

 Farnborough College of Technology	Bookworms Policies and Procedures
Owner	Bookworms Nursery Manager
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Policy amendments and updates

Policy name	Change made	Date
All policies, procedures and appendices	All checked and updated.	February 2018
Privacy statement on personal data	New policy statement written for GDPR.	May 2018
Behaviour management	New procedure written for helping children manage their behaviour.	February 2019
Attendance policy	Statement added about late collection charges.	February 2019
Health & hygiene policy	Statement added about preschool aged children.	February 2019
Toileting and nappy changing	Statement added about preschool aged children.	February 2019
Asthma policy	Policy rewritten.	February 2019
Appendix 4	Supervision agreement and notes page changed.	February 2019
All policies, procedure and appendices	All checked and updates as necessary.	February 2019
Procedure for unknown persons. Page 46	New procedure written to update safeguarding measures already in place.	January 2020
All policies, and procedures	All checked and updates made	October 2021

Admissions Procedure

It is our intention to make Bookworms Nursery accessible to all staff, students of the College and families from the wider community. In order to accomplish this, we will:

- Ensure that the existence of Bookworms Nursery is widely known throughout the College. We will place notices advertising Bookworms Nursery at strategic places around the College and the wider community, in more than one language if appropriate.
- Describe Bookworms Nursery and its practices in terms which make it clear that it welcomes fathers, mothers, other relations and carers, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our Equal Opportunities policy widely known.
- If you have a child already attending Bookworms Nursery, we will prioritise a space for your second child starting at a later date.

Children will be placed on a waiting list and will join Bookworms Nursery as soon as a suitable vacancy becomes available.

Settling in Procedure

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in Bookworms Nursery. Children cannot play or learn successfully if they are anxious and unhappy. Our settling in procedures aim to help parents/carers and their child to feel comfortable at Bookworms Nursery and benefit from what we have to offer.

In order to accomplish this, we will:

- For the September intake we will hold all visits during the college administration week ahead of the start of the new academic year. There will be a first visit with the parents when the child's key person will introduce themselves to the parent and spend time getting to know the child, their routine and talk to parents about the registration paperwork. A further two visits will take place for the children to become used to coming to nursery.
- Offer settling in sessions to take place in the 2 weeks leading up to a child's start date. Children typically have 3-4 visits. The first visit is with a parent, enabling the child to explore and play, while the parent completes paperwork and discusses their child's development. Other visits are typically between 30 minutes and 2 hours in length and may include a snack or a mealtime. If we feel that children need more visits we will arrange these.
- Introduce flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- Make clear to families from the outset that they will be supported in Bookworms Nursery for as long as their child is in our care.
- Encourage parents/carers, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.
- Assign a Key person to each new child.

The key person's role is

- To help each child settle into Bookworms Nursery.
- To familiarise the child and their family with Bookworms Nursery.
- To discuss with the child's parent/carer any specific requirements their child may have.
- To build up a relationship with the child, and their parent/carer.
- To provide care tailored to meet their individual needs.

- To encourage the child to participate in the daily activities.
- To exchange information on a daily basis with parents in confidence if necessary.
- To monitor the child's progress towards the early learning goals.
- To hold regular meetings with parents to discuss their child's progress.

In order to make transitions within Bookworms Nursery as smooth as possible we will follow the following procedure:

- As a child nears the time to move up to the next room, their Key person will work with the child's parents and their new key person to work out a schedule for the child's transition.
- The child will visit their new room many times to help them become familiar with their new key person and room. These visits will vary in length and will attempt to cover many different parts of the new room's daily routine.
- Staff will plan a date for the transition, however we will be guided by the children on this and if we feel they are ready sooner, or require more visits to help the transition be successful we will discuss this with the parents and agree a new transition date.

Transitions to School or a new Nursery

At Bookworms Nursery we endeavour to do all we can to help a child make the transition to another setting or school. We will liaise and share information with the child's new setting or school as appropriate. Every child that leaves Bookworms Nursery takes with them a comprehensive record of their development and progress through the Early Years Foundation Stage. Leavers reports are written for all children who are leaving to start school. We welcome visits from class teachers for children who are transitioning to school.

Attendance Procedure

We are aware that changes to your hours are sometimes unavoidable and we will do our utmost to adapt your child's sessions if necessary.

Children can be dropped off at any time after their session start time but must be collected by the end time of their booked session. Failure to collect on time may result in late collection fees being added to your invoice for every full, or part fifteen minutes that you are late collecting.

If your child will not be attending their session for any reason please inform Bookworm's Nursery as soon as possible.

College staff and students must inform us if they are leaving college while their child is in our care and make sure that the nursery knows what is the best contact number should the need arise.

We cannot allow your child to bring personal toys other than comforters into nursery. Bookworms Nursery will not be held responsible for any loss or damage.

You must inform a member of staff if someone other than yourself will be collecting your child. Unless we have had prior permission from yourself we will not allow your child to be picked up by anyone else.

Parents/Carers will be kept up to date with nursery events, topics their children are studying and other information through Newsletters, emails, notices and letters. Parent's/Carer's ideas and suggestions are welcome. Bookworms Nursery provides a suggestion and comment box in the corridor outside the nursery on the parents' notice board. An annual questionnaire is sent out for parents to feed back on their experiences and ideas. Comments and suggestions can be given to any member of staff.

Record keeping procedure

1. A Learning Journey is kept for each child, which include
 - examples of the children's work
 - photographs of the children
 - observations carried out by the key person
 - reports on the children's progress
 - parents comments
 - home learning pages
 - 'wow' moments
 - Next steps

2. The child's key person is responsible for keeping the records up to date and planning the next steps in the child's development.

3. The information in these folders is regularly shared with the child's parents.
4. All children's records are kept securely within the nursery.

Fee payment Policy

Below are listed general guidelines on the payments of fees.

- Fees are payable monthly in advance.
- Fees need to be paid direct to the college finance department.
- Fees are charged by session or full day.
- If you are on holiday or your child is ill on their usual days of attendance full fees are still payable.
- Fees are not payable if the nursery is closed.
- We require a months' notice in writing if you wish to withdraw your child from Bookworms Nursery.
- Cash, cheques, or debit/credit card can be used to pay fees.
- We accept childcare vouchers.
- Fees are reviewed yearly; any changes are implemented from 1st September.

Information for those who have funded childcare

Learner Support funding: - your child may start Bookworms Nursery as soon as you have clearance that you are eligible for this funding.

Care-to-Learn: - your child may start Bookworms Nursery as soon as you have clearance that you are eligible for this funding.

Free government funding for two-year olds. Your child is eligible for this funding in the term after their second birthday if you meet the necessary criteria. You will need to apply on line. We can claim this funding for you when we have received clearance that you are eligible.

Early Years Entitlement (EYE) for 3-4-year olds. Your child is eligible for this funding in the term after their third birthday. You will receive a form from us to fill in and we will then claim this funding on your behalf.

30 hours funding

Parents must apply on-line for the additional 15 hours of funding. Parents will need to supply the nursery with their unique code. Parents are responsible for confirming their eligibility throughout the year on the government website.

HE funding: - We will require you to have the funding paper work done within one week of your child starting with us. This type of funding can take months to come through; you will be required to pay a percentage of your fees until you receive your funding.

Behaviour Management Policy

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

In order to achieve this:

- Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within Bookworms Nursery and explained to all newcomers, both children and adults.
- All adults will ensure that the rules are applied consistently, so that each child has the security of knowing what to expect and can build up useful habits of behaviour.
- All adults will provide a positive role model for the children with regard to friendliness, care and courtesy.
- Adults will praise and endorse desirable behaviour such as kindness and willingness to share.

