

## **Footsteps Nursery School Admission Policy**

It is our intention to make our nursery accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the nursery through open, fair and clearly communicated procedures.

### **Methods**

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of the nursery is widely advertised in places accessible to all sections of the community.
- We ensure that information about the nursery is accessible - in written and spoken form - and, where appropriate and possible, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We arrange our waiting list in birth order. In addition, our policy may take into account the following:
  - the vicinity of the home to the nursery; and
  - siblings already attending the nursery.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our nursery and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- We describe our nursery and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our nursery and its practices in terms of how it enables children with disabilities to take part in the life of the pre-school.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We are flexible about attendance patterns and times, subject to ratios, to accommodate the needs of individual children and families and avoid excluding anyone.
- Government Funded hours may be taken between 9am and 4pm, subject to statutory staffing and space requirements. Please speak to the nursery manager for information on availability.
- Children attending for Government funded hours are required to pay our additional services fee for all the services that funding does not cover. Our standard offer is to include Additional Services fees, please discuss your options with the nursery manager if this is not what you are looking for.

## **Footsteps Nursery School Parental Involvement Policy**

We believe that children benefit most from nursery education and care when parents and nurseries work together in partnership.

### ***Our aim***

- To support parents as their children's first and most important educators.
- To involve parents in the life of the nursery and their children's education.
- To support parents in their own continuing education and personal development.

### ***Method***

In order to fulfil these aims:

- we are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families;
- through access to written information and through regular informal communication, we inform all parents about how the group is run and its policies. We check to ensure parents understand the information which is given to them;
- we encourage and support parents to play an active part in the governance and management of the nursery;
- we inform all parents on a regular basis about their children's progress;
- we involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's written records;
- we provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the group;
- we inform parents about relevant conferences, workshops and training;
- we consult with parents about the times of meetings to avoid excluding anyone;
- we provide information about opportunities for being involved in the pre-school in ways which are accessible to parents with basic skills needs, or those for whom English is an additional language;
- we hold meetings in venues which are accessible and appropriate for all;
- we welcome the contributions of parents, in whatever form these may take;
- we inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure; and
- we provide opportunities for parents to learn about the nursery curriculum and about young children's learning, in the nursery and at home.

In compliance with Ofsted regulations the following documentation is in place: admissions policy; complaints policy and procedures; record of complaints and activities provided for children.

## **Footsteps Nursery School Settling in Policy**

We want children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the nursery. We aim to make the nursery a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

We recognise the importance of attachment to the child's wellbeing. Our key carer system allows the child to form the secure attachment necessary for their emotional and physical wellbeing..

### ***Methods***

- Before a child starts to attend the nursery, we use a variety of ways to provide his/her parents with information about the setting. These include written information (including our prospectus and policies) and information about nursery activities.
- We allocate a key person to each child and his/her family, before she/he starts to attend; the key person welcomes and looks after the child and his/her parents.
- The steps below detail the procedure we use to help children to settle in to the nursery. These procedures are flexible and depend on individuals. A plan of action for settling individual children will be discussed at the play session with your key worker.

### **Footsteps Settling in Strategy**

This process allows the child to get to know their key person and see them as someone they can trust as their parent gradually withdraws.

#### **1. Play session prior to starting**

- This session allows you and your child to spend time together exploring the nursery and getting used to it. Your key carer will talk to you to discuss settling in and make sure everything is in place for your start.  
During this session You and your child engage in activities and your key worker will also become involved. This allows the child to become used to them and allow you to gradually withdraw and take a back seat as your child becomes settled.

## **2. Session One Onwards**

- Once the child settled and engaging with the key worker you start to withdraw eye contact and engagement, let the key worker take over and you start to move away distancing yourself from the activity but staying nearby.
- Once the child is comfortable and engaged with their key worker and you are able to move away start to move out of sight briefly.
- Next we progress to the parent actually leaving the room for a short period. Your key worker will monitor your child closely and call you back if they become distressed. As your child become more settled the time away is increased. We find working to an hour initially then increasing this to an hour and a half, two hours etc until the child is happy and settled for an entire session.

Working closely with your key worker and following this process of gradually steps and returning whilst your child is happy and taking them home happy makes for a much more successful process in the long run.

## **Footsteps Nursery School Food and Drink Policy**

The nursery regards snack and meal times as an important part of the session. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack and mealtimes, we aim to provide nutritious food, which meets the children's individual dietary needs. We aim to meet the full requirements of Ofsted's Standards on Food and Drink.

### ***Methods***

- Before a child starts to attend the nursery we find out from parents their children's dietary needs, including any allergies.
- We record information about each child's dietary needs in her/his registration record and parents sign the record to signify that it is correct.
- We regularly consult with parents to ensure that our records of their children's dietary needs - including any allergies - are up-to-date.
- We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We display the menus of meals/snacks for the information of parents.
- We provide healthy snacks in line with the Healthy Under Five's guidelines.
- Food is checked daily to ensure freshness and sell by date.
- The adult supervising the mealtime will wear a clean apron to prevent cross contamination.
- We include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- Through discussion with parents and research, we obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, and about food allergies. We take account of this information in the provision of food and drinks.
- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
- We organise meal times so that they are social occasions in which children and staff participate.
- We use meal times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils which are appropriate for their ages and stages of development and which take account of the eating practices in their cultures.
- We have fresh drinking water constantly available for the children.
- We inform parents who provide food for their children about the storage facilities available in the nursery.
- We have rules about children sharing and swapping their food with one another in order to protect children with food allergies.
- For children who drink milk, we provide pasteurised milk

## **Footsteps Nursery School Celebrations Policy**

To celebrate events and festivals with regard to healthy food choices and lifestyles.

### ***Method***

#### **Birthdays**

- Footsteps nursery asks that parents refrain from bringing in cakes or sweets on their child's birthday and suggest that they mark the event by bringing a non sugar snack to share or small token such as stickers.
- The nursery celebrates a child's birthday by lighting candles on a pretend cake for a child to blow out and by singing happy birthday to the child.

#### **Cooking Activities**

- Children are encouraged to be part of cooking activities that help celebrate an occasion.
- Foods cooked and eaten in between meal times will be savoury, non erosive and sugar free.
- Other food types will be consumed as part of a meal.

#### **Religious and cultural festivals, open days and other special occasions**

- Water is always provided for adults and children to drink.
- Food and drinks provided between meals will be sugar free and non-erosive; or otherwise will be consumed as part of a main meal.
- Parents and carers are encouraged to come in and share their knowledge and information with both the children and staff.
- Foods offered to children are in accordance to their religious and cultural beliefs and that of any special dietary requirement

## **Footsteps Nursery School Illness and First Aid Policy**

Named Co-ordinator: Sarah Askham

To ensure the correct treatment of illness and accidents in the nursery the following procedures are followed.

### ***First aid***

At least one member of staff with a current first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

At the time of admission to the nursery, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Our Accident Book:

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

## **Medication**

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

Parents give prior written permission for the administration of medication. When medication had been administered this is recorded in a book which parents sign to acknowledge the administration of the medication.

If administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

## ***Illness***

Children who unwell and have taken medication must be kept at home. In the case of administration of pain relief such as Calpol this will give temporary relief and the child may then seem well enough to attend nursery. However the effects of the medication are only temporary and it is our policy not to admit children who have been given pain relief medication.

Parents are asked to keep their children at home if they have any infection, and to inform the nursery as to the nature of the infection. This will allow the nursery to alert other parents as necessary. It will also stop the spread of the illness within the nursery.

Parents are asked not to bring into the nursery any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

In the event of illness at the nursery

- Footsteps nursery reserves the right to make an informed decision if a child is unwell and not able to participate in activities. In such cases it is in the best interest of the child to be cared for at home and arrangements will be made for collection of the child.
- If a child is taken ill at the nursery they will be made comfortable and looked after by an adult.
- Details of the illness are recorded in the medication and illness book.
- The child's parent/carer will be contacted and asked to collect the child as soon as possible.

## **Existing Conditions**

Existing conditions requiring medication such as asthma, diabetes and allergic reactions which need administration of an epi pen will be dealt with in the following way:

- Details of the condition and required treatment will be sought and detailed in our “illness and allergy” folder.
- Training for administration of medication will be taken where necessary.
- Medication will be stored in the first aid cupboard where it is easily accessible. Where necessary it will be taken on outings.
- Details of medication administration will be made in the “medication and illness “book.

## **Footsteps Nursery School Health and Hygiene Policy**

Named Co-ordinator: Sarah Askham

The required health and safety poster is displayed in the kitchen.

The nursery ensures high standards of health and hygiene by the following procedures.

### ***Hygiene***

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a regular cleaning routine for the nursery which includes play rooms, kitchen, rest area, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - checking toilets regularly and cleaning between sessions
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing tissues and wipes.

### **Disposal of Blood, Bodily Fluids and Hazardous Waste**

- Nappies will be changed using disposable gloves and aprons which will be placed in a bag with the nappy tied securely and disposed of in a yellow hazardous waste bin.
- All bodily fluids and blood cleaning processes will be undertaken using disposable gloves and aprons. Cleaning waste will be bagged and placed in the yellow hazardous waste bin.

## **Footsteps Nursery School Safety Policy**

Named co-ordinator: Sarah Askham

We give safety a high priority to ensure the safety of the children and adults in the setting by the following procedures.

### ***Children's safety***

- Only persons who have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.

### ***Safety of adults***

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Staff accidents are recorded. The records are reviewed termly to identify any issues which need to be addressed.

### ***Risk assessment***

Our risk assessment process includes:

- checking for hazards and risks indoors and outside daily and annually for adults and children;
- developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

### ***Insurance Cover***

We have public liability insurance and employers' liability insurance. The certificate is displayed in the entrance hall.

