surrounding fences

People at Risk

Children (and those with special needs)

Staff

Students

Parents

Visitors

Small open spaces

Due to the design of the building there is little or no risk of convection. Our premises are one story, with high ceilings.

Conduction

Lack of metal in the structure.

Radiation

Keep radiators clear of paper and flammable materials. We will try to keep stocks to a minimum and remove piles of art work on a daily basis.

General Safety

As the building is so small I believe we would be out before a fire had the chance to spread. We have very small risks due to a lack of sources of ignition. If smoke were to occur, due to the size and plan of the building we could raise the alarm quickly. No area is left un supervised and all are fully aware of procedure.

Minimised Risks

Electrical equipment is monitored by daily checks, quarterly risk assessments and annual safety checks carried out by a qualified electrician.

Sources of Heat

These are operated by trained, responsible adults usually done in the kitchen. Radiators are fitted with covers to minimise transfer of heat.

Remove and reduce sources of fuel

Reduce amount of paper and materials in stock.
Keep stored materials tidy and away from sources of heat.
Close windows and doors where necessary.
Turn off air conditioning when not in use.

Reduce risks to people

Look for various escape routes other than recorded ones.

Ensure staff is aware of procedure.

Test fire alarms on a regular basis.

Ensure relevant signs and extinguishers are present and maintained.

Display procedure so that all visitors can see it.

We operate a no smoking policy on the premises.

Who could be affected?

The building is registered for 24 children, we employ 9 staff (who are never all here at the same time), some parents (never more than 10 at the same time), occasional visitors, deliveries and students who are booked into the diary.

Fire detection and warning systems

In our small open plan nursery, staff would raise the alarm by breaking glass at either of our two points. A fire would be obvious to all staff due to the size and plan of the building; staff would then put into place our procedure and calmly walk the children up to the assembly point using an escape route. Our alarm is very loud, it shocks the children, and they know it well. The children respond in a safe manner as procedure is discussed regularly.

If the alarm could not be raised a simple shout of the word FIRE would be heard throughout the whole building.

Car parks are kept clear out of drop off times, and parents are encouraged to park sensibly during other times. This is so that fire engines can gain access where necessary.

If there were to be an electrical shortage there is an emergency system in place.

Fire Fighting Equipment

There are three extinguishers throughout the building, at present two members of senior staff have had training demonstrations of these extinguishers and this will continue during annual fire safety inspections. These extinguishers can be found at both exits and one in the kitchen. The kitchen also has a fire blanket. Senior staff are responsible for attempting to tackle a small fire using extinguishers provided, safety permitting. We have foam and powder extinguishers at Highdale which can be used to put out the majority of fires, (electrical and liquid)

Maintenance of this equipment is carried out annually and records of these checks are kept on file.

Escape Routes

The layout of the room ensures that the escape routes are clear of any furniture; staff are aware of toys creating an obstruction to these routes and attempt to keep them as clear as possible.

During previous fire drills we have got out in less than one minute and secured the building in under two. The children get plenty of practice for the fire drill as it is important that the children continue to remember what to do.

There are never more than 24 children on the premises; this is monitored by using daily sign in and out registers. These are retrieved as part of the fire procedure and senior staff's responsibilities.

The foundations of the building and the outside walls are quite old but internal fixtures, fittings and plaster board were all fitted August 2002. Due to the size of the building there are two doors at either end of the building which are our two main escape routes. There are also windows along one length of the building that could also be used in an emergency. Staff are aware of their roles to assist the children and anyone with extra needs to evacuate the building, safely.

Signs and Lighting

There are glow in the dark signs highlighting the exits and low level emergency lighting also. Notices are used close to the exits to provide instruction on how to use fire safety equipment as well as to direct actions in the case of a fire.

Installation, testing and maintenance

Due to the size of the building both exit doors are used frequently. Every quarter we practice our fire drill so that the children and staff remain familiar with what to do and where to go.

Annually K and S Fire Protection LTD check our extinguishers, fire blankets, exit routes and signs. Logs of these checks can be found in regular procedures file and filling cabinet.

Information and Training

Our fire procedure is displayed on our notice board at all times, all staff and students are fully aware of procedure. All parents have this explained to them during their first visit. New staff will be shown procedure as a part of their induction.