When children behave in unacceptable ways:

- Children who show inappropriate behaviour will be given one-to-one adult support helping them to understand what was wrong and working towards a better pattern. Where deemed necessary this may be achieved by a short period of time away from the situation supervised by an adult.
- In cases of serious inappropriate behaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, by means of explanations rather than personal blame.
- Children will not be sent out of the room by themselves
- Physical punishment will not be used.
- In any case of inappropriate behaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults will not raise their voices in a threatening way.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Recurring problems will be tackled, in partnership with the child's parents/carers using objective observation records (ABC charts) to establish an understanding of the cause.

Physical Intervention Policy

Restrictive physical intervention will only be used when Bookworms Nursery staff believes its use is in the child's best interest. The child's needs are paramount.

When children are in danger of hurting themselves, others or of causing damage, staff have a responsibility to intervene. When restrictive intervention is used, it is used within the principle of reasonable minimal force in proportion to the circumstances.

Restrictive physical intervention can be justified when:

- Someone is injuring themselves or others.
- Someone is damaging property.
- There is suspicion that although injury, or damage has not yet happen it is about to happen.

The aim of using restrictive physical intervention is to restore safety, both for the child and those around him or her. Physical intervention is when a member of staff intentionally uses physical force on a child against their will.

We will record any use of restrictive physical intervention within 24 hours of the incident, and an action plan will be written to define appropriate future responses.

Kate Pearson is Bookworms Behavioural Management Co-ordinator. Her role requires her to;

- Be up to date with Behavioural Management Training
- Be the liaison with parents/carers of children with behavioural issues
- Circulate relevant behavioural management information as required
- Be responsible for co-ordinating staff training in behavioural management
- Be the link between Bookworms and outside agencies.

Helping children at Bookworms to manage their own behaviour.

From time to time all children can display unwanted or challenging behaviour, this is a normal part of growing up.

At Bookworms we are actively encouraging the children to manage their behaviour, and that of their peers.

We are teaching the children not to retaliate and are trying to give them the skills to use their voices, or signs, to say how they feel and to ask their peers to STOP.

You can help us by:

- Supporting us in teaching children not to retaliate.
- Talk about how we are all different.
- Supporting the use of the 'STOP' hand gesture and saying stop rather than squeal.
- Reinforce getting them to tell a grown up or teacher.

Health and Hygiene Policy

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

Food

When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

The sharing of refreshment plays an important part in the social life of Bookworms Nursery, as well as reinforcing the children's understanding of the importance of healthy eating. Bookworms Nursery will ensure that:

- All meals and snacks provided are nutritious, avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings.
- Children's medical and religious dietary requirements are respected.
- Menus are planned in advance and food offered is fresh, wholesome and balanced.
- A multi-cultural diet is offered to ensure that children from all backgrounds encounter familiar tastes and that all children have the opportunity also to try unfamiliar foods.
- If a main meal is offered, the following elements are included:
 - protein for growth
 - carbohydrate for energy
 - essential minerals and vitamins in raw foods, salads and fruits
- The children are offered either milk or water to drink.
- A weekly menu is displayed and individual-eating habits discussed with parents.

If any children with a food allergy or intolerance join Bookworms Nursery the following procedure will be followed:

1. Parents must complete a form, detailing the child's allergy and the reaction caused.
2. Supply food free of ingredients the child is allergic / intolerant to. These

- foods will be stored separately to avoid cross contamination.
3. Check all packets before serving snacks and a double check will take place if necessary.
 4. Supervise children with food allergies or intolerance's closely at meal and snack times.
 5. Clear away foods crumbs immediately, and do not let children with allergies/intolerance's play on the tables or floor until this is done.
 6. Inform college kitchen and order relevant meals according to the type of food allergy or intolerance the child has.
 7. Monitor any symptoms closely and keep parents/carers informed.
 8. Work with parent/carer at all times.

Breastfed babies

We welcome mums that are breastfeeding their babies. We offer privacy and a calm environment for any mums that would prefer to come into the nursery to feed their baby.

We can store expressed milk in our fridge or freezer space, milk supplied will be stored in an air tight lidded container to avoid any cross contamination. Any expressed milk supplied must be clearly labelled with the child's name and the date on it.

Outdoor Play

- Children will have the opportunity to play outdoors throughout the year (either in the Bookworms Nursery outside play area or on outings to parks or other community play spaces).

Sun Protection

- Whenever possible children will be protected with sun cream factor 30+ and sun hats when playing outside in the sun.
- On hot days Bookworms Nursery will avoid outside play over the midday period.
- Bookworms will ensure that there is always shade available in the outside play area.

Illness

- Parents/carers are asked to keep their children at home if they are infectious, and to inform Bookworms Nursery, so that we can alert other parents/carers as appropriate. For information on when your child can return to nursery when they have an infectious illness, see appendix 1.
- If you give your child paracetamol-based medicine e.g. Calpol, before they come to nursery you must tell a member of Bookworms Nursery Staff on arrival. If your child were rushed to hospital during that day, we need to be able to tell the emergency staff what medicine the child has taken.
- Parents are asked not to bring into Bookworms Nursery any child who has been vomiting and/or had diarrhoea until the child has been symptom free for at least 48 hours.
- If a child is sent home with a high temperature (usually 38°C or above) they cannot return to nursery for at least 24 hours.
- Cuts or open sores, whether on adults or children, must be covered with a plaster or other dressing.
- A child who develops a high temperature needs to be collected from nursery. Parents must be contacted and verbal permission gained to administer Calpol to a child with a high fever. If a parent or emergency contact cannot be contacted within 15 minutes of the child being found to have a high temperature a single dose of Calpol will be administered by the nursery manager, in accordance with the dosage listed on the packaging. This will only be given if the child has been at nursery for more than 4 hours to avoid the risk of an overdose.

Special measures for Covid-19.

Suspected symptoms while not at Bookworms:

If a child or member of staff is displaying one or more of the PHE recognised symptoms of Covid-19:

- A high temperature, of over 38c
- A new and continuous cough
- A loss of, or change to sense of taste or smell.

They must stay away from Bookworms Nursery. The nursery needs to be aware of the symptoms being experienced. A call or email to the nursery is requested from staff and parents if they are not going to be attending as normal. Government advice on isolation and testing must be followed and test results shared with Bookworms Manager or Deputy before a return to nursery can be allowed.

Suspected symptoms while at Bookworms:

If a member of staff or a child develops possible Covid-19 symptoms while at college they will be sent home immediately. While waiting for a parent to collect a child they must be isolated away from the other children. Staff who remain with the child must wear the provided PPE:

- Mask
- Visor
- Disposable apron
- Disposable gloves

Nursery will follow the latest Government and Public Health England advice on testing, isolation periods, cleaning and notifying others.

Medication

If a child is on prescribed medication the following procedures will be followed: -

1. A child must not return to Bookworms until the prescribed medication has been taken for a minimum of 48 hours, unless it is for a long-term treatment i.e. inhaler for Asthma.
2. Parents/carer will be asked to fill in a medication form, giving details of what type of medication is to be given, how much to give, when to give it, and giving permission for the deputy manager or manager to administer the medication. No medication can be given to a child at Bookworms Nursery without written permission from their parents/carer.
3. Medication will be stored either in the fridge or our locked medicine cabinet. Medication of any type is not allowed to be stored in the children's bags.

It is Bookworms Nursery Policy not to administer non- prescription Medication.