## **Heating and light**

- The building has thermometers in the main rooms and the temperature is checked and recorded daily.
- Radiators have covers.
- All rooms and storage areas are lit to ensure light levels are sufficient to ensure clear vision for the safety of those in the building.

## ***Awareness raising***

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.
- Induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the pre-school.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
- We have a no smoking policy which is specified in induction material.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

## ***Safety and Security***

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during nursery sessions by the provision of secure lockers.
- Low level windows are made from safety glass.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Finger guards are fitted to doors to prevent children's fingers from being trapped in doors.
- All surfaces are checked daily to ensure they are clean and not uneven or damaged.
- Children do not have unsupervised access to the kitchen.
- All surfaces in the kitchen are clean and non-porous.

- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
  - are supervised at all times;
  - are kept away from hot surfaces and hot water; and
  - do not have unsupervised access to electrical equipment.

### ***Electrical/gas equipment***

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

### ***Storage***

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### ***Outdoor area***

- Our outdoor area is fenced and supervised by adults.
- Our outdoor area is checked to ensure it is safe during the daily risk assessment before each session begins
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Adults are always present when water play takes place outside to ensure the children's safety.
- All outdoor activities are supervised at all times.

### ***Outings and visits***

- Procedures to be followed on outings are detailed in our risk assessments.
- Parents always sign consent forms before major outings.
- Ratios of adults to children are maintained on outings.
- The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.

For those children remaining at the nursery the adult to child ratio conforms to the requirements of Ofsted.

### ***Fire safety***

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

### **Collection Of Children**

- Children will only be released to adults known to the nursery who are 16 years or over unless they are the child's legal guardians.
- Footsteps nursery reserves the right to ask for identification to prove the age of the person collecting the child.
- Adults collecting children who are not known to the nursery must have permission from the child's legal guardians
- Passwords are also used to verify identification of those collecting children.
- If Footsteps nursery is unsure of the authenticity of the person collecting the child they will not release the child from their care.

## **Footsteps Nursery School Sun Protection Policy**

At Footsteps our intention is for all children and staff to enjoy the sun safely. We will work with staff and parents to achieve this. To ensure the children can play outside whilst remaining safe in the sun by the following methods.

Discussion regarding staying safe in the sun with the children throughout the summer term.

Parents and Guardians are informed about our sun protection policy and a reminder is issued at the start of the summer term.

Staff are aware of the sun protection policy and implement it during the Summer Term.

### ***Protection***

To provide as much shade as possible over stationary toys such as sandpits and mats using natural shade and sun umbrellas.

To monitor and regulate children's exposure to the sun.

Children to wear hats when outside during the summer term.

Ask parents to apply sunscreen before bringing their children to nursery.

Re apply sunscreen to children who attend a full day, gaining permission from parents to do so beforehand.

## **Footsteps Nursery School Equality and Diversity policy**

Named Co-ordinator: Sally Garratt

We intend to provide provision with equality of opportunity and anti-discriminatory practice for all children and families. We aim to providing equality of opportunity and anti-discriminatory practice for all children and families by the following practises.

### **Methods**

- provide a secure environment in which all our children can flourish and in which all contributions are valued;
- include and value the contribution of all families to our understanding of equality and diversity;
- provide positive non-stereotyping information about different ethnic groups and people with disabilities;
- improve our knowledge and understanding of issues of equality and diversity; and
- make inclusion a thread which runs through all of the activities of the pre-school.

The legal framework for this policy is:

- Race Relations Act 1976;
- Race Relations Amendment Act 2000;
- Sex Discrimination Act 1986;
- Children Act 1989; and
- Special Educational Needs and Disability Act 2001.

### **Admissions**

Our nursery is open to all members of the community.

- We advertise our service widely.
- We reflect the diversity of members of our society in our publicity and promotional materials.
- We provide information in clear, concise language, whether in spoken or written form.
- We provide information in as many languages as possible.
- We base our admissions policy on a fair system.
- We do not discriminate against a child with a disability or refuse a child entry to our pre-school because of any disability.
- We ensure that all parents are made aware of our equal opportunities policy.

- We develop an action plan to ensure that people with disabilities can participate successfully in the services offered by the pre-school and in the curriculum offered.

## **Employment**

- Posts are advertised and all applicants are judged against explicit and fair criteria.
- The applicant who best meets the criteria is offered the post, subject to references and checks by the Criminal Records Bureau. This ensures fairness in the selection process. All job descriptions include a commitment to equality and diversity as part of their specifications.
- We monitor our application process to ensure that it is fair and accessible.

## **Training**

- We seek out training opportunities for staff and volunteers to enable them to develop practices which enable all children to flourish.
- We review our practices to ensure that we are fully implementing our policy for equality and diversity.

## **Curriculum**

The curriculum offered in the pre-school encourages children to develop positive attitudes to people who are different from themselves. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

We do this by:

- making children feel valued and good about themselves;
- ensuring that children have equality of access to learning;
- reflecting the widest possible range of communities in the choice of resources;
- avoiding stereotypes or derogatory images in the selection of materials;
- celebrating a wide range of festivals;
- creating an environment of mutual respect and tolerance;
- helping children to understand that discriminatory behaviour and remarks are unacceptable;
- ensuring that the curriculum offered is inclusive of children with special educational needs and children with disabilities; and
- ensuring that children whose first language is not English have full access to the curriculum and are supported in their learning.

## **Valuing Diversity in Families**

- We welcome the diversity of family life and work with all families.
- We encourage children to contribute stories of their everyday life into the pre-school.
- We encourage parents/carers to take part in the life of the nursery and to contribute fully.
- For families who have a first language other than English, we value the contribution their culture and language offer.
- We offer a flexible payment system for families of differing means.

## **Food**

- We work in partnership with parents to ensure that the medical, cultural and dietary needs of children are met.
- We help children to learn about a range of food, cultural approaches to mealtimes and eating and to respect the differences among them.

## **Meetings**

- Meetings are arranged to ensure that all families who wish to may be involved in the running of the pre-school.
- Information about meetings is communicated in a variety of ways - written, verbal and in translation - to ensure that all parents have information about access to the meetings.

## **Footsteps Nursery School**

### **Inclusive Play Policy**

Article 31 is the section of the United Nations Convention of the Rights of the Child that sets out every child's right to play. Footsteps will provide all children in their care with the opportunity to play.

#### **A Definition of Play**

***The Children's Play Council defines play in the following way:***

- Play is an essential part of every child's life and is vital for their development. It is the way children explore the world around them and develop and practise skills. It is essential for physical, emotional and spiritual growth, for intellectual and educational development and for acquiring social and behavioural skills.
- Play is a generic term applied to a wide range of activities and behaviours that are satisfying to the child, creative for the child and freely chosen by the child. Children's play may or may not involve equipment or have an end product. Children play on their own and with others. Their play may be boisterous and energetic or quiet and contemplative, light - hearted or very serious.

#### **The Benefits of Play**

- Through play and interaction with others children can develop a framework for their own attitudes and behaviour.
- Through play children can explore their world, learn about it and discover their own place in it.
- Play provides children with the opportunity to develop confidence, a positive sense of self and that they are valued for who they are now.
- Play provides children with the opportunity to explore, to express themselves and learn through the investigation of their environment.
- All children need a place to play – they need space, informality, freedom to move around, to make a noise, to experiment and investigate, to be themselves.

## **Methods to ensure Inclusion of all children at Footsteps to play**

- Inclusion works on the belief that all children have a right to be part of their local community and to be welcomed and included on equal terms.
- Children with additional needs also benefit from freedom to move around in surroundings that stimulate their imagination and challenge them. They require positive play opportunities that lead to an increase in self-confidence, autonomy and independence. Practitioners at footsteps pre-school will work towards meeting these needs for all the children in their settings. For some children, practitioners may have to adjust the provision to ensure the needs are met, but the needs of children themselves remain the same.
- To ensure inclusive play is successful, children, parents and carers, and practitioners will meet to discuss individual children's needs. A setting aiming for an inclusive approach will be drawing on all available resources to create an environment within which each child can progress to their full potential. An inclusive approach to play is not just a matter of making adjustments. If it is to be genuine it will impact on all aspects.
- Practitioners will ensure that all children experience an environment in which they have equality of opportunity for play. Children will be presented with positive images that demonstrate they all have a valuable contribution to make. All children will be provided with the opportunity to share skills and learn from each other, thus promoting tolerance and understanding.

## **Free Flow Play Inside and Outside**

Children benefit from free flow access between the inside and outside of the nursery. We enable this by:

- Asking parents to provide suitable clothing for outdoor play for the weather daily.
- Staff dressing appropriately for the weather so they can supervise outside play.
- Providing a safe and stimulating outside area.

## **Footsteps Nursery School Looked After Children Policy**

Named Co-ordinator: Sally Garratt

The nursery intends to provide the best possible care for all looked after children within the setting. The nursery aims to fully meet the needs of looked after children by the following methods:

- A named co-ordinator who will access relevant training and oversee procedures.
- When a “Looked After Child” is registered in the setting they are entered in the “Looked After Children” register. This register is regularly updated and the child’s attendance is monitored and a key person appointed. Where possible this will be the looked after children’s co-ordinator.
- Children and their carers are welcomed into the group and the induction programme in place is followed.
- On admittance, the nursery will meet with all parties involved such as carers, health visitors, social Workers and specialist professionals for “Looked After children” as appropriate, liaising to build a picture of the care appropriate to the child. Thereafter meetings will then take place regularly with all parties involved. A “Personal Educational Plan” will be written and reviewed at least every six months, with all the accompanying documentation about progress.