We practice our procedures regularly so that staff and children know what to do in the case of an emergency.

Staff has recently been offered annual training in the use of fire extinguishers and this will continue.

A sign can be found in the assembly area so that anyone knows where to go, this place has two exits and allows us to be out of sight from the building and away from possible blown out glass.

Review

Any changes are monitored throughout our premises and will be incorporated into our fire risk assessment where necessary.

Lindsay Ford and Sarah Warbuton are responsible for overall fire safety.

Food Hazard Analysis

Analysis of Steps, Hazards, Controls, and Monitoring for Highdale Day Nursery

<u>Step</u>	<u>Hazard</u>	<u>Control</u>	<u>Monitoring</u>
Purchase of food	Microbiological, Chemical or Physical contamination. Harmful bacteria already present. Contamination during factory process. Foreign bodies from pests, or shards of glass/ metal from machinery etc.	Use well established company's for supplies.	
Transport	Bacteria growth due to time scale and conditions of delivery. Contamination of foreign bodies from transport conditions.	Asda delivery vans should be kept at appropriate temperatures. If food and packaging does not meet our requirements they will not be used, a refund and replacement will be sought.	Use by dates are checked. We have requested regular van temperatures from Asda which are recorded in our kitchen diary. Condition of foods visually checked.

Storage	Bacterial growth could occur due to incorrect storage. Contamination due to chemicals, pests or micro-organisms.	Store at suitable temperatures. Keep separate, raw and cooked foods. Cover and rap food packaging that have been opened. Stock rotation.	Record temperatures. Ensure storage is clean and organized appropriately. Follow kitchen cleaning schedule. See best before dates and record recommended use by dates found on packaging.
Preparation	Cross Contamination. Foreign Bodies. Chemical contamination. Growth of bacteria at certain temperatures.	Good standards of cleanliness and hygiene. Limit food handling times. Use appropriate chopping boards, hand wash in the sink and then dish wash. Separate raw and cooked foods. Where raw meat has been prepared, the use of only the red disposable clothes to be used to clean and disinfect sink and used equipment	Inspect kitchen to ensure regular procedures are carried out. Ensure protective clothing is worn. Monitor amount of cleaning and washing materials used. Ensure the red clothes are being disposed of.
Cooking	Survival of harmful bacteria.	See appropriate cooking times. Check temperatures of cooked foods.	Use probe and review results to ensure temperatures are being met.
Serving Food	Introduction of foreign bodies. Opportunity for bacteria growth Children wait until almost cold or take a long time to consume.	Serve immediately. Clean all spillages appropriately.	Dispose of food if allowed to cool. Reviewed: 06.02.08

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Health and Safety Policy

Health and Safety officers: Lindsay Hall/ Sarah Millard

Here at Highdale we are committed to providing a secure and safe environment for all children and staff.

All staff and volunteers are made aware of this document, so that they gain a better understanding of the importance of Health and Safety, and what it means to them.

Risk assessments are carried out on a six monthly basis, to ensure that the safety standards are met and reviewed.

All equipment will be checked on a continual basis, and disposed of if broken or unsafe.

Any unsafe equipment or fixtures should be reported to management so that they can be removed and replaced.

All staff and students are made aware of the fire evacuation procedure as part of basic training. This procedure is displayed on the notice board for parent and exits are clearly marked.

Fire exits are to be kept clear at all times.

Fire fighting equipment is checked on an annual basis, by professionals, and staff have equipment demonstrated to them on a rotational basis.

Fire drills are carried out on a termly basis so that the children remain familiar with the procedure, this is also done as an educational aid.

A fire risk assessment is carried out on the premises and equipment to ensure fire safety standards are met.

All electrical leads will be tucked away out of children's reach.

All potential hazardous substances will be stored correctly, please see COSHH.

When not in use children and staff are encouraged to tuck chairs under the tables, and pick up dropped toys so that they do not cause injury or obstruction.

Staff complete opening and closing checks of the premises, the whole area is checked for animal waste outside and any hazards, such as broken glass and spillages.

The main gate has an intercom fitted so that no one can gain entry to the premises without being buzzed in. Parents are also regularly reminded to ensure that they do not let other adults in through the gate on entry.

The visitors book must be signed when entering and leaving the premises, recording the date and time for future reference.