Bookworms Nursery have special forms for parents with children, who may require lifesaving or have long term medication. Staff will receive the necessary training the use of equipment in order to administer lifesaving medication. Emergency medication will be kept on a high-level shelf in a box clearly marked with the child's name. The box should contain everything needed to administer the medication to the child.

Bookworms will ensure that the first aid equipment is kept in accordance to health and safety regulations and restocked as necessary. All staff at Bookworms Nursery are Paediatric First Aid trained.

Information sources

- Parents will have the opportunity to discuss health issues with Bookworms staff and will have access to information available to Bookworms.
- Bookworm's will maintain links with health visitors and gather health information and advice from the Local Health Authority Information Services and/or other health agencies.

HYGIENE

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

Personal hygiene

- Hands washed after using the toilet, and before eating.
- Paper towels used and disposed of appropriately.
- Tissues will always be available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues will be disposed of hygienically.
- Children are encouraged to shield their mouths when coughing.
- Hygiene rules relating to bodily fluids will be followed with particular care and all staff are aware of how infections including HIV infection, can be transmitted.

Cleaning and clearing

- Any spill of vomit, excrement or blood will be cleaned up immediately using body fluids spillage kit. The waste will be disposed of appropriately. Disposable gloves and aprons will always be used when cleaning up body fluids. Floors and other affected surfaces will be disinfected. Fabrics contaminated with body fluids will be either disposed of or placed in a sealed bag and sent home with parent/carer.
- Windows will be opened to allow fresh air into the nursery to help eliminate airborne germs.
- All surfaces cleaned daily with an appropriate cleaning product.
- Toys cleaned on a regular basis.
- Nursery cleaned daily by the college cleaners.

Smoking

Smoking is not permitted anywhere in Bookworms Nursery.

Any staff returning into the nursery after having been smoking will wash their hands before starting work again. Nursery uniform must be covered over or removed before staff smoke.

Food Handling

Bookworms will observe current legislation regarding food hygiene, registration and training. Only staff who have done Basic Food Hygiene training will be allowed to prepare food.

In particular, each adult will:

- Always wash hands under hot running water with soap before handling food.
- Long hair should be tied back before preparing food.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or condition.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas. Yellow clothes are for food production areas and tables only.
- Store food safely in accordance with government regulations.
- Ensure waste is disposed of properly and out of reach of the children. Keep a lid on the dustbin and wash hands after using it.
- Wash fresh fruits and vegetables thoroughly before use.

Any food or drink that requires heating will be heated immediately prior to serving and not left standing or re-heated.

Tea towels will be kept scrupulously clean and washed after a single use.

All utensils will be kept clean and stored in a dust-free place, e.g. closed cupboard or drawer.

Any broken or damaged kitchen equipment is discarded immediately.

Hot food is probed to make sure it is 63 Celsius or above, before it is served. Any food reheated is probed to make sure it has reached at least 82.5 Celsius

The nursery fridges are checked daily to make sure they maintain a temperature below 8 Celsius.

All cups, cutlery and crockery are washed in the dishwasher at 60 Celsius.

Personal Care Procedure

The aims of this policy and the procedure are:

- To safeguard the rights and promote the welfare of all children.
- To provide guidance and reassurance to staff who are required to toilet/change a child's nappy.
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To protect children from discrimination, and ensure inclusion for all.

At Bookworms nursery staff will follow these principles when nappy changing and toileting:

- Children have the right to feel safe and secure.
- Children will be respected and valued as individuals.
- Children have a right to privacy/dignity when staff are meeting their needs.
- Children are supported in their understanding of nappy changing and toileting procedures so that they are led to independence.

We will ensure all staff are familiar with our safeguarding and child protection policies to develop children's resilience and to protect them from any form of abuse.

- Staff will be trained in good working practices which comply with health and safety regulations as set out in our health and safety policy.
- If a situation occurs that causes staff concern, the manager (who is the designated staff member for safeguarding and child protection) and/or deputy should be called upon.
- When staff are concerned about a child's actions or comments whilst carrying out personal care, this should be recorded and discussed with the manager, who is the designated member of staff for safeguarding and child protection, or the college Vice Principal Teaching, Learning and completion, if the manager is unavailable.
- Risk assessments will be carried out for toileting and nappy changing procedures.
- Staff will be trained in the area of intimate/personal care for children with special needs and procedures for safe moving and handling when required.
- Students will not change nappies or toilet children, except under close supervision as part of their course requirements.
- Volunteers or agency staff will not change nappies or toilet children.
- Trainees and apprentices who are working in the nursery will be trained in nappy changing procedures and when staff are confident in their abilities they will change nappies and assist children with toileting.
- All nappy changes will be recorded on our changing records.

- Staff will change nappies in the children's bathroom adjacent to the toddler and baby rooms.
- Older children will be changed on a changing mat on the floor, younger children on a raised pull-down changing unit, or a changing mat on the floor.

Nappy changing

It is important that children are changed in a reassuring and caring way and it is important that we signal out intention to change a child's nappy. This means that we are not giving children the message that just anyone can pick them up, take them off and undress them.

Involving parents and carers

We will work with parents when attending to nappy changing routines.

- Where parents are present, i.e. during the settling in visits, they will be asked to change their own child's nappy.
- If a child has any disability or medical needs that may affect their personal care routine, a health care plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts nursery whether or not their child has any special words/actions/particular needs during their nappy changing procedure.
- Any significant observations made during nappy changing will be notified to the parent/carers at the end of the session. I.e. badly soiled nappy/strong urine.

Nappy changing procedure

1. Staff approach a child and say/sign that it's time for a nappy change.
2. Staff may need to negotiate if a child is busy.
3. Staff will not approach a child from behind, pick them up and take them for a nappy change.
4. If coming in from outdoors to change a nappy, staff must first wash their hands.
5. On entering the bathroom area, staff will use this as an opportunity for conversation.
6. Staff must make sure they are wearing gloves and an apron before changing a nappy.
7. The children's own nappies and wipes are kept on shelves in named baskets. Parents will be asked to supply more before the child runs out.
8. Child's clothing is removed to access the nappy.
9. The nappy is removed and the child is cleaned using their wipes or cotton wool.
10. All used and soiled nappies and wipes are placed inside a nappy sack.
11. If gloves become soiled during the changing process then these get changed and new ones are to be worn.

12. A clean nappy is placed under the child's bottom and cream is applied if necessary.
13. Once the nappy is secured, the gloves are removed and placed in the nappy sack, which is then tied up and placed in the nappy bin.
14. The child is re-dressed and supported to wash their hands using soap and water.
15. The changing mat is washed with soapy water and then sprayed with an antibacterial spray.
16. All paper towels and apron are disposed of in the bin.
17. Staff must wash their hands after each nappy change.

Parents are requested to send a bag containing a complete change of clothes for their child in case of accidents.

Young children are encouraged to take an interest in using the potty/toilet.

If a child's clothes are dirty these will be bagged up separately from any clean clothing and sent home with the child at the end of their session.

Toileting children.

We work with parents/carers towards toilet training. We see toilet training as an important self-help skill that children have the opportunity to learn with the full support and encouragement of adults. All children are treated with dignity and respect, care and compassion during toileting. Staff will ensure that this is a relaxed time.

We aim to provide children with the necessary skills required to help them become independent in using the toilet. Assistance is always available for those that require help. Children in our preschool room are expected to be toilet trained or have a very good understanding of the process and be wearing pants.

Toileting or potty-training procedure.