## **Footsteps Nursery School Safeguarding Children Policy**

Named Lead Co-ordinator : Sally Garratt  
Co Co-ordinator : Sarah Askham

Safeguarding is the responsibility of everyone in the nursery. We work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.

### **Legal framework and definition of safeguarding**

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014
- Working together to safeguard children 2015
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

*(Definition taken from the HM Government document 'Working together to safeguard children 2015').*

### **Policy intention**

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct

- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

The nursery is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The nursery aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Make any child protection referrals in a timely way, via the senior management team, sharing relevant information as necessary in line

with procedures set out by the Bedford Borough Safeguarding Children Board

- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate with a member of the senior management team.
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that children are never placed at risk while in the charge of nursery staff
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the *Bedford Borough Safeguarding Children Board*.

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group.

### **Contact telephone numbers**

Local authority children's social care team via MASH **01234 718700**

Local Safeguarding Children Board via MASH **01234 718700**

Safeguarding Concerns out of hours contact Emergency Duty Team **0300 300 4200**

Local authority Designated Officer (LADO) **01234 276693/276560**

Ofsted **0300 123 1231**

Non-emergency police **Greyfriars Station Bedford 01234 841212**

Government helpline for extremism concerns **020 7340 7264**

### **Types of abuse and particular procedures followed**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

*What to do if you're worried a child is being abused 2006*

### **Procedure:**

- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- An assessment form may need to be completed

- If there are queries regarding the circumstances the local authority children's social care team will be notified.

### **Staffing and volunteering**

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We do not allow volunteers to be alone with children or any other adult who may be present in the nursery regardless of whether or not they have a DBS clearance.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's services team, the Local Safeguarding Children Board (LSCB) and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

We have a named person within the nursery who takes lead responsibility for safeguarding and co-ordinates child protection and welfare issues, known as the Designated Safeguarding Co-ordinator (DSCO). The nursery DSCO liaises with the Local Safeguarding Children Board (LSCB) and the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field.

The Designated Safeguarding Co-ordinator (DSCO) at the nursery is: Sally Garratt.

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children
- We use the DBS update service to re-check staff's criminal history and suitability to work with children.
- We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students

and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so

- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us
- All students will have enhanced DBS checks conducted on them before their placement starts
- Volunteers, including students, do not work unsupervised
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- All staff will receive regular termly supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

### **Informing parents**

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB/ local authority children's social care team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

### **Confidentiality**

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the LSCB.

### **Support to families**

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families

will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCB with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

**Employees, students or volunteers of the nursery or any other person living or working on the nursery premises**

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the \*owner/\*registered person/\*DSCO/\*deputy manager instead.

The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
- The nursery will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 25 years if this is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry

- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

### **Extremism – the Prevent Duty**

Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.

### **e-Safety**

Our nursery is aware of the growth of Internet use and the advantages this can bring. However it is also aware of the dangers and strives to support children, staff and families in using the Internet safely.

Within the nursery we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Reporting emails with inappropriate content to the internet watch foundation (IWF [www.iwf.org.uk/](http://www.iwf.org.uk/))
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices
- Ensuring children are supervised using internet devices
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the nursery manager/owners at the earliest opportunity.

## **Footsteps Nursery School Confidentiality policy**

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care and education. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

### ***Methods***

To ensure that all those using - and working in the nursery can do so with confidence, we respect confidentiality in the following ways.

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students when they are observing in the nursery are advised of our confidentiality policy and required to respect it.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child. Please see also our policy on safeguarding children.

## **Footsteps Nursery School Behaviour Management Policy**

Named Co-ordinator: Sally Garratt

We intend to provide an environment where children know how they are expected to behave and are free to play and learn where boundaries on behaviour are met and kept. We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment by the following methods:

- We have a named person who has overall responsibility for issues concerning behaviour.
- We require the named person to:
  - keep her/himself up-to-date with legislation and research and thinking on handling children's behaviour;
  - work with the SENCO co-ordinator to access relevant sources of expertise on handling children's behaviour; and
  - check that all staff have relevant in-service training on handling children's behaviour. We keep a record of staff attendance at this training.
- We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.
- We require all staff, volunteers and students to use positive strategies for handling any conflict by helping children find solutions in ways which are appropriate for the children's ages and stages of development - for example distraction, praise and reward.
- We familiarise new staff and volunteers with the nurseries behaviour policy and its rules for behaviour.
- We expect all members of the nursery:- children, parents, staff, volunteers and students, to keep to the rules, requiring these to be applied consistently.
- We praise and endorse desirable behaviour such as kindness and willingness to share.
- We avoid creating situations in which children receive adult attention only in return for undesirable behaviour.
- We recognise that codes for interacting with other people vary between cultures and require staff to be aware of - and respect - those used by members of the nursery.
- When children behave in unacceptable ways, we help them to see what was wrong and how to cope more appropriately.
- In any case of misbehaviour it will always be made clear to the child that it is the behaviour not the child that is unwelcome.
- We never send children out of the room by themselves.
- We never use physical punishment, such as smacking or shaking. Children are never threatened with these.

- We do not use techniques intended to single out and humiliate individual children.
- We only use physical restraint, such as holding, to prevent physical injury to children or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the manager and are recorded in our Incident Book. A parent is informed on the same day and signs the Incident Book to indicate that he/she has been informed.
- In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame.
- We do not shout or raise our voices in a threatening way to respond to children's behaviour.
- We handle children's unacceptable behaviour in ways which are appropriate to their ages and stages of development - for example by distraction, discussion or by withdrawing the child from the situation.
- We work in partnership with children's parents. Parents are regularly informed about their children's behaviour by their key person. We work with parents to address recurring unacceptable behaviour, using objective observation records to help us to understand the cause and to decide jointly how to respond appropriately.

### ***Bullying***

Bullying involves the persistent physical or verbal abuse of another child or children. We take bullying very seriously.

If a child bullies another child or children:

- we intervene to stop the child harming the other child or children;
- we explain to the child doing the bullying why her/his behaviour is inappropriate;
- we give reassurance to the child or children who have been bullied;
- we help the child who has done the bullying to say sorry for her/his actions;
- we make sure that children who bully receive praise when they display acceptable behaviour;
- we do not label children who bully;
- when children bully, we discuss what has happened with their parents and work out with them a plan for handling the child's behaviour; and
- when children have been bullied, we share what has happened with their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

## **Footsteps Nursery School Special Educational Needs/Disability Policy**

*Named Co-ordinator: Sarah Askham*

We intend to provide an environment in which all children are supported to reach their full potential. To enable children to learn no matter what their needs by the following methods:

- We have regard for the DfES Special Educational Needs Code of Practice.
- We include all children in our provision.
- We provide practitioners to help support parents and children with special educational needs (SEN).
- We identify the specific needs of children with SEN and meet those needs through a range of strategies.
- We work in partnership with parents and other agencies in meeting individual children's needs.
- We monitor and review our practice and provision and, if necessary, make adjustments.

### ***Methods***

- We designate a member of staff to be Special Educational Needs Co-ordinator (SENCO) and give his/her name to parents.
- We ensure that the provision for children with SEN is the responsibility of all members of the setting.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We ensure that our physical environment is as far as possible suitable for children with disabilities.
- We work closely with parents of children with SEN to create and maintain a positive partnership.
- We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education.
- We provide parents with information on sources of independent advice and support.
- We liaise with other professionals involved with children with additional needs and their families, including transfer arrangements to other settings and schools.
- We use the graduated response system for identifying, assessing and responding to children's SEN.
- We provide a broad and balanced curriculum for all children with SEN.
- We provide a differentiated curriculum to meet individual needs and abilities.
- We use a system of observing, evaluating, planning implementing, monitoring, and reviewing individual educational plans (IEP's) for children with SEN.

- We ensure that children with SEN are appropriately involved at all stages of the graduated response, taking into account their levels of ability.
- We use a system for keeping records of the assessment, planning, provision and review for children with SEN.
- We provide resources (human and financial) to implement our SEN policy.
- We ensure the privacy of children with SEN when intimate care is being provided.
- We provide in-service training for practitioners and volunteers as necessary.
- We ensure the effectiveness of our SEN provision by collecting information from a range of sources e.g. IEP reviews, staff and management meetings, parental and external agencies views, inspections and complaints.

## **Footsteps Nursery School Natural Disasters, Emergency Closure and Lockdown Policy**

In the event of a natural emergency such as flooding, earthquakes or severe storms the following actions would be taken to minimise hazards and risks.

### ***Danger to the premises***

- If the building is unsafe and it is necessary to evacuate, staff will gather all the children together taking the phone, register and contact book.
- The register will be taken to ensure all staff and children are accounted for. Children and staff will then proceed to Biddenham Upper School entrance hall.
- Parents will be contacted and children collected as soon possible.

### ***Danger from the outside environment***

In the case of severe storms and earthquakes, where it is necessary to remain in the building the following action will be taken.

- Staff will assess the safest part of the building. Collect together the telephone, register and contact book and assemble at this point, accounting for all adults and children.
- The emergency services will be contacted and advice sought on the best management of the situation until help arrives.
- As soon as it is possible children's parents will be contacted to collect their children.

### **Emergency Closure**

Occurrences such as damage to the building to make occupation unsafe or severe weather conditions which make it unsafe to travel to the setting will call for emergency closure.

### **Method**

In the event of emergency closure becoming necessary parents will be advised of this at the first opportunity via text message, a notice will also be posted on the website.

## **Lock Down Procedure**

This lock down procedure will be instigated in response to any external or internal incident which has the potential to pose a threat to the safety of staff and children in the nursery.