The children will be supervised at all times and minimum staff/child ratios will be 1:8 for 3-4 year olds and 1:4 for 2-3 year olds. Higher ratios will be used during outings. We will not release a child to anyone other than those listed on the registration form, unless otherwise directed to do so by primary carers, and we will ask for a description and written consent for permanent changes.

Health Policy

Any child displaying symptoms of sickness and diarrhoea will be required to keep their child away from nursery, 48 hours after the end of symptoms; this is to protect us all from multiple sickness cases.

If a child is found to be suffering from any acute signs or symptoms of illness during their session with us, Highdale Day Nursery reserve the right to ask that they be collected as soon as possible, and not return until symptoms have gone.

Any fresh cuts and sores on the children or staff must be covered to prevent infection.

Children's medical and dietary requirements will be displayed on the fridge door and the classroom information list is located in the office on the cupboard door, so that all staff can be fully aware of individual needs while information is kept confidential.

Accidents that take place at nursery will be recorded in detail on individual sheets and signed by parents. These forms are kept in the accident file on the yellow shelf.

Snack times consist of water/ milk and fruit, ensuring the children are getting nutritional snacks on a daily basis.

All meals are carefully balanced for the children's tastes, as well as attempting to bring in foods from other cultures, and incorporating a healthy nutritional balance.

Hygiene Policy

Here at Highdale we are aware of the importance of good hygiene in order to prevent the spread of infection and germs. Children learn about personal hygiene through our daily routine and various themes covered.

All staff preparing food have achieved Level 2 Food safety and hygiene for catering.

Children and staff are encouraged to wash their hands before meal times and following personal care routines.

Staff are required to wear disposable gloves when changing the children, or nappies.

Children and staff toilet are cleaned in conjunction with cleaning schedules.

Toys and equipment are cleaned on a regular basis.

Inco policy

Here at Highdale Day Nursery we acknowledge all cultures, religions, and races not only in our society, but in the wider world. We believe that equal opportunities are essential for the development of each child, and important when building relationships with families. Discrimination will not be tolerated, regardless of any factors, we accept everyone as clients or employees giving them the same opportunities.

We reflect a mixed society in positive ways, using positive images, and a wide range of resources available to us.

Our aims are to treat all adults and children equally; valuing their views and ensuring that individuals needs are being met. The SEN code of practice will be followed where necessary.

We will ensure that everyone's point of view is valued.

Provide activities which help children to appreciate each others similarities, opinions and differences.

Ensure a positive attitude throughout our nursery, towards gender, religion, disability, race, and age. We do this by informing and educating the children through relevant activities, discussions and play.

Ensure every child has equal access to activities, resources and staff attention.

Ensure that when recruiting staff no discrimination takes place on the grounds of gender, race, age, religion or disability. This process will be made fairly and uniformly every time.

The Inclusion Co Coordinator for Highdale day nursery is Sarah Millard

Jewellery Policy

During work hours at Highdale Day Nursery, we ask that all staff limit the amount of jewellery worn.

If preparing food, *ONLY* a wedding band and studs are to be worn.

Please cover body jewellery with a blue plaster if it can not be removed.

General staff on the premises should keep jewellery to a minimum.

Long earrings should not be worn at any time as they may get caught or pulled.

Large rings should not be worn as they may scratch the children.

Medication Policy

A form for Prescribed and non prescribed medicines (No Aspirin based medicine to be administered whether prescribed or not.) must be completed on arrival if medicines need to be administered throughout the day. This form can be found in the file on the office shelf and filed away separately to help maintain confidentiality. This form must contain the stated dose, the last time it was given, the time the dose needs to be given, the name of the medicine and the signature from the parent requesting the medicine to be given.

All medicines will be stored in a sealed container in the fridge, clearly labelled.

Parent/ carers will be requested to sign the form again, at the end of the session, to ensure that their medicine request has been carried out.

Should any child need medication to be administered to them that requires technical knowledge, individual training will be given to meet the needs of the child. Lindsay and Sarah have both been shown how to use an EpiPen and an Anapen for the purposes of administering adrenaline in the case of anaphylactic shock. Training notes will be kept with the first aid kit.

Outings Procedure

During the registration process a permission slip is signed to allow staff to take a child off of the premises, as part of a learning experience. These may be planned or un planned trips to visit places such as the ducks, the library or local woods.