1. Staff will wear protective gloves and aprons during toileting; these are disposed of after each use.
2. Children will be shown the toilet area before they need to use them, to help promote confidence and familiarity with the environment.
3. Staff will remind the children regularly to use the toilet.
4. Potties are available for children who require them.
5. All children are encouraged to adopt good personal hygiene skills by washing hands after using the toilet or potty.
6. Staff will wash their hands with hot water and soap.
7. Activities and routines will also include reminders about the need for good personal hygiene.

8. Parents are requested to send in a bag with at least one full set of clothing, more if a child is toilet training. These clothes are only used for that child.
9. Staff will praise children verbally throughout the toileting experience.
10. All potties are cleaned with antibacterial spray and paper towels after use, all paper towels are disposed of in the rubbish bin.

Asthma Procedure

Bookworms Nursery recognises that asthma is a wide spread, serious but controllable condition. Our aim is to ensure that all children with asthma can participate fully in all aspects of Bookworms Nursery curriculum. To ensure this happens the following procedures are followed:

- When a child with asthma starts at Bookworms Nursery parents will be asked to complete a long-term medicine form, which will be reviewed every three months. The form gives nursery staff permission to administer the child's asthma treatment when it is required.
- Parents will need to give the nursery as much information as possible relating to the child's asthma trigger so we can try to eliminate the risk of an asthma attack happening while your child is at nursery.
- If a child suffers an asthma attack at nursery their parents will be notified immediately. If the child is not responding to their medication an ambulance will be called, in accordance to paediatric first aid training. Additional first aid support may be required by trained first aiders from within the college.
- The parent or carer will be asked to provide an inhaler that can be left at the nursery. This will be stored in our medicine cabinet and you will be informed when the inhaler is reaching its best before date.
- All prescribed inhalers must be brought in their original packaging so that the nursery can see the prescription label
- Bookworms Nursery will keep records of any asthma medication given to a child.
- Bookworms Nursery will make sure that all staff working with a child with asthma know what to do if a child should have an asthma attack.

Keeping Children Safe Policy

Fire

1. Fire doors are never obstructed.
2. Fires/heaters/electric points/wires and leads are adequately guarded.
3. Fire extinguishers and heat /smoke detectors are checked annually and the manager and deputy have had fire safety training.
4. Fire alarms are tested weekly.
5. Fire exits are clearly marked.
6. The manager and deputy manager are trained Fire Marshals.
7. Fire drills are held regularly, at least once every half term.
8. An in/out register of all children and staff is completed daily, this is used in an emergency. E.g. to check all children and staff have evacuated the nursery in the event of the fire alarm going off.

Accident prevention and recording

- A file with individual sheets is available at each session for the reporting of any incidents.
- A child accident report form (SAF 1A) must be fully completed for any accident, or near-miss accident that occurs in the nursery. (See appendix 2 for accident reporting forms). Copies are placed in the nursery accident file.
- The accident reporting procedure requires all accidents to reviewed by the Nursery Manager to ensure and necessary actions to prevent similar accidents in future are taken and recorded
- The College Health & Safety Manager audits all accidents. A spreadsheet of accidents, incidents and pre-existing injuries is completed as part of the auditing process.
- Parents are requested to fill in the Pre-existing injury form, if their child arrives in the nursery with an injury.

- Safety checks on premises, both outdoors and indoors, are made by the nursery staff before each day begins and are ongoing throughout the day.
- Risk assessment is carried out and reviewed annually and is in line with current health and safety legislation.
- Low level glass is protected by safety film or replaced by safety glass.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children.
- Staff are trained to use the correct bending, lifting and carrying techniques when handling children or equipment in the nursery.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials.
- Children are not allowed to wear jewellery on the Bookworms premises, with the exception of stud earrings in the Toddler and Pre-school rooms.
- Equipment, furniture, and resources are checked regularly and any dangerous items repaired/discarded (See Appendix 3 for Inspection & Maintenance Procedures)
- A correctly stocked first aid box is available at all times in each room.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking, woodwork and energetic play receive close and constant supervision.
- Equipment offered to children is developmentally appropriate; recognising that materials suitable for an older child may pose a risk to younger/less mature children
- All toys and equipment in the nursery conform to all relevant safety regulations.

Equality and Diversity Policy

Bookworms Nursery is committed to providing equality and respecting diversity for all children and families, and works in accordance with all relevant legislation, including the early year's foundation stage.

We believe that the group's activities should be open to all children and families, and to all adults committed to their welfare. We aim to ensure that all who wish to work in, or volunteer to help with, Bookworms Nursery have an equal chance to do so.

Admissions

Bookworms Nursery is open to every family in the College community. We use the system outlined in our admissions policy for accepting children from the waiting list:

Families joining Bookworms Nursery are made aware of its equality and diversity policy.

Employment

Bookworms Nursery will appoint the most suitable person for positions arising and will not discriminate against applicants or those appointed whatsoever.

Commitment to implementing the group's equality and diversity policy will form part of the job description for all workers.

Families

Bookworms Nursery recognise that many different types of family successfully love and care for children.

Festivals

Our aim is to show respectful awareness of all the major events in the lives of the children and families in Bookworms Nursery and in our society as a whole, and to welcome the diversity of backgrounds from which they come.

In order to achieve this, we aim to acknowledge all the festivals, which are celebrated in our area and/or by the families involved in Bookworms Nursery.

- Without indoctrination in any specific faith, children will be made aware of the festivals that are being celebrated by their own families or others, and will be introduced where appropriate to the stories behind the festivals.
- Before introducing a festival with which the Bookworms Nursery staff are not themselves familiar, appropriate advice will be sought from people to whom that festival is a familiar one.

- Children and families who celebrate festivals with which the rest of Bookworms Nursery is not familiar will be invited to share their festival with the rest of the group, if they wish to do so.
- Children will be encouraged to learn about a range of different festivals, together with the stories, celebrations and special food and clothing, as part of the diversity of life.

The Curriculum

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discriminations. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Resources

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-cultural society.

Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people.

Discriminatory behaviour/remarks

These are unacceptable at Bookworms Nursery.

The response will be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

Language

Information, written and spoken, will be clearly communicated in as many languages as necessary. Bookworm's Nursery Information Booklet has been translated into different languages.

Bilingual/multilingual children and adults are an asset. They will be valued and their languages recognised and respected in Bookworms.

Food

Bookworms Nursery will endeavour to meet any medical, cultural and religious dietary needs.

Special Needs

Bookworms Nursery aims to meet all the current regulation on the Identification and Assessment of Special Educational Needs and provide for every child's individual needs. We will where possible offer children with special educational needs full access to the Early Years Foundation Stage.

Kate Pearson is our special needs co-ordinator (SENCO). Her role requires her to;

- be familiar with the current legislation.
- make sure that all staff understand their responsibilities to children with special educational needs and Bookworms Nursery's approach to meeting these needs.
- advise and support nursery staff.
- ensure that parents are closely involved throughout their child's time in Bookworms nursery and that their insights inform what action is taken by the nursery.
- liaise with other professionals and agencies outside Bookworms Nursery.

When a child with special educational needs either starts or is identified by Bookworms Nursery the following procedure will be followed.

1. An initial meeting will be set up with the child's parents, SENCO and child's key worker to assess what the child's needs are and how they will be address within the nursery. This meeting will highlight anything that may need to be put in place for the child. If it is felt that a child's needs cannot be met in Bookworms Nursery, additional support from outside agencies will be sought with the parents' permission.
2. SENCO and key person make sure that the nursery is ready to meet the child's needs, making changes when possible.
3. The key person assesses the child through observations.
4. The key person, SENCO and parents meet and write an individual learning plan for the child.
5. The key person will, with help if needed from the SENCO, implement the plan.
6. The key person monitors and evaluates the child progress and meets regularly with the child parents and SENCO to update the plan.