### **Method**

- Staff will be alerted to the activation of the plan via a whistle using short sharp bursts (this is different to the long single whistle for the fire drill) and the command “lock down.”
- Anyone outside the building will be brought inside immediately if the threat is external.
- All external doors and windows to be locked and everyone to locate by the sinks in the main room which is away from the windows and doors.
- If the threat is internal staff are to move children outside and away from the threat to the safety of the upper school entrance hall if this is a viable possibility. If not as far away from the threat in the building as possible.
- The emergency services are to be contacted and the register taken of staff and children.
- If the threat is external no one is to leave until lock down has been lifted by the manager.

## **Footsteps Nursery School Equipment and Resources Policy**

We believe that high quality care and education is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment. We aim to provide children with resources and equipment which help to consolidate and extend their knowledge, skills, interests and aptitudes.

### ***Method***

- we provide play equipment and resources which are safe and - where applicable - conform to the BSEN safety standards or Toys (Safety) Regulation (1995);
- we provide a sufficient quantity of equipment and resources for the number of children;
- we provide resources which promote all areas of children's learning and development, which may be child- or adult-led;
- we select books, equipment and resources which promote positive images of people of all races, cultures and abilities, are non-discriminatory and avoid racial and gender stereotyping;
- we provide play equipment and resources which promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children;
- we provide made, natural and recycled materials which are clean, in good condition and safe for the children to use;
- we provide furniture which is suitable for children and adults.
- we store and display resources and equipment where children can independently choose and select them;
- we check all resources and equipment regularly as they are set out at the beginning of each session and put away at the end of each session. We repair and clean, or replace any unsafe, worn out, dirty or damaged equipment;
- we keep an inventory of resources and equipment. This will record the date on which each item was purchased and the price paid for it. We use the inventory to review the balance of resources and equipment so that they can support a range of activities across all areas of play, learning and development.
- We record the dates and results of checking the resources and equipment;
- we provide adequate insurance cover for the pre-school's resources and equipment;
- we plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenges is offered.

## **Footsteps Nursery School Staffing and Employment Policy**

We maintain staffing ratio to ensure that children have sufficient individual attention to care and education of a high quality. Our staff are appropriately qualified and are checked for criminal records through the Disclosure and Barring Scheme in accordance with Ofsted's requirements. To ensure that children and their parents are offered high quality nursery care and education.

### ***Methods***

- To meet this aim we use the following ratios of adult to child:
  - children aged nought –two years of age: 1 adult to 3 children
  - children aged two years of age:1 adult to 4 children
  - children aged three - seven years of age:1 adult to 8 children
- A minimum of two staff/adults are on duty at any one time.
- We use a key person system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.
- Our managers hold the CACHE level 3 in childcare and a minimum of half our staff hold the CACHE level 2 in childcare or an equivalent qualification.
- We provide regular in-service training to all staff.
- Our pre-school budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Child Protection Policy and Procedures. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We use Ofsted guidance on obtaining references and criminal record checks through the Disclosure and Barring Scheme for staff and volunteers who will have substantial access to children.

## **Footsteps Nursery School Student Placement Policy**

The nursery recognises that qualifications and training make an important contribution to the quality of the care and education provided by settings. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training. We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

### ***Methods***

- We require students to meet the 'suitable person' requirements of Ofsted.
- We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- Students who are placed in our nursery on a short term basis are not counted in our staffing ratios. Students who are placed for longer periods - for example, a year - may be counted in our staffing ratios provided we consider them to be competent.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- We require students to keep to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, an induction including how our pre-school is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to students about the value of qualifications and training.
- We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of the nursery.

## **Footsteps Nursery School The Non-Collection and Missing Child Policy**

We ensure high priority is given to the safety of our children at all times. We aim to ensure the best procedures are followed if a child not be collected at the end of a session or should a child become lost.

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

We have very high standards and practises which ensure a safe environment where the likelihood of a child going missing is very unlikely. However procedures are in place to follow should such an incident occur.

### ***Procedures for the non-collection of a child***

1. Parents of children starting at the nursery are asked to provide specific information which is recorded on our Registration Form, including:-
  - home address and telephone number - if the parents do not have a telephone, an alternative number must be given;
  - place of work, address and telephone number, if applicable;
  - mobile telephone number, if available;
  - names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from nursery, for example a childminder or grandparent; and
  - information about any person who does not have legal access to the child.
2. On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted in our Collection book.
3. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in our Collection Book. We agree with parents how the identification of the person who is to collect their child will be verified.
4. Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that - in the event that their children are not collected from nursery by an authorised adult and the staff can no longer supervise the child in our premises - we apply our child protection procedures as set out in our child protection policy.

5. If a child is not collected at the end of the session/day, we follow the following procedures:
- the Collection Book is checked for any information about changes to the normal collection routines;
  - if no information is available, parents/carers are contacted at home or at work;
  - if this is unsuccessful, the adults who are authorised by the parents to collect their child from nursery - and whose telephone numbers are recorded on the registration form - are contacted;
  - all reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or another member of staff visits the child's home;
  - the child stays at pre-school in the care of two fully-vetted workers until the child is safely collected;
  - the child does not leave the premises with anyone other than those named on the registration form and in the Collection Book;
  - if no-one collects the child and the premises are closing, or staff are no longer available to care for the child, we contact our local authority social services department, and inform Ofsted ;
  - a full written report of the incident is recorded; and
  - we reserve the right to charge parents for the additional hours worked by our staff.

#### Procedures for a missing child

If a child should be found to be missing following a through search of the premises and surrounding area the following procedures will be followed.

- The person in charge will notify the police immediately.
- Notes will be made of the circumstances surrounding the disappearance to help police as much as possible with investigations.
- The police will then be able to advise the person in charge about informing the parents/guardians of the child about their next steps.

## **Footsteps Nursery School Complaints Procedure Policy**

Our nursery believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our pre-school and will give prompt and serious attention to any concerns about the running of the nursery. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

We aim to bring all concerns about the running of our nursery to a satisfactory conclusion for all of the parties involved.

### **Complaints Procedure**

#### Stage 1

- Any parent who is uneasy about an aspect of the nurseries provision talks over, first of all, his/her worries and anxieties with the nursery manager.

#### Stage 2

- If this does not have a satisfactory outcome, or if the problem recurs, the parent moves to Stage 2 of the procedure by putting the concerns or complaint in writing to the nursery manager.
- Most complaints should be able to be resolved informally at Stage 1 or at Stage 2.

#### Stage 3

- The parent requests a meeting with the nursery manager. Both the parent and the manager should have a friend or partner present if required. An agreed written record of the discussion is made. All of the parties present at the meeting sign the record and receive a copy of it.
- This signed record signifies that the procedure has concluded.

#### Stage 4

- If at the Stage 3 meeting the parent and nursery cannot reach agreement, an external mediator is invited to help to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved.
- Staff or volunteers within the Pre-school Learning Alliance are appropriate persons to be invited to act as mediators.
- The mediator keeps all discussion confidential. S/he can hold separate meetings with the nursery personnel and the parent, if this is decided to be

helpful. The mediator keeps an agreed written record of any meetings that are held and of any advice s/he gives.

#### Stage 5

- When the mediator has concluded her/his investigations, a final meeting between the parent, the nursery manager is held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this conclusion. The mediator is present at the meeting if all parties think this will help a decision to be reached.
- A record of this meeting, including the decision on the action to be taken, is made. Everyone present at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded.

The role of the Office for Standards in Education, Early Years Directorate (Ofsted) and the Area Child Protection Committee.

Parents may approach Ofsted directly at any stage of this complaints procedure. In addition, where there seems to be a possible breach of our registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure the statutory framework for the Early Years Foundation Stage are adhered to.

The address and telephone number of Ofsted are:  
The National Business Unit  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Tel: 0300 123 1231

These details are displayed on our notice board in the entrance hall. If a child appears to be at risk, our nursery follows the procedures of the Area Child Protection Committee in our local authority.

In these cases, both the parent and nursery school are informed and the nursery school managers work with Ofsted or the Area Child Protection Committee to ensure a proper investigation of the complaint followed by appropriate action. Complainants will be notified of the outcome of the investigation within 28 days of receiving the complaint.

#### **Records**

We keep a record of complaints against our nursery and/or the children and/or the adults working in our nursery is kept, including the date, the circumstances of the complaint and how the complaint was managed.

## **Concerns about the administration of Government Funding**

If you have any concerns about the way we or the Local Authority administer Government Funding we ask that you follow the procedure laid down by Bedford Borough Council.

### **Stage 1**

Most concerns that parents may have about a setting registered with the LA to claim NEF for eligible two, three and four year olds will be dealt with on an informal basis with the provider concerned. Such concerns or complaints could be about the non-admission of a child, concerns about how the delivery of the Early Years Foundation Stage is being approached or indeed other issues concerned with the provider's eligibility to claim NEF.

The vast majority of parental concerns / complaints will, therefore, be dealt with by the provider through their complaints procedures.

### **Stage 2**

If, following consideration of the matter through all elements of the provider's complaints procedure, the complainant remains dissatisfied; the matter will be investigated by the Head of Early Help and Intervention. This will involve discussions with the provider and the complainant as necessary. Where the complaint is upheld, a remedy will need to be agreed. If a change by the provider is required they will be asked in writing to make the necessary changes within a specified period. Failure to make the changes could lead to exclusion from the Directory of Providers. The letter will also offer the right to appeal against the decision.

### **Stage 3**

If the complainant or the provider is not satisfied with the action taken by the Head of Early Help and Intervention the matter will be referred to the Early Years Reference Group panel who will consider the evidence and respond within 28 working days.

