



Policies &
Procedures

2016

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Access and Storage of Information Policy

nursery@aspire believes that an open access policy is the best way of encouraging participation.

Parents/carers are welcome to view the policies and procedures file, which governs the way in which the nursery works. These can be viewed at any time when the nursery is open, simply by asking the nursery manager or by accessing the file in the reception area.

Parents are also welcome to see and contribute to all the records that are kept on their child, however the nursery will adhere to the Data Protection laws.

This will be reviewed annually and amended according to any change in law/legislation.

This policy was adopted on: 11/08/2011

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 11/09/2016

Complaints and Compliments Policy

nursery@aspire believes that parents are entitled to expect courtesy and prompt, careful attention to their individual needs and wishes. We hope that at all times you will be happy with the service provided and that you might like to voice your appreciation to the staff concerned.

Complaints should be dealt with professionally and promptly to ensure that any issues arising from these complaints are handled effectively and to ensure the welfare of all children.

We welcome any suggestions from parents on how we can improve our services, and will give prompt and serious attention to any concerns that you may have by following our complaints procedure as outlined below:

If any parent should have cause for complaint or any queries regarding the care or education of their child they should in the first instance take it up with the child's key person or the room leader in the child's room. If the issue remains unresolved and there is not a satisfactory outcome, then the manager should be contacted. The manager will then investigate the complaint and report back to the parent. If the matter is still not resolved a formal meeting should be held between the manager, parent and the staff member to ensure that it is dealt with sufficiently. A record of the meeting should be made along with documented minutes and actions. If the matter cannot be resolved to their satisfaction, then parents have the right to raise the matter with Ofsted.

You can call Ofsted at 03001231231 or write to them at: The National Business Unit, Ofsted, Piccadilly Gate, Store Street, Manchester, Lancashire, M1 2WD

A record of complaints will be kept in the nursery and will be stored as confidential files.

This policy was adopted on: 13/10/2011

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 11/09/2016

Admissions Policy

nursery@aspire is registered for:

12-15 children between the ages of 0 and 18 months.

12 children between the ages of 18 and 30 months.

18 children between the ages of 31 months and 5 years.

Please note that the ratio for under twos is 1:3, the ratio for 2-3 years old is 1:4 and for 3-5 1:8.

It is our intention to make nursery@aspire accessible to children and families from all sectors of the local community.

Therefore, we take into consideration the following factors:

- availability of spaces, taking into account the staff/child ratios, the age of the child and the registration requirements
- when the application is received (extra weight is given to those who have been on the waiting list the longest)
- the nursery's ability to provide the facilities for the welfare of the child
- a child requiring a full-time place(5 days a week) has preference over one requiring a part-time place. This is dependent upon occupancy and room availability
- children who have siblings who are already with us.

We operate an inclusion and equality policy and ensure that children have access to nursery places and services irrespective of gender, race, religion, colour or creed. We welcome fathers and mothers, other relations and other carers.

Prior to a child attending nursery, parents/carers must complete and sign a contract and registration form, enclosed with the registration fee. These forms provide the nursery with personal details relating to the child.

Providers eligible to provide Free Nursery Education Places

Nursery@aspire is registered for the Free Nursery Education Places (FNEP) Scheme introduced by the Government for 3 year olds.

This policy was adopted on: 11/08/2011

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 11/09/2016

Inclusion and Equality Policy

Statement of intent

nursery@aspire operates with the desire to promote equal opportunities for all, whether they be an adult or child.

nursery@aspire believes that everyone regardless of gender, age, race, religion/belief, colour, marital status, ethnic or national origin, or political belief is to be treated equally.

All staff must demonstrate equal opportunities, practices when working with children and their families. Our aim is to promote a positive self-image for all children. Each child is respected as an individual and encouraged to value and respect different racial origins, religions, nationalities, cultures, languages and abilities.

nursery@aspire caters for a variety of dietary needs including medical, cultural and religious preferences.

nursery@aspire aims to:

Encourage positive role models, displayed through toys, imaginary play that promotes non stereotyped images,

Ensure the selection of materials and equipment used for activities reflects the widest possible range of cultures/backgrounds,

Provide a secure environment in which all children can flourish and all contributions are valued,

Include and value the contribution of all families to our understanding of equality and diversity and recognise minority events, cultural programmes and projects and

Regularly review of our childcare practices to ensure the policy is effective.

nursery@aspire aims to ensure that all individuals that are recruited reflect the community it serves. In this respect our staff are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the grounds as specified in this policy.