An individual risk assessment will be carried out for individual trips or visits taking into account all safety aspects.

Items to take

Contact numbers for children and staff

Mobile phone, which parents can access the number to should they need to contact us and that we can use in emergencies

Spare clothes and changing equipment

First aid kit

Medication, if necessary

Smoking Policy

Here at Highdale Day Nursery we operate a No Smoking policy throughout the whole nursery premises, inside and outside.

This policy is in the interest of children and staff on the premises. This policy affects everyone coming onto the premises such as parents, delivery personal and all members of staff.

Special Educational Needs Policy

Named Special Educational Needs Co-Ordinator (SENCO)
: Sarah Millard

Here at Highdale Day Nursery we welcome all children and adults whatever their individual needs may be. We wish to ensure that all children including those with special educational needs can reach their full potential and will be fully included in all aspects of the nursery.

We request that parents inform us of any known additional requirements in order for staff to help meet all children's needs effectively. We are committed to working in close partnership with parents and families sharing observations and profiles regularly. If necessary we can provide parents and families with names and contact details of relevant support services, always ensuring confidentiality is maintained.

We will work closely with multi disciplinary agencies to ensure that all children's needs are being monitored of and valued.

All staff are responsible for observing, monitoring and recording individual children's progress and behaviour, however the Special Educational Needs Co Ordinator or SENCO will over see and manage any cases of children with additional needs.

All staff will receive relevant training with regard to Special Educational Needs.

The SENCO will always have regard to the Special Educational Needs Code of Practice.

Whistle Blowing Policy

Statement of intent

It is our intention that staff working at Highdale Day Nursery feel confident about coming forward and reporting any issues/concerns that they may have regarding the areas below, whilst remaining protected from any subsequent discrimination.

Aim

- Ensure staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity
- Provide avenues for staff to raise concerns and receive feed back on any action taken
- Ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied
- Reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosures in good faith

Any concerns can be reported without this leading to any harassment or victimisation, and every effort will be made to keep both the concern and the member of staff's identity confidential

What should be reported?

- The inappropriate treatment or care of a child
- Any breach in the behaviour of manager, staff, student or volunteer
- Discrimination of any kind
- Concerns that could impact on the health and safety of the children or adults
- In appropriate use of settings assets
- Decision making for personal gain
- Abuse of position
- Inappropriate use of budget
- Deceit
- Tampering with documents

Methods of reporting

- A concern can initially be raised by any staff member to either Lindsay or Sarah. In the event that the concern is about your line manager contact Ofsted.
- Discuss the nature of the concern together with the background , history of the concerns and provide relevant dates of incidents
- There is no expectation that staff prove beyond doubt the truth of their suspicion, however they will need to demonstrate that they are acting in good faith and there are reasonable grounds for their concern
- All employees will be treated fairly

Concerns will be dealt with in the following way:

- Initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take
- The incident will be investigated by Lindsay and Sarah or Ofsted.
- If appropriate it will be referred and put through established Safeguarding procedures and may form the subject of an independent inquiry
- Within ten working days of the concern being raised , the member of staff will receive in writing :
- Acknowledgement that the concern has been received an indication as to how the setting will proceed to deal with the matter
- Supply the member of staff with information on staff support mechanisms
- Inform the member of staff concerned as to whether any further investigation will take place and if not, why not.

It may be necessary for the setting to interview staff to ensure that their disclosure is fully understood. Any meeting can be arranged away from the workplace , if so wished , and a representative or a friend may accompany the involved member of staff for support.

If there are any difficulties experienced as a result of raising a concern, support will be offered.

Staff will be kept informed of the progress and outcome of any investigation to assure that any disclosure has been properly addressed unless legal reasons determine otherwise.

Confidentiality- will be maintained and every effort will be made not to reveal a member of staff's identity if they so wish. If however a member of staff makes an allegation frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action may be taken.

The public Interest Disclosure Act 1998 seeks to protect employees from discrimination as a result of "blowing the whistle" on their organisation , or individuals within it, through amendments to employment law.

If you are not satisfied with the outcome of the investigation , you may elevate your concerns directly to Ofsted Tel: 0300 123 1231, e-mail whistleblowing @ofsted.gov.uk.

This policy was adopted on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management