The provider and the complainant will be invited to present evidence to the panel in writing and may attend the meeting if they wish.

### **Monitoring**

Any complaints which have been received about providers on Bedford Borough Council's Directory, together with details of action taken will be reported to the Children Services Senior Leadership team.

## **Complaints about Local Authority funding process**

If a parent or provider is not satisfied with the way in which their complaint has been dealt with by the local authority or believes the local authority has acted unreasonably, they can make a complaint to the Early Years Team and then the Head of Service.

## **Footsteps Nursery School Fees and Payment Policy**

### **Sessions**

All sessions booked, including lunches, are not transferable and can only be changed as detailed below.

### **Invoices**

Invoices will be issued on the 1<sup>st</sup> day of each month and are payable by the 8<sup>th</sup> day of the month. All invoices are issued by email. Fees are not refundable in the event of illness, holidays or any other form of absence.

### **Closure**

If the nursery cannot operate a full service due to circumstances out of our control eg weather conditions or outbreak of illness full fees will be payable.

### **Late Payments and Returned Cheques Fees**

An administration fee of £20 will be incurred for payments made after the 8<sup>th</sup> of the month. A fee of £20 will be issued for any returned cheques to cover costs incurred.

### **Fee changes**

Fees will be increased annually at the beginning of each spring term. Footsteps Nursery School will hold the right to review fees during this period if necessary.

### **Registration fees**

A payment is required to hold a child's place at Footsteps and cover administration costs.

### **Admittance**

If a child fails to take up a place within two weeks from the reserved starting date this place will be allocated elsewhere.

### **Termination of sessions**

Footsteps nursery school requires that a termination of a child's place must be given in writing. The notice period is twelve weeks. This also applies to children leaving to move up to primary school. Failure to abide by this will incur full twelve weeks fees.

### **Change of Sessions**

If you wish to change or alter your sessions this must be given in writing. The notice period is four weeks.

### **Late Collection Fee**

A charge will be made for the late collection of children. This is £10 per half hour, or part thereof, to cover additional costs incurred by the nursery.

### **Fees for Children Aged 2-5 Years**

Please be aware these fees come into effect the month following the child's second birthday

## ***Footsteps Nursery School***

### ***Intimate Care Policy***

#### **Definition**

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene, which demand direct or indirect contact with, or exposure of the genitals. Examples include care associated with incontinence.

#### ***Our Aim***

Children's dignity will be preserved and a high level of privacy, choice and control will be provided. Staff who provide intimate care have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff work in partnership with parents/carers to provide continuity of care to children wherever possible.

Staff deliver a full personal safety curriculum to all children as appropriate to their development level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.

Footsteps nursery is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Children will be treated with respect and care.

#### ***Method***

- All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- Staff who provide intimate care are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required.
- Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental changes.
- There is careful communication with each child who needs help with intimate care, in line with their preferred means of communication (verbal, symbolic, etc) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.
- As a basic principal, children will be supported to achieve the highest level of autonomy that is possible, given their age and abilities. Staff will encourage each child to do as much for themselves as they can.

- Each child's right to privacy will be respected. Where possible, one child will be cared for by one adult, unless there is a sound reason for having two adults present.
- If a member of staff has any concerns about physical changes in a child's appearance, e.g. marks, bruises, soreness etc she/he will immediately report concerns to the appropriate person for child protection. A clear record of the concern will be completed and referred on if necessary. (see safeguarding policy)
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process, in order to reach a resolution. The child's needs will remain paramount. Further advice will be taken from outside agencies if necessary.

## **Footsteps Nursery School Physical Intervention and Restraint Policy**

At Footsteps, we are committed to a positive behaviour policy which encourages children to make positive behaviour choices. We do however recognise that children sometimes do make the wrong choices. On rare occasions this may result in a situation that requires some form of physical intervention by staff. Our policy for physical intervention is based upon the following principles:-

- Physical intervention should be used only as a last resort when other appropriate strategies have failed.
- Any physical contact should be only the minimum required.
- Physical intervention must be used in ways that maintain the safety and dignity of all concerned.
- Incidents must be recorded and reported to the Manager as soon as possible
- Parents will be informed of each incident

### **1. The Legal Framework**

- The Early Years Foundation Stage (EYFS) 2012 sets out the Safeguarding and Welfare Requirements that Early Years Practitioners should follow. In addition, all settings must have a regard to 'Working Together to Safeguard Children' (DCSF, 2010). This states "all early years providers, regardless of type, size or funding of the setting, must: manage children's behaviour effectively and in a manner appropriately for their stage of development and particular individual needs".

### **2. Our approach**

We aim to avoid the need for physical intervention and regard this as a last resort in a tiny minority of situations. We always aim to deal with behaviour using a positive approach and therefore this policy should be read in connection with our Behaviour Policy.

It is not possible to define every circumstance in which physical restraint would be necessary or appropriate and staff will have to exercise their own judgement in situations which arise within the above categories. Staff should always act within the behaviour policy on behaviour and discipline, particularly in dealing with disruptive behaviour.

Staff should be aware that when they are in charge of children during the day, or during other supervised activities, they are acting in *loco parentis* and have a 'Duty of Care' to all children they are in charge of. They must, therefore, take reasonable action to ensure all pupils' safety and well being.

Staff are not expected to place themselves in situations where they are likely to suffer injury as a result of their intervention.

### 3. Use of physical restraint

Physical restraint should be applied as an act of care and control with the intention of re-establishing verbal control as soon as possible and, at the same time, allowing the child to regain self-control. It should never take a form which could be seen as punishment.

Staff are only authorised to use reasonable force in applying physical restraint, although there is no absolute definition of this. What constitutes reasonable force depends upon the particular situation and the child to whom it is being applied. However, as a general rule, only the force necessary to stop or prevent danger should be used, in accordance with the guidelines below.

In all circumstances, alternative methods should be used as appropriate with physical intervention or restraint, a last resort.

When physical restraint becomes necessary:

#### DO

- Tell the child what you are doing and why
- Use the minimum force necessary
- Involve another member of staff if possible
- Tell the child what s/he must do for you to remove the restraint (this may need frequent repetition)
- Use simple and clear language
- Hold limbs above a major joint if possible e.g. above the elbow
- Relax your restraint in response to the child's compliance

#### DON'T

- Act in temper (involve another staff member if you fear loss of control)
- Involve yourself in a prolonged verbal exchange with the child
- Involve other children in the restraint
- Touch or hold the child in a way that could be viewed as sexually inappropriate conduct
- Twist or force limbs back against a joint
- Bend fingers or pull hair
- Hold the child in a way which will restrict blood flow or breathing e.g. around the neck
- Slap, punch, kick or trip up the child
- Use physical restraint or intervention as a punishment

### 4. Actions after an incident

Physical restraint often occurs in response to highly charged emotional situations and there is a clear need for debriefing after the incident, both for the staff involved and the pupil. **The Manager should be informed of any incident as soon as possible** and will take responsibility for making arrangements for debriefing once the situation has stabilised. An appropriate member of staff should always be involved in debriefing the child involved and

any victims of the incident should be offered support, and their parents informed.

If the behaviour is part of an ongoing pattern it may be necessary to address the situation through the development of a behavioural IEP, which may include an anger management programme, or other strategies agreed by the SENCO. This may require additional support from, other services, for example the LA.

In some circumstances a CAF may be appropriate to help identify an additional need for a particular child.

It is also helpful to consider the circumstances precipitating the incident to explore ways in which future incidents can be avoided.

***All incidents should be recorded immediately on the Incident Report Form. All sections of this report should be completed so that any patterns of behaviour can be identified and addressed.***

***In the event of any future complaint or allegation this record will provide essential and accurate information.***

***A copy should be filed in the child's appropriate file and in a central file in order to inform individual and setting risk assessments.***

A member of the Management team will contact parents as soon as possible after an incident, normally on the same day, to inform them of the actions that were taken and why, and to provide them with an opportunity to discuss it.

## **5. Risk Assessments**

If we become aware that a child is likely to behave in a disruptive way that may require the use of reasonable force, we will plan how to respond if the situation arises. Such planning will address:

- Strategies to be used prior to intervention
- Ways of avoiding 'triggers' if these are known
- Involvement of parents to ensure that they are clear about the specific action the setting might need to take
- Briefing of staff to ensure they know exactly what action they should be taking (this may identify a need for training or guidance)
- Identification of additional support that can be summoned if appropriate
- The setting's duty of care to all pupils and staff

## **6. Complaints and Allegations**

A clear restraint policy, adhered to by all staff and shared with parents, should help to avoid complaints from parents. It is unlikely to prevent all complaints, however, and a dispute about the use of force by a member of staff might lead to an investigation, either under the complaints disciplinary or allegation management procedures.

It is our intention to inform all staff, pupils, parents and management about these procedures and the context in which they apply.

## **Footsteps Nursery School Data Protection Policy**

Footsteps Nursery-School intend to comply fully with the requirements and principles of the Data Protection Act 1984 and the Data Protection Act 1988.

### **Enquiries**

General information about the Data Protection Act can be obtained from the Data Protection Commissioner, website:  
[www.dataprotection.gov.uk](http://www.dataprotection.gov.uk).

### **Fair Obtaining and Processing**

- Footsteps Nursery School undertakes to obtain and process data fairly and lawfully by informing all data subjects of the reasons for data collection, the purposes for which the data are held, the likely recipients of the data and the data subjects' right of access.
- "Processing" means obtaining, recording or holding the information or data or carrying out any or set of operations on the information or data.
- "Data subject" means an individual who is the subject of personal data or the person to whom the information relates.
- "Personal data" means data, which relates to a living individual who can be identified. Addresses and telephone numbers are particularly vulnerable to abuse, but so can names and photographs be, if published in the press, Internet or media.
- "Parent" has the meaning given in the Education act 1996, and includes any person having parental responsibility or care of a child.
- A "legal disclosure" is the release of personal information to someone who requires the information to do his or her job within or for Footsteps Nursery School.
- An "illegal disclosure" is the release of information to someone who does not need it, or has no right to it, or one which falls outside Footsteps Nursery School registered purposes.