Some children with Special Education Needs may need an Educational, Health and Care Plan. Bookworms Nursery will do all it can to support parents and their children through this process.

Confidentiality Policy

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

To ensure that all those using and working in Bookworms Nursery can do so with confidence, we will respect confidentiality in the following ways:

- Parents/carers will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will only discuss individual children with their parents/carers or other members of staff when necessary.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any issues concerning a child's personal safety and wellbeing will be kept in a confidential file and will not be shared within the group unless it is in the child's interest to do so.
- Students on placement in Bookworms Nursery will be advised of our confidentiality policy and required to read and sign a form to make them fully aware and respect our policies.
- As part of the Early Years Foundation stage we are required to share information on a child development to other settings the child attends. This is done only with the parents' permission.

Trips and Outings Policy

Bookworms Nursery wants to make outings and trips accessible and as safe as possible for all the children. This is achieved by having the following procedures in place.

1. For every outing /trip that is undertaken by Bookworms Nursery a college approved risk assessment is carried out and checked by the Health & Safety Manager.
2. Children are never taken out of the nursery without their parent's/carer's permission. This will be done via our registration form or individual slips.
3. The following items are taken on every outing/trip made by Bookworms Nursery.
 - Contact numbers of every child taken.
 - Mobile telephone
 - First Aid kit
 - Buggies or reins if required
 - Long term/ Emergency medication when required.
4. Adult to child ratio on outings will be 1 adult to 2 children. In the pre-school room ratio of 1 adult to three children can be used if it is felt safe to do so.
5. A form is completed before going on an outing stating who is going, the destination. Time leaving, *expected* return time and a contact number (Nursery mobile only).

Employment of Staff Policy

- There is at least 1 staff member employed for every 3 children aged between 3 months and 2 years, 1 staff member for every 4 children aged between 2 and 3 years and 1 staff member for every 8 children aged between 3 and 7 years.
- All our staff hold a child care or equivalent qualification of level three or above
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- All staff are required to disclose any convictions, cautions, court orders, reprimands with may affect their suitability to work with children.
- Bookworms will not allow any member of staff that are under the influence of alcohol or any other substance to work with the children in the nursery.
- All staff undergo an induction when they start at Bookworms Nursery.
- Regular staff meetings provide opportunities for staff to get together and share ideas for improvement in the nursery. These meetings are also used for staff training and keeping staff up to date with current policies and practices.
- Regular in-service training is available to all staff. Staff are encouraged to attend training sessions.
- Staff can access the college staff development fund for training purposes. The nursery also takes part in the annual subscription scheme by Hampshire County Council which allows staff to attend their training courses which are geared to the early year's sector.
- The manager is not counted in the child to staff ratios. She covers in the event of staff illnesses or holidays. Agency staff will only be used if the manager is not available.
- In the event of the manager not being in the nursery the deputy manager will take charge. In the event of both manager and deputy manager not being available, the third in charge will step in as manager. Third in charge is Denise Harper-Smith
- All staff sign to say they have read and understood all the Bookworms Policies and Procedures.

Supervision Policy

Bookworms Nursery recognises the importance of staff supervision. It is integral to the effective running of the nursery. All Bookworms Nursery staff have a right to receive regular formal supervision from the nursery management team and they have a responsibility to participate in this process.

Supervision means management and staff work together to meet organisational, professional or personal objectives to promote positive outcomes for the children and parents who use Bookworms Nursery. The process of supervision is supported by the development of a relationship between management and staff which provides a safe environment to promote reflection, challenge and critical thinking.

In order to ensure that supervision in Bookworms Nursery is effective Managers will:

- ensure that delivery of one to one supervision sessions take place regularly.
- ensure that supervision is recorded.
- ensure that the focus of supervision is the quality of service being received by the children and their families.
- make staff aware about how to raise concerns.
- use supervision as a process to learn from good practice and give constructive feedback in order to promote professional development.
- address concerns as they arise and work with staff to help resolve them.

Nursery Staff will:

- Take responsibility of attending one to one meetings as arranged.
- Prepare for supervision and take an active part in these sessions.

Process of supervision

Nursery staff sign an agreement to take part in supervision. This agreement contains information about the supervision process. These agreements are reviewed yearly. Staff and management will have a formal meeting at least once a term on a one to one basis by prior arrangement. These sessions will be used to review performance, discuss any issues and find solutions, receive coaching to improve personal effectiveness. These meetings will be recorded and targets for individual staff to work towards agreed.

Ad hoc supervision will take place as need arises. These are informal sessions and deal with issues that need immediate attention. These sessions are not substitutes for the formal sessions.

Student Placement Policy

We recognise that the quality and variety of work which goes on in Bookworms Nursery makes it an ideal place for students on placement from childcare courses.

Students are welcomed into Bookworms Nursery on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers, which hinder the essential work of Bookworms Nursery. When on long-term placement no more than two students at any one time.
- Students must be confirmed by their tutor as being enrolled on a childcare course, which provides necessary background understanding of children's development and activities. The nursery will need to have written confirmation of the childcare course and placement details.
- Parents/carers permission will be sought for students to observe and study their child's development. Names should not be used in observations.
- Any information gained by the students about the children, families or other adults in Bookworms Nursery will remain confidential. Students are requested not to discuss their placement with anyone not associated with the nursery or the college course they are attending.
- Students will not commence their placement in Bookworms Nursery without a valid Disclosure and Barring Service check. The nursery manager will expect to see your original DBS when your induction is completed at the start of your placement.
- We do not include students in our staff ratios.
- Students are given a code of conduct when starting their placement, which they are, required to follow through their time at Bookworms Nursery.

Student Code of Conduct

We recognise that the quality and variety of work which goes on in Bookworms Nursery makes it an ideal place for students on placement from childcare courses. To help you make the most of your placement time with us at Bookworms we ask that you abide by the following:

- While on placement you should wear black trousers and the early year's polo shirt that identifies them as a student from FCOT.
- Flat shoes must be worn while on placement, trainers are permitted as suitable footwear.
- Long hair should be tied back.
- Jewellery should be kept to a minimum; if earrings are worn they should only be studs or small hoops that a child could not get their fingers through.
- You will be assigned a mentor in the rooms that you are carrying out your placement in, for the first two weeks the student will be expected to shadow the mentor to gain experience within the nursery.
- You must provide the nursery with the written pack provided to help you get the most out of your time at Bookworms.
- You are expected to give the nursery staff enough notice for reports that you may require throughout your time at Bookworms. Remember we are a busy setting and it does take time to compile an accurate report for you.
- Student bags and coats are to be hung on the pegs in the bathroom area. Mobile phones must be on silent and locked in the filing cabinet in the preschool room while you are in the nursery.
- Any photographs you require as evidence must be taken using the nursery cameras and approved by your mentor before the nursery will print these for you.
- Language used must be age appropriate and suitable for young children. Remember you are a role model while at Bookworms on placement.

- You are expected to ask permission to plan and carry out activities. Before an activity can be carried out you must discuss this in detail with your nursery mentor, to check that the activity is suitable for the age of the children you have planned it for.