### **Data Integrity**

Footsteps Nursery School undertakes to ensure data integrity by the following methods:

### **Data Accuracy**

Data held will be as accurate and up to date as is reasonably possible.

### **Data Adequacy and Relevance**

Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is being held. In order to ensure compliance with this principle, Footsteps Nursery School will check records regularly for missing, irrelevant or seemingly excessive information and may contact data subjects to verify certain items of data.

### **Length of Time**

Data held about individuals will not be kept for longer than necessary for the purposes registered, in accordance with Data Protection guidelines.

### **Authorised Disclosures**

Footsteps Nursery School will, in general, only disclose data about individuals with their consent. However there are circumstances under which Footsteps Nursery School may need to disclose data without explicit consent for that occasion.

These circumstances are strictly limited to:

- Pupil data disclosed to authorised recipients related to education and administration necessary for Footsteps Nursery School to perform its statutory duties and obligations.
- Pupil data disclosed to authorised recipients in respect of their child's health, safety and welfare.
- Pupil data disclosed to parents in respect of their child's progress, achievements, attendance, attitude or general demeanour within or in the vicinity of Footsteps Nursery School.
- Staff data disclosed to relevant authorities e.g. in respect of payroll and administrative matters.
- Only authorised staff are allowed to make external disclosures of personal data. Data used within Footsteps Nursery School will only be made available where the person requesting the information is a professional legitimately working with Footsteps Nursery School, who needs to know the information in order to do their work. Footsteps Nursery School will not disclose anything on pupils' records which would be likely to cause serious harm to their physical or mental health or that of anyone else – including anything where suggests that they are, or have been, either the subject of or at risk of child abuse.

### **Data Security**

Footsteps Nursery School undertakes to ensure security of personal data.

### **Physical Security**

Appropriate building security measures are in place, such as locks on the filing cabinets. Only authorised persons are allowed into the cabinets. Disks, tapes and printouts are locked away securely when not in use. Visitors to Footsteps Nursery School are required to sign in and out and are, where appropriate, accompanied.

Individual members of staff can be personally liable in law under the terms of the Data Protection Acts. They may also be subject to claims for damages from persons who believe that they have been harmed as a result of inaccuracy, unauthorised use or disclosure of their data. A deliberate breach of this Data Protection Policy will be treated as disciplinary matter, and serious breaches could lead to dismissal.

### **Disposal of Information Kept**

All personal details, when no longer required, will be disposed of by use of shredder.

## **Footsteps Nursery School Image use Policy**

### **Introduction**

This image use policy applies to the use of any film and electronic photographic equipment used in our setting. This will include cameras, mobile phones, webcams, tablets and portable gaming devices with inbuilt cameras as well as other forms of digital technology and resources for storing and printing images.

As digital cameras and mobile phones have become more advanced and easier to use, it is increasingly likely that children and their families will be using digital photography as part of their everyday family life. It is therefore very important that Footsteps Nursery School and all staff, the management committee, volunteers, students, visitors to the setting, parents/guardians \*DELETE AS APPLICABLE and children consider the impact such technology may have.

Digital technology has increased the potential for cameras and images to be misused and inevitably there are concerns about the risks to which children may be exposed. However we understand and are aware that the behaviours of individuals using the technology present the risk, not the technology.

Most children who suffer abuse are abused by someone they know. We have taken the view, in consultation with other agencies, that the risk of a child being directly targeted for abuse through being identified by a stranger is small. By taking reasonable steps to make certain that a photograph is appropriate and the full name and contact details are protected, then photography for use in our setting and other events by staff, families and the media should be allowed. We are aware that the widespread use of mobile telephones as digital cameras would make banning them very difficult for us to impose and police. (For further information regarding the general use of mobile phones and recording devices please see our Mobile Phones and Recording Devices Policy). Generally photographs for setting and family use and those that appear in the press are a source of pleasure and pride. They enhance self-esteem for children and their families and this practice should continue within the safe practice guidelines detailed below.

### **Policy Statement**

This policy seeks to ensure that images and videos taken within and by Footsteps Nursery School are taken and held legally and the required thought is given to safeguarding all members of the setting. It applies to all images (including still and video content) taken by the setting.

It applies to all staff, the management, volunteers, students, visitors to the setting and other individuals who work for, or provide services to Footsteps Nursery School as well as parents/guardians and children.

This policy forms part of our Safeguarding Children procedures and should be read in conjunction with the following policies and procedures:

- Safeguarding and Child Protection
- Allegations of abuse against staff members
- Online Safety
- Acceptable Use
- Mobile Phones and Recording Devices
- Confidentiality

All images taken by the setting will be used in a manner respectful of Article 5 of the General Data Protection Regulations (GDPR). This means that images will be:

- Processed lawfully, fairly and in a transparent manner in relation to the data subject
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Accurate and, where necessary, kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purpose
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- Compliant with GDPR

The settings Data Protection Officer/Lead Sally Garrattis responsible for ensuring the acceptable, safe use and storage of all camera technology and images within Footsteps Nursery. This includes the management, implementation, monitoring and review of this Image Use Policy. In addition, the DPO/Lead has the authority to view any images taken and/or to withdraw or modify a member of staff's authorisation to take images at any time. All members of staff, students, volunteers, visitors and parents should be aware that all images taken within the setting are available for scrutiny and that they must be able to justify any images in their possession.

Where concerns are raised, or disclosures made, regarding suspicious activity relating to the use of images the DPO/Lead will discuss this with the Designated Safeguarding Lead who will contact the Local Authority Designated Officer (LADO) for advice. The LADO for our setting is: Bedford Borough Council, Tel. 01234 276693 Email [LADO@bedford.gcsx.gov.uk](mailto:LADO@bedford.gcsx.gov.uk)

## **Responsibilities**

### Parental Consent

- Written permission from parents/guardians will always be obtained before images/videos of children are taken, used or published. This is usually by way of the child's registration form completed on entry to the setting and updated annually.

- Written parental consent will always be sought to take and use photographs offsite for professional, marketing and training purposes. This may be in addition to parental permission sought for onsite images.
- Written consent from parents/guardians will be kept by the setting where children's images are used for publicity purposes (such as brochures or publications), until the image is no longer in use.
- Parental permission will be sought on an annual basis for general consent and on a case by case basis for specific events.
- A record of all consent details will be kept securely on file. Should permission be withdrawn by parents/guardians at any time, then all relevant images will be removed and disposed of and the record will be updated accordingly.

### Safety of Images and Videos

- All images taken and processed by or on behalf of the setting will take place using only equipment and devices provided by Footsteps Nursery School.
- Staff will receive information regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities.
- All members of staff (including volunteers) will ensure that all images are available for scrutiny and will be able to justify any images in their possession.
- Images will not be kept for longer than is to be considered necessary. All staff are responsible for ensuring that all photographs are permanently wiped from memory cards, computer hard and portable drives or other relevant devices once the images will no longer be of use. This will be monitored by the Data Protection Officer/Lead.
- All images will remain on site at all times, unless prior explicit consent has been given by both the DPO/Lead and the parent/guardian of any child or young person captured in any photograph.
- Should permission be given to take any images off site then all relevant details will to be recorded, for example who, what, when and why and data will be kept securely (e.g. with appropriate encryption).
- Any memory stick, CD or storage device containing images of children to be taken offsite for further work will be suitably encrypted and will be logged in and out by the DPO/Lead and monitored to ensure that it is returned within the expected time scale.
- The DPO/Lead reserves the right to view any images taken and/or to withdraw or modify a member of staffs' authorisation to take or make images at any time.
- Only official setting owned equipment (e.g. work provided digital or video cameras, tablets, mobile phones, etc) will be used by staff to capture images of children for official purposes. Use of personal cameras by staff is prohibited at all times.
- Any apps, websites or third party companies used to share, host or access children's images will be risk assessed prior to use.
- The setting will ensure that images always are held in accordance with the General Data Protection Regulations (GDPR) and suitable child protection requirements (if necessary) are in place.

- Photographs will be disposed of should they no longer be required. They will be returned to the parent or carer, deleted and wiped or shredded as appropriate. Copies will not be taken of any images without relevant authority and consent from the DPO/Lead and the parent/carer.

#### Publication and sharing of images and videos

- Images or videos that include children will be selected carefully for use e.g. only using images of children who are suitably dressed.
- Images or videos that include children will not provide material which could be reused.
- Children's full names will not be used on the website or other publication (e.g. newsletters, social media channels) in association with photographs or videos.
- The setting will not include any personal information on video, on the website, in a prospectus or in other printed publications.
- Any parents/guardians and staff members with particular concerns must always be able to withhold their consent for the publication or sharing of images for whatever reason.
- Where children's images are used within the setting consent will be sought from parents. This includes things such as children's coat pegs, drawers, etc that are part of everyday practice.

#### Usage of systems to share images with parents

- *Footsteps Nursery School* uses a closed Facebook group to upload and share images of children with parents.
- The use of Facebook has been appropriately risk assessed and the setting has taken steps to ensure all data stored is held in accordance with the General Data Protection Regulations (as above).
- Images uploaded to Facebook will only be taken used the setting's devices.
- All users authorised to upload images to Facebook are advised on safety measures to protect all members of the community e.g. using strong passwords, logging out of systems after use etc.
- Parents/guardians will be informed of the settings expectations regarding safe and appropriate use (e.g. not sharing passwords or copying and sharing images) prior to being given access. Failure to comply with this may result in access being removed. Further information can be found in our Social Media Policy.

#### Safe Practice when taking images and videos

- Careful consideration is given before involving very young or vulnerable children when taking photos or recordings, who may be unable to question why or how activities are taking place.
- The setting will discuss the use of images with children in an age appropriate way.
- A child's right not to be photographed is to be respected. Images will not be taken of any child against their wishes.

- Photography is not permitted in sensitive areas such as toilets.

## **Use of Images/Videos of Children by Others**

### **Use of Photos/Videos by Parents/Guardians at events**

- Parents/guardians are permitted to take photographs or video footage of events for private use only.
- Parents/guardians who are using photographic equipment must be mindful of others when making and taking images.
- The opportunity for parents/guardians to take photographs and make videos can be reserved by the setting on health and safety grounds.
- Parents/guardians are only permitted to take or make recording within designated areas of the setting. Photography is not permitted in sensitive areas such as toilets.
- The right to withdraw consent will be maintained and any photography or filming on site will be open to scrutiny at any time.
- Parents may contact the setting DPO/Lead to discuss any concerns regarding the use of images.
- Photos and videos taken by the setting and shared with parents should not be shared elsewhere (e.g. posted on social media site), to do so may breach intellectual property rights, data protection legislation and importantly may place members of the community at risk of harm.

### **Use of Photos/Videos by Children**

- The setting will discuss and agree age appropriate acceptable use rules with children regarding the appropriate use of cameras, such as places children cannot take the camera (e.g. unsupervised areas, toilets etc.).
- All staff will be made aware of the acceptable use rules regarding children's use of cameras and will ensure that children are appropriately supervised when taking images.
- Members of staff will role model positive behaviour to the children by encouraging them to ask permission before they take any photos.
- Photos taken by children for official use will only be taken with parental consent and will be processed in accordance with the General Data Protection Regulations.
- Parents/carers will be made aware that children will be taking photos/videos of other children and will be informed how these images will be managed by the setting e.g. will be for internal use by the setting only (not shared online or via any website or social media tool).
- Photos taken by children for official use will be carefully controlled by the setting and will be checked carefully before sharing online or via digital screens.
- Still and video cameras provided for use by children and the images themselves will not be removed from the setting.

### **Use of Images of Children by the Media**

- Where a press photographer is to be invited to celebrate an event, every effort will be made to ensure that the newspaper's (or other relevant media) requirements can be met.
- A written agreement will be sought between parents and carers and the press which will request that a pre-agreed and accepted amount of personal information (e.g. first names only) will be published along with images and videos.
- The identity of any press representative will be verified and access will only be permitted where the event is planned, and where press are to be specifically invited to attend. No authorisation will be given to unscheduled visits by the press under any circumstances.
- Every effort will be made to ensure the press abide by any specific guidelines should they be requested. No responsibility or liability however can be claimed for situations beyond reasonable control, and where the setting is to be considered to have acted in good faith.

### **Use of Professional Photographers**

- Professional photographers who are engaged to record any events will be prepared to work according to the terms of the settings Online Safety policy.
- Photographers will sign an agreement which ensures compliance with the General Data Protection Regulations and that images will only be used for a specific purpose, subject to parental consent.
- Photographers will not have unsupervised access to children.

This policy was first adopted: 24<sup>th</sup> May 2018

**Footsteps Nursery School**  
**Acceptable Internet Use Policy**

**Introduction**

The internet should be considered part of everyday life with children and young people seen to be at the forefront of this on-line generation. Knowledge and experience of information and communication technology (ICT) should be considered an essential life skill. Developmentally appropriate access to computers and the internet in the early years will significantly contribute to children and young people's enjoyment of learning and development. This policy forms part of our Data Protection policies and procedures to ensure compliance with the GDPR (General Data Protection Regulations) and the Data Protection Act 2018.

Children and young people will learn most effectively where they are given managed access to computers and control of their own learning experiences, however such use carries an element of risk. Early Years practitioners and managers, in partnership with parents and carers, should consider it their duty to make children and young people aware of the potential risks associated with online technologies. This will empower them with the knowledge and skills to keep safe, without limiting their learning opportunities and experiences.

**Policy statement**

This policy will outline safe and effective practice in the use of the internet. It will provide advice on acceptable use and effective control measures to enable children, young people and adults to use ICT resources in a safer online environment.

The policy applies to all individuals who are to have access to or be users of work related ICT systems. This will include children and young people, parents and carers, early years managers and practitioners, volunteers, students, committee members, visitors and contractors. This list is not to be considered exhaustive.

This policy will apply to internet access through any medium, for example computers, mobile phones, tablets and gaming machines. Before the use of any new technologies they will be examined to determine potential learning and development opportunities. Their use will be risk assessed before considering whether they are appropriate for use by children and young people.

## **Responsibilities**

The Designated Person for Safeguarding (DPS) is to be responsible for online safety and will manage the implementation of this policy. In our setting the DPS is Sally Garratt.

The Designated Person for Safeguarding will ensure:

- Day to day responsibility for online safety issues and will have a leading role in implementing, monitoring and reviewing this Policy.
- All ICT users are made aware of the procedures that must be followed should a potentially unsafe or inappropriate online incident take place.
- Recording, reporting, monitoring and filing of reports should a potentially unsafe or inappropriate online incident occur. This must include the creation of an incident log to be used to inform future online safety practice.
- All necessary actions are taken to minimise the risk of any identified unsafe or inappropriate online incidents reoccurring.
- Regular meetings take place with the registered person and/or managers to discuss current issues and review incident reports.
- Effective training and online safety advice is delivered and available to all early years managers and practitioners, including advisory support to children, young people, parents and carers as necessary.
- Liaison, where appropriate, with other agencies in respect of current online safety practices and the reporting and management of significant incidents.

## **Managing online access**

Password security

- Maintaining password security is an essential requirement for early years managers and practitioners particularly where they are to have access to sensitive information. A list of all authorised ICT users and their level of access is to be maintained and access to sensitive and personal data is to be restricted.
- Early years managers and practitioners are responsible for keeping their passwords secure and must ensure they are updated once every 60 days. All users must have strong passwords, for example a combination of numbers, symbols and lower and upper case letters.

- Sharing passwords is not considered to be secure practice. Where children and young people are to be enabled to create their own password a copy of such will be kept on file for reference.
- All computers and laptops should be set to 'timeout' the current user session should they become idle for an identified period.
- All ICT users must 'log out' of their accounts should they need to leave a computer unattended.
- If ICT users become aware that password security has been compromised or shared, either intentionally or unintentionally, the concern must be reported to the Designated Person for Safeguarding.

#### Internet access

- The internet access for all users will be managed and moderated in order to protect them from deliberate or unintentional misuse. Every reasonable precaution will be taken to ensure the safe use of the internet. However, it must be recognised that it is impossible to safeguard against every eventuality.
- The following control measures will be implemented which will manage internet access and minimise risk:
  - Secure broadband or wireless access
  - A secure, filtered, managed internet service provider and/or learning platform.
  - Secure email accounts.
  - Regularly monitored and updated anti-virus protection.
  - A secure password system
  - An agreed list of assigned authorised users with controlled access
  - Effective audit, monitoring and review procedures.
- Online activity is monitored to ensure access is given to appropriate materials only. Computers, laptops, tablets and gaming machines are sited in areas of high visibility to ensure children, young people and adults are closely supervised and their online use appropriately monitored.
- Should children, young people or adults discover potentially unsafe or inappropriate material, they must hide the content from view. For example, the window will be minimised and/or the monitor (not Computer) will be turned off. All such incidents must be reported to the DPS who must ensure a report of the incident is made and take any further actions necessary.

- All managers and practitioners will be made aware of the risks of compromising security, for example from connecting personal mobile devices to work related ICT systems. Such use is avoided but should it, on occasion, be unavoidable it will be subject to explicit authorisation of the Designated Person for Safeguarding. Such use will be stringently monitored.
- Should it be necessary to download unknown files or programmes from the internet to any work related system it will only be actioned by authorised ICT users with permission from the Designated Person for Safeguarding (DPS). Such use will be effectively managed and monitored.
- All users are responsible for reporting any concerns encountered using online technologies to the DPS.

#### Online communications

- All official communications must occur through secure filtered email accounts.
- All email correspondence will be subject to scrutiny and monitoring.
- All ICT users are expected to write online communications in a professional, polite, respectful and non-abusive manner. The use of emoticons is not permitted.
- A filtered internet server is used to monitor and prevent offensive material or spam. Should, on occasions, security systems not be able to identify and remove such materials the incident will be reported to the Designated Person for Safeguarding immediately.
- Communications between children and adults by whatever method should take place within clear and explicit professional boundaries. Early years managers and practitioners will not share any personal information with any child or young person associated with the setting. They will not request or respond to any personal information from the child or young person other than which might be considered appropriate as part of their professional role. Advice should be sought from the DPS before engaging in any such communication.
- Early years managers and practitioners must ensure that all communications are transparent and open to scrutiny
- All ICT users should refrain from opening emails where they do not know the sender or where the content or format looks suspicious.
- Online communication is not considered private or confidential for safeguarding and security purposes. All users must seek advice from the

DPS and the local Safeguarding Children Board as to how information should be relayed.

- Children and young people will be enabled to use online equipment and resources when it is considered, in consultation with parents and carers, that they have the developmental knowledge and understanding to recognise some of the benefits and risks of such communication. Access to online communication will always be supervised by an adult.
- When children and young people access online communications and communities a nickname must be adopted to protect their identity and ensure anonymity.