Working with babies

- You will be expected to show a level of competency with older children before commencing your placement with the babies.
- You will be expected to listen to and follow instructions carefully while you are in the baby unit.
- You will not pick up and carry babies around, you may sit and give cuddles for comfort if it is appropriate to do so.
- You will be expected to interact with the babies at all times. Offering different toys, sensory materials, singing and chatting to them.
- You will be able to feed, change and put a baby to bed under close supervision. If you need to have evidence of other tasks these will need to be discussed with your mentor and agreed in advance.
- You will be expected to help to eliminate dangers by thinking ahead. E.g. Putting away toys if there are lots out. Placing cushions around a baby who is learning to sit up.

Working with toddlers and preschool children

- You will not pick up and carry children around the rooms or garden. To offer comfort to a child you can sit with them, offer a cuddle for comfort, and encourage them to join in with activities that are available.
- You will need to be seen interacting with the children at all times. Joining in with the activities that are taking place and generally being a part of the nursery team.
- You will not be changing nappies or helping children to use the toilet unless you need evidence of this as part of your course work. This must first be discussed with your mentor.

Complaints Policy

Introduction

- The nursery is committed to providing high standards and a high degree of efficiency in the administration of all services.
- It encourages a positive environment in which contact and feedback from parents is welcomed and where constructive complaints can be dealt with effectively.
- Feedback on the quality of the services provided is welcomed, whether this is a comment, compliment or complaint.
- Where a parent is under 18, or classified as a vulnerable adult, then their parent, guardian or carer may make a representation on their behalf.
- The nursery will have due regard to the personal characteristics which are protected by the Equality Act 2010
- Complaints should be made as soon as possible.

Key Principles

All complaints will be dealt with:

- Promptly – the nursery response to the complaint will be made within a reasonable period of time.
- Objectively – those investigating the complaint will take into account the views of all concerned and take account of all relevant evidence.
- Confidentially – any party's reasonable entitlement to confidentiality will be respected.
- Fairly – if action is required it will be as appropriate given the nature of the issue and in accordance with the general procedures and policies of the nursery and College.

Stage 1: Informal process

It will often be possible to resolve concerns using the informal process. If any complaints are of a serious nature they should be brought to the attention of the College Principal, preferably in writing, to be dealt with under the formal process.

Parents wishing to raise issues or make comments about aspects of the nursery can make them firstly to their child's key person. Complaints and complements can also be made directly to the Nursery Manager or Deputy Manager.

The process applies to the following stakeholders:

- Prospective families, wishing to raise issues or make comments about offers and services provided between acceptance and registration should make them firstly to the Nursery Manager.
- Enrolled families wishing to raise issues or make comments about aspects of the nursery should make them firstly to their child's key person. Sometimes it may be more appropriate instead to raise the issue with the Nursery Manager or Deputy Manager.
- Members of the public wishing to raise issues or make comments about aspects of the nursery and service should make them directly to the Nursery Manager.

Stage 2: Formal complaints process

If complaints cannot be settled through an Informal process, or are of a serious nature they should be addressed to the College Principal in writing. Written complaints may be submitted by email (pa-principal@farn-ct.ac.uk), or letter. Assistance may be available to those wishing to make a complaint. Depending on the nature of the complaint, nursery staff may offer further information.

The following procedures will apply:

- The complaint will be acknowledged within three working days of receipt.
- Whilst confidentiality will be respected as far as possible, it is not normally possible to resolve complaints without disclosing details of a complaint to relevant staff and to allow the College and Nursery a fair opportunity to resolve the issue.
- The Principal (or other Senior Manager designated by the Principal) will assess the nature of the complaint before appointing an appropriate manager to investigate the matter in accordance with the key principles set out above.
- A written response to the complainant based on the investigation will normally be sent within ten working days of the matter being reported, outlining any specific actions which may be appropriate. The letter may refer to further recourse available to other named agencies.
- If the matter is likely to take longer to investigate, the complainant will be informed of this before ten days have elapsed and kept informed as the investigation proceeds.
- The outcome of the Formal process will be one of the following:
 - to dismiss the complaint as unfounded, giving reasons or
 - to mediate an amicable settlement or
 - to uphold, or partially uphold, the complaint identifying the actions to address the issue

Stage 3: Appeal procedure

If the complainant remains dissatisfied with the outcome of the investigation then he/she may appeal direct to the Principal, in writing. The appeal must be received within 10 working days of the outcome of the Formal process being communicated to the complainant.

The decision of the Principal is final, except where there is provision of appeal to an external body.

The following procedures will apply:

- This Appeal will be acknowledged within three working days.
- The Principal (or on his/her behalf, a member of the Senior Management Team) will reconsider the matter directly in accordance with the key principles set out above.
- A formal response to the Appeal will normally be issued within ten working days of the receipt of the Appeal. The letter may refer to further recourse available to other named agencies.
- The Principal may decide to:
 - uphold the original decision or
 - dismiss the complaint or
 - uphold or partially uphold the complaint

Stage 4: Taking a complaint further

If a complainant remains dissatisfied with the Nursery or College's response following appeal they may take their complaint to other relevant agencies.

Ofsted

If a parent or other person is concerned that the nursery is not meeting the Early Years Foundation Stage requirements they should contact Ofsted as indicated below. In these cases parents/carers and Bookworms would be informed and work together with OFSTED to ensure a proper investigation followed by appropriate action.

Contact address
Office for Standards in Education
(OFSTED)
Piccadilly Gate
Store Street
Manchester
M1 2WD

Telephone 0300 123 1231
Email: enquires@ofsted.gov.uk
www.ofsted.gov.uk

Non-Collection of Child Policy

1. Staff shall attempt to contact the parent/carer to find out why there is a delay in collecting the child in question.
2. For children with parents/carers that are staff or students of the College, if a parent/carer is unobtainable, contact with the college department where they work/study will be made.
3. If contact with the parent/carer is still not obtained, staff will contact the nominated emergency contact as stated on the registration form.
4. If parent/carer or emergency contact cannot be reached the person in charge will contact senior college management and if necessary and in agreement with college management contact the local police authority and act on their advice.

Lost Child Policy

The care and safety of all children is paramount and we comply with all safety procedures in our setting.

However, if a child did appear to be lost during or at the end of a session we would follow this procedure: -

1. A thorough check of nursery premises will be carried out
2. College security would be alerted and one member of the nursery staff will help them to search the college grounds. The manager/deputy manager will contact the parent/carer.
3. If the child has still not been located the local police authority would be contacted.

If off the nursery premises college policy would be used. All other children would be returned to Bookworms nursery as soon as possible.

Privacy Policy

Introduction

The College adheres to the General Data Protection Regulation (GDPR), with respect to all information held about students. The College is registered with the Information Commissioner's Office - Registration Number Z7286389.

The Data Protection Officer can be contacted via email dpo@farn-ct.ac.uk

Personal information that you provide and that we hold about you and your child

For administrative purposes the College needs to hold certain personal information about children in the nursery and their parents/guardians. This information is provided by you during the registration process. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

The personal information we hold about your child includes:

- name, date of birth, including a copy of their birth certificate
- medicines
- allergies
- photographs
- record of accidents, incidents and pre-existing injuries.

The personal information we hold about you includes:

- Name and address, telephone number and email address.
- We record your NI number for EYE funding.
- Names and phone numbers for nominated emergency contacts

This personal information that the College holds is required in order to deliver the childcare offered. If you do not wish to give this personal information, then the College may not be able to offer you a place for your child at Bookworms Nursery.

Purpose of holding this personal information

We use this information to:

- Look after your child in a safe environment
- Keep you informed of their progress
- Charge fees as appropriate for childcare services.

The lawful basis on which we use this information

Under the GDPR, it is necessary for the College to demonstrate the lawfulness of processing your personal information.

The lawful reasons for processing your personal information are:

- Consent given freely by you, by signing the registration form
- for the delivery of the contract to which you are party – i.e. delivery of childcare
- for legal obligations to which the College must comply
- in order to protect your child's vital interests

Retaining your information

- Registration Forms are kept for 3 years after your child leaves the nursery.
- Your child's development reports are only held while your child is registered as attending the nursery. Once your child leaves, their development record is passed to you.
- Medicine Forms are kept for 3 years after your child leaves the nursery.
- Accident, incident and pre-existing injury Forms are kept until 3 years after your child's eighteenth birthday.

Sharing your information

Your personal information will only be shared with:

- Social Services
- Hampshire County Council, EYE funding team for 2, 3 and 4 year old funding

We do not share your information with anyone outside of the UK.

Keeping your Data Secure

Data that we hold electronically is stored in an encrypted format that is accessed by authorised staff only, and is password protected. Paper records are kept in secure cabinets or secure offices.

Your rights

Under data protection legislation, you have the right to request access to the information that we hold about you and your child. A request to access your personal information is known as a 'Subject Access Request' and must be made in writing to the Data Protection Officer.

You also have the right to:

- withdraw your consent to process data, where the lawful basis is stated at 'Consent'
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- have inaccurate personal data rectified
- have your details erased from our records when they are no longer necessary or have been unlawfully processed
- receive a copy of your data in a machine readable format (known as data portability)

If you wish to exercise any of the rights set out above, please complete the form available on the College website, or contact dpo@farn-ct.ac.uk for a copy of the form.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. (Alternatively, we may refuse to comply with your request in these circumstances.)

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Retention of documents containing personal data

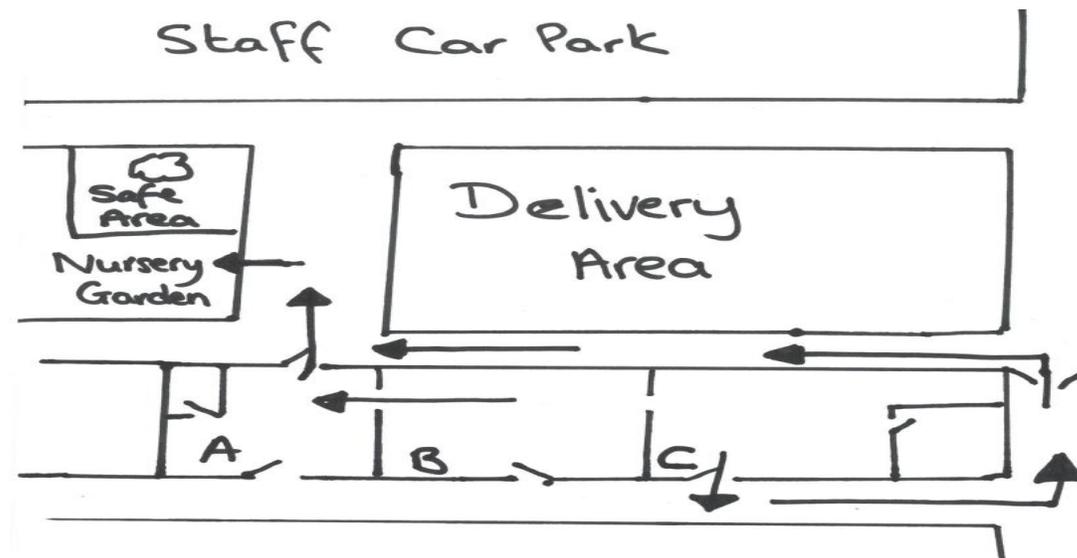
The following table shows the lengths that documents containing personal data will usually be kept after a child leaves the nursery. Documents will only be kept longer if deemed necessary.

Document	Length kept
Permission slips for outing	2 year after the outing
Accounts	3 years
Registration forms	Until the child turns 21
Medical and Accident forms	Until child turns 21

Emergency Evacuation Procedure

Nursery location & description

Bookworms Nursery, situated in H Block, comprises three interconnected rooms (See diagram) each with an entrance from H Block corridor. Room A has a door leading directly to the outside. All these doors open automatically when the fire alarm sounds. The fire alarm is less audible in the baby room and preschool room than in the other rooms so flashing lights have been installed here as an extra safeguard



General Evacuation Procedures

When the fire alarm sounds all babies and children must be evacuated to a place of safety as quickly as possible. The children will be led or carried to the assigned assembly point in the nursery garden. Once evacuation is complete the senior member of nursery staff will report to Central Control as established in the College general fire procedures. On occasions when there are a number of babies or sleeping toddlers in the nursery, the nursery staff will need assistance with evacuation from others members of staff. The following system of assistance has been put in place.

PROCEDURES FOR MEMBERS OF STAFF ASSISTING IN EVACUATION

On hearing the fire alarm, the nominated evacuation helpers (photographs in each room) will report to the nursery. These members of staff have been selected because of their normal location close to the nursery. If they are elsewhere in the building when the alarm sounds they should *not* try to reach the nursery but should make their way out of the building and report to the nearest assembly point in the usual way.

Staff reporting to help should enter the nursery from H block corridor by the doors to rooms A or B as it is unlikely that these doors will be used for egress. The senior member of nursery staff will inform them if their help is required and what they are required to do.

If their help is not required they should leave the building immediately by the nearest exit and report to Assembly Point 3. If their help is needed with evacuation they will be informed by the nursery staff which child to escort or carry out of the building. They should take that child and proceed immediately to the safe area.

Exit route

From the baby room the route used is via H Block corridor turning left and exiting by the door between H and L blocks. Evacuation from the other 2 rooms is via the external door in the preschool room. Assisting staff must go directly to the assembly point and hand the child over to a member of nursery staff. Having established that they are not needed for any other reason by the nursery staff they should then proceed to Assembly Point 3 and make their presence known to the Fire Marshal.

In the event of the nursery not being safe to return to staff will take the children to the UCF building and contact all parents to collect their children from there.

Manual handling aspects

Care must be taken to use the correct bending, lifting and carrying techniques when handling children. Members of staff with a history of back trouble should avoid the process except in an extreme emergency.

Nominated members of staff:

Kate Pearson Nursery Manager
Alison Norman Deputy Manager

Appendix 1

Guidelines on when a child can return to nursery after
having the following Illnesses

Guidelines on when a child can return to nursery after having the following Illnesses

Illness	Exclusion period
Chicken pox	Until ALL the spots have scabbed over.
Cold sores	Until the sores have completely cleared up.
Conjunctivitis	Antibacterial treatment must be used for 48 hours and eye must be clear on waking.
Covid19	Follow current government advice on isolation and exclusion
Hand, foot and mouth	Until ALL the blisters/spots have scabbed over and the child is well.
Impetigo	Until completely cleared up.
Oral thrush	Until the mouth is clear of infection.
Threadworms	Until the treatment is complete and there are no eggs/worms in the stools.
Sickness and Diarrhoea	Until symptom free for 48 hours.

Appendix 2

Accident reporting forms

Ref:



CHILD ACCIDENT REPORT FORM SAF 1A

Completed Accident Reports must be placed
in the nursery accident file



1. REPORT RAISED BY			
Reported by: (Full name)		Job Title:	
Date Reported:		TIME:	

2. DETAILS OF THE CHILD			
SURNAME:		AGE OF CHILD AT THE TIME OF ACCIDENT/INCIDENT.	DOB:
FORENAME:		MANAGERS NAME	

4. LOCATION OF INCIDENT			
COLLEGE SITE (Specific Room)			
HAS THE AREA BEEN MADE SAFE? Yes/No			
OFFSITE WHERE SPECIFIC LOCATION:		Was an accident report completed at the venue.	