#### Managing multimedia technologies

- Many devices are equipped with internet access, GPS, cameras and video and audio recording functions. A risk assessment is completed to minimise risk of using technologies whilst maximising the opportunities for children and young people to access such resources.
- Access to a range of age appropriate websites are available. Children and young people are advised, in an age appropriate manner, that they should be careful whilst online and that not everyone is who they say they are.
- All ICT users and the DPS must only use moderated sites to afford maximum protection. Non-moderated websites allow for content to be added and removed by others.
- Children and young children will not be permitted to post images on any website or profile.

#### Social networking sites

- Access to social networking sites is not permitted by children and young people in the setting.
- Early years managers and practitioners are not permitted to use work related technologies for personal access to networking sites.
- The use of these sites in adults recreational time cannot be restricted however early years managers and practitioners must adhere to our professional conduct agreement. Content which may compromise professional integrity or will bring the setting into disrepute is not permissible and may result in disciplinary action.

- It is not permissible for early years managers or practitioners to engage in personal online communications with children, young people, parents or carers. This includes the use of social media networking platforms such as Facebook and Twitter.
- Any known misuse, negative and/or anti-social practices must be reported immediately to the DFS

This policy was first adopted: 24<sup>th</sup> May 2018

## **Footsteps Nursery School**

### **Website Privacy Notice Policy**

This website privacy notice policy describes how Footsteps Nursery School protects and makes use of the information you give us when you use their website.

If you are asked to provide information when using this website, it will only be used in the ways described in this privacy notice.

We gather and use certain information about individuals in order to provide products and services and to enable certain functions on this website. We also collect information to better understand how visitors use this website and to present timely, relevant information to them.

The Data Protection Officer with responsibility for monitoring this privacy notice is Sally Garratt.

#### **Collecting information**

We may collect the following information:

- Name and job title
- Contact information including email address
- Demographic information, such as postcode, preferences and interests
- Website usage data
- Other information relevant to client enquiries
- Other information relating to special offers and surveys

Collecting this data helps us understand what you are looking for from our setting, enabling us to deliver improved services.

Specifically, we may use data:

- For our own internal records
- To improve the services we provide
- To contact you in response to a specific enquiry
- To send you promotional emails about products, services, offers and other information we feel may be relevant to you.
- To contact you via email, telephone or email for market research reasons

#### **How we collect information**

##### **Cookies**

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website.

Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information such as how many people use the website and what pages they visit.

We may use cookies to:

- Analyse our web traffic using an analytics package to help improve the website structure, design, content and functions.
- Identify whether you are signed in to our website
- Test content on our website
- Store information about your preferences so that the website can present information that is relevant and interesting
- Recognise when you return to our website

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies. However, doing so may affect the functionality of our website when you visit and some pages and services may become unavailable to you.

Unless you have changed your web browser to refuse cookies, our website will issue cookies when you visit it.

### **Opt-in's**

When you fill in a form or provide your details on our website we will store these on our CRM system and may send you automated emails regarding services that could be of interest or relevance to you.

To unsubscribe from our CRM system and to stop receiving further emails from us you can:

- Unsubscribe from the email sent to you by changing your preferences
- Email us at [info@footstepsnurseryschool.co.uk](mailto:info@footstepsnurseryschool.co.uk)

We will never lease, distribute or sell your personal information to third parties unless we have your permission or the law requires us to do so.

### **Security**

Our website is scanned on a regular basis for security holes and known vulnerabilities in order to make your visit to our site as safe as possible.

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. In addition, all sensitive/credit information you supply is encrypted via Secure Socket Layer (SSL) technology.

We implement a variety of security measures when a user places an order enters, submits, or accesses their information to maintain the safety of your personal information.

All transactions are processed through a gateway provider and are not stored or processed on our servers.

We will always hold your information securely and follow stringent procedures to ensure we work with all personal data in accordance with the Data Protection Act 1998.

To prevent unauthorised disclosure or access to your information we have implemented strong physical and electronic security safeguards.

### **External links**

Our website may contain links to other websites. Please note that we have no control of websites outside the Footsteps Nursery School Website domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Always be wary when submitting data to websites. Read the site's privacy policies fully.

If you would like to discuss anything in this privacy notice, please contact Sally Garratt

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

## **Footsteps Nursery School**

### ***Entrances and Exits Risk Assessment***

- External fire doors are difficult for children to open plus constant staff supervision makes this unlikely. Should children exit undetected they will be in a secure and safe outside area. These doors are clearly marked and their location made known to all of the staff.
- The main doorway into the entrance hall is the main route for entering and leaving the building, with exception of an emergency such as a fire.
- When children enter the premises parents have to press a buzzer to be admitted to the entrance hall. They are then admitted to the main room by a member of staff who opens the inner secure door. Children are then marked into the register. Arrival and departure times are noted. This process is also used for staff and other adults present.
- During session times the main door is secured so no-one can enter the premises unannounced. Guests or visitors have to ring the buzzer to be admitted by staff. Staff do not admit unknown visitors until their identity has been verified.

## **Footsteps Nursery School**

### **Excursions and Trips Risk Assessment**

- Children are always accompanied by the correct ratio of adults.
- We give all parents/carers at the start of their child attending our nursery an outing permission slip. This requires a signature giving the nursery permission to take their child on local excursions. Parents are always welcome to attend these outings.
- A separate risk assessment is written for each trip which takes place outside the nursery setting and Biddenham Upper School grounds.
- Whilst on the outing children are supervised at all times. Priority is given to keeping the group together, safe road crossing, head counting and vigilance for other dangers that may arise.
- We regularly take trips out to the playing field, next to the nursery school and into the Upper School. During these trips we adhere to the procedures for trips and excursions excluding contact details and accident book as we are close to the nursery and can return quickly and make phone calls from there if necessary and log accidents on our return. As such a separate risk assessment is not deemed necessary for each of these trips. They are a regular occurrence and risk management has been adhered to and considered as detailed here.
- For excursions further a field we require a separate pre-signed permission slip inviting parents/carers to attend with their child, or for their child to attend alone with us and risk assessment. Staff/child ratios will be maintained as stated in our safety policies.
- It may be necessary for us to hire a mini bus or coach with appropriate seat restraints. Headcounts will be done when entering and leaving the vehicle on both outgoing and returning journeys.
- Medication will be taken for children who suffer from any known allergies or illnesses as necessary. Paperwork and procedures will be followed as stated in our illness and first aid policies.
- A register with children's contact details, a first aid kit, accident book, and a mobile phone will be taken on all outings.

## **Footsteps Nursery School**

### **Cooking Activities Risk Assessment**

#### **Hygiene**

- Children and adults wash their hands thoroughly before starting the activity.
- Children and adults wear aprons, specifically kept for cooking, to prevent cross contamination.
- All work surfaces are cleaned before and after use.
- Children wash all cooking utensils thoroughly at the end of the activity. Adults supervise to ensure everything is clean.
- Tea towels, cloths and aprons are laundered after use.

#### **Safety**

- Small groups work on this activity and adult supervision is always present.
- Children are warned when food and utensils are hot and adults are especially vigilant at these times.
- Sharp utensils are used with one to one adult supervision.
- Any spillages are mopped up from the floor as soon as they occur.
- Only adults operate and use the cooker.
- Children are taught about health and safety and hygiene as part of the cooking lesson.

**Footsteps Nursery School**  
**Woodwork Risk Assessment**

When participating in this activity, children are encouraged with the support of an adult to: -

- look at and handle the tools carefully.
- discuss the purpose for each tool.
- learn how to operate each tool.
- learn the tools name.
- look at and discuss Footsteps “Golden Rules for wood work”

Adult supervision is always present with a ratio of one adult to two children.

Staff are especially vigilant when sharp tools and implements are used, providing support and guidance as necessary.

Tools are stored in a closed container out of the way when not in use

**Footsteps Nursery School**  
**Animal Visit Risk Assessment**

An assessment will be made before a visit to assess the suitability and safety of the animal in question.

The following procedures will be followed.

- Ensure the suitability of the animal.
- Check no one is allergic to the animal.
- Talk to the children before hand so they know what to expect and how to behave.
- Ensure hand washing after the children have handled or stroked the animal, explaining why this is necessary.

## **Footsteps Nursery School**

### **Under Two Year Olds in the Over Twos Room Risk Assessment**

Children under the age of Two years will frequently spend time in the main, over two year olds room. To ensure the safety of the youngest children on these occasions the following precautions will be taken.

- Adult to child ratios will be maintained at all times.
- The practitioner in charge will ensure children are supervised at all times to ensure children's safety, closely supervising and limiting access to equipment or activities which may pose a risk to the children.
- Practitioners will ensure the children's safety remains paramount and should this be in question practitioners will remove the children from the situation and return to the baby room.

## **Footsteps Nursery School**

### **Campfire Risk Assessment**

Footsteps Nursery School light campfires in the garden with the children present as part of the curriculum. On such occasions the following procedure ensure the safety of all involved.

- A safe site is chosen for the fire, which minimises the risk of the immediate environment catching light.
- The fire is controlled to keep it manageable and controllable.
- The fire is supervised at all times by a responsible adult and never left unattended.
- Children are supervised at all times and ratios maintained.
- Children are taught fire safety rules.
- At the end of the activity the adult in charge of the fire will ensure it is completely extinguished so there is no danger of the fire re lighting and children cannot come into contact with hot embers.

## **Footsteps Nursery School**

### **Using Real Objects in the Room Risk Assessment**

Footsteps Nursery School has an ethos of using real objects in the nursery. These include china and cutlery.

Using real objects teaches children respect, care and safety. Using real objects children encounter at home