5. INCIDENT DETAILS Please describe what happened (Provide a full description (including weather conditions if appropriate) including any details on the attached body outline sketch as appropriate)

6. WITNESS DETAILS and contact number (If applicable)	
1.	3.
2.	4.

Continue on separate sheet if necessary

7. BODY PART(S) INJURED please indicate ✓ Also see body outline sketch attached.

Face	Teeth	Arm (Upper)	Hands	Groin	Thigh	Foot	
Ears	Chin	Arm (Lower)	Stomach	Knee	Lower leg	NONE	

8. LOCATION(S) ON BODY please indicate ✓

Top	Side	Front	Back	Left	Right	Multiple injuries
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9. TREATMENT please indicate ✓

First Aid		Name of First aider	
Details of any first aid treatment:			
Referred to Hospital			
Ambulance called		Taken home	Returned to nursery
Parent(s) or next of kin informed		Rested in First Aid room	Head of School notified
Time of Childs Departure from Nursery:			
Name of person collecting child:			
Record of persons notified and by whom:			
I/We acknowledge that I/We have been notified of the accident/Injury:			
Signature of Parent/Guardian :		Print name:	
Date:			
Signature of Parent/Guardian :		Print name:	
Date:			
Signature of person making the report;		Print name:	
Date:			

BEFORE SIGNING AND SUBMITTING THIS FORM ENSURE YOU HAVE:

- COMPLETED ALL PARTS OF THE FORM AS MUCH AS POSSIBLE.
- OBTAINED ALL NECESSARY SIGNATURES FROM STAFF AND PARENTS/GUARDIANS
- GIVEN A FULL AND DETAILED ACCOUNT OF THE ACCIDENT.
- ATTACHED THE BODY OUTLINE SKETCH (if appropriate) AND ANY WITNESS STATEMENTS.

10. Review of accident by Nursery Manager (within 2 days of the accident occurring)	
Name of manager reviewing accident	
Signature	Date

11. Actions required to prevent a similar incident		
ACTIONS	BY WHOM	DATE FOR COMPLETION.

Continue on separate sheet if necessary

12. Comment by Health & Safety Manager (at weekly audit)	
Name:	Dated
Signature	

Continue on separate sheet if necessary

Appendix 3

Inspection & Maintenance Procedures

Bookworms Nursery Garden Area Inspection and Maintenance Procedure

For new equipment a post installation inspection must be arranged with the Estates manager and Safety officer. BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis.

A level 2 inspection and maintenance check is to be completed at the end of each term.

Level 1 checks – Daily / pre-use checks by staff (these do not require formal recording)

Concentrating on the following points:

- No evidence of obvious wear / damage to any play equipment e.g. cracking, breaking warping, loosening or bending.
- Broken equipment is immediately removed from the play area
- Grass area safe from health hazards e.g. needles, glass, animal faeces etc.
- Chip bark play area is free from health hazards e.g. needles, glass, animal faeces etc.
- No loose ropes, string or cords tied and hanging from equipment or other structure.
- No missing bent, broken, loosened or open hooks
- Children's clothing checked to ensure no loose items can become trapped on any of the play equipment.
- No pinch or crush points – exposed joints or moving components.
- Garden perimeter remains secure.
- Gate is in good working order and can be secured.
- Sandpit has been raked and debris removed.
- Water trays changed if debris or cloudy water is discovered.

Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

Level 2 checks – Termly in-house inspection

A more thorough check of the equipment to be conducted termly (see appendix 1) and these records kept on site.

Appendix 1

OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST

LOCATION :	Bookworms Nursery	AREA INSPECTED:	Garden Area
Date Inspected:		By:	Signature:

FEATURE	CHECK FOR	Y N NA			COMMENTS / ACTIONS NEEDED
		Y	N	NA	
GATE	• Gate hinges				
	• Gate bolt in good working condition				
	• Gate latch in good working condition				
	• Fence posts secure and not in need of replacing				
	• No cracks or damage to gate that can cause splinters or cuts.				
PLASTIC HOUSE	• Structure remains intact and is not showing signs of cracking				
	• All parts are present and secured				
	• No sharp edges				
	• Positioned for safety				
	• All parts are present and secured				
	• No sharp edges				
	• Positioned for safety				
LITTLE TYKES CLIMB AND SLIDE	• Structure remains intact and is not showing signs of cracking				

	<ul style="list-style-type: none"> • All parts are present and secured • No sharp edges • Positioned for safety 				
WOODEN PLAY HOUSE	<ul style="list-style-type: none"> • Structure remains intact and is not showing signs of wear and tear. • All parts present and secure. • No sharp edges. • Positioned for safety. 				

ADDITIONAL PLAY EQUIPMENT CHECKED	

MANAGERS COMMENTS

Name

Signed

Dated

Bookworms Nursery Indoor play equipment Inspection and Maintenance Procedure

For new equipment a post installation inspection must be arranged with the Estates manager and Safety officer.

All play equipment must be inspected on a daily basis.

Level 1 checks – Daily / pre-use checks by staff (these do not require formal list but a signature is required to state the pre-use have been carried out.

Concentrating on the following points:

- No evidence of obvious wear / damage to any play equipment e.g cracking, breaking warping, loosening or bending.
- Broken equipment is immediately removed from the play area
- Floor area safe from health hazards e.g. frayed carpets, spillages of wet or dry substances.
- Equipment has been securely and safely placed to prevent tipping, access to fire exits or slip, trip, fall hazards.
- No loose ropes, string or cords tied and hanging from equipment or other structure.
- No missing bent, broken, loosened or open hooks
- Children's clothing checked to ensure no loose items can become trapped on any of the play equipment.
- No pinch or crush points – exposed joints or moving components.
- No sharp edges or broken parts jutting out or exposed.
- All equipment is clean and dry.

Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

Level 2 checks – Termly in-house inspection

A more thorough check of the equipment to be conducted termly, all equipment is stripped down and thoroughly cleaning.

Any defects are recorded.

Appendix 4

Supervision Agreement & Record Form

Agreement made with	
Date of Agreement	
Review date	
What we will do:	
<ul style="list-style-type: none"> • We will aim to meet every half term. • The meeting will be held in private, so we can talk freely. • The meeting will be pre-arranged where possible but I can call a spontaneous meeting whenever I feel the need. • The meeting can last for 1 hour or more if necessary. • If I am not happy discussing an issue with Alison Norman, as my supervisor, then I will go to my manager, Kate Pearson. • I am happy to use the agenda provided on which I can record things that I would like to discuss, as I think of them. • The meetings will be recorded as minutes, which I will see and sign, and then receive my own copy. • The meetings are an opportunity to present any worries or fears that I have. Any issues or things that I need done or looked into. There will be an exchange of ideas and an opportunity to present my achievements. • I understand that our meetings are private and anything can be discussed. Minutes of the meetings will be read by the manager, Kate Pearson. Safeguarding concerns will be shared with the DSL for the college. 	
What we will discuss:	
<ul style="list-style-type: none"> • The issues on my agenda. • My role in the nursery. • My key children, recorded on the Safeguarding checklist. • My learning journeys, I know I will be asked to bring a file with me. • My achievements. • My professional development. • My health and wellbeing. • Any other business. 	
Things to bring to meetings:	
<ul style="list-style-type: none"> • Diary. • Evidence of learning. • Evidence of improvements you have made to the nursery. • Learning journeys. • IEP's, if appropriate. 	
Signatures of staff making this agreement	