This policy was adopted on: 11/08/2011

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 11/09/2016

Personnel Policy

nursery@aspire's policies in respect of personnel are governed by the following:

- The best interests of the children, their welfare, safety, care and development
- The requirements of the Statutory Framework for the Early Years Foundation Stage and Ofsted
- Compatibility between all members of staff and the building of a good team spirit
- Consideration of the advancement of each member of staff both by internal and external training to help them achieve their maximum potential
- Equal pay for work of equal value
- Compliance with the current legislation
- The provision of a personnel specification and job description for each member of staff
- The provision of a statement of terms and conditions for each member of staff
- When recruiting members of staff, the applicant should be made aware of the policies and procedures
- Prior to commencement of employment the successful applicant shall be provided with an offer letter (conditional on DBS clearance and two satisfactory references) with the job description and induction procedure
- Harassment of any member of staff that can be classed as sexual, racial, age, religious, or political belief related will not be acceptable. This includes unwanted verbal or physical advances - the key factor in assessing harassment is whether it is unwanted.

This policy was adopted on: 11/08/2011

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 11/09/2016

Parents and Carers as Partners Policy

nursery@aspire believes that children benefit the most when parents and staff work together in partnership to ensure quality care and learning for the children. The nursery team welcomes parents as partners and this relationship needs to be built on trust and understanding. It is important that we, as carers, are able to support parents in an open and sensitive manner. A two way sharing of information is key to this. Therefore, nursery@aspire has a Parent and Nursery Association Body.

Our policy is to:

Recognise and support parents as their child's first and most important educators, and to welcome them into the life of the nursery.

Welcome all parents into the nursery and encourage parents to keep us informed of any changes to personal circumstances e.g. arrangements to collection of a child, separation, bereavement or illness to the family.

Maintain regular contact with parents to help us build a secure and beneficial working relationship for their children, if we have any concerns about a child's well being during the day we will make every effort to contact a parent/carer or their emergency contact.

Support parents in their own continuing education and personal development and inform them of relevant conferences, workshops and training.

Inform parents about the nursery's activities and events through regularly distributed newsletters electronically.

Operate a key person system involving parents for open discussions and information sharing regarding nursery and home circumstances, and individual needs. Arrangements can be made for more private discussions at agreed times and during 'Parents Evenings'.

Provide opportunities for parents to participate in curriculum activities, festivals and other nursery events. When possible to further encourage the children's development parents will be asked to send in objects from home, e.g. items for topic work.

Respect the family's religious and cultural backgrounds and to accommodate any special requirements wherever possible and practical to do so.

To find out the needs and expectations of parents. These will be obtained through regular feedback via the use of the Feedback book and the WOW board providing a suggestion system and encouraging parents to review working practices. These are then evaluated by the nursery to promote nursery practice, policy and staff development.

Information provided by parents/carers about their child will be kept confidential and treated on a strict 'needs to know' basis.

Parents are able to inspect all the Policies of the Nursery at any time.

This policy was adopted on: 11/08/2011

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 11/09/2016

Safeguarding/Child Protection Policy

Designated Senior Members of Staff for Safeguarding Children

Jacqueline Valin – Principal of the school

Chantel Ariannejad – Nursery Manager

nursery@aspire will work with children, parents 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 and to be safe from any abuse in whatever form.

We believe that our nursery should provide a caring, positive, safe and stimulating environment in which children can learn and which promotes the social, physical and emotional wellbeing of each individual child.

nursery@aspire recognises its responsibilities and duties to report Child Protection concerns to the Social Services Department and to assist Social Services in Child Protection enquiries and in supporting Children in Need.

The nursery will raise Child Protection concerns with parents/carers at the earliest appropriate opportunity.

The nursery will ensure that all staff are given the opportunity to attend appropriate training in Child Protection issues, as recommended in the guidance.

AIMS

To raise awareness of all nursery staff of the need to safeguard all children and of their responsibilities in identifying and reporting possible cases of abuse.

To emphasise the need for good communication between all members of staff in matters relating to child protection.

To develop a structured procedure within the nursery which will be followed by all members of the nursery community in cases of suspected abuse.

To provide a systematic means of monitoring children known or thought to be at risk of significant harm.

To work openly and in partnership with parents/carers in relation to child protection concerns.

To support all children's development in ways that will foster security, confidence and independence.

To promote safe practice and challenge poor and unsafe practice.

To develop and promote effective working relationships with other agencies involved with safeguarding and promoting the welfare of children.

To ensure that all staff working within our nursery have been checked as to their suitability to work with children.

To integrate opportunities into the curriculum for children to develop the skills they need to recognise and stay safe from abuse, allowing for continuity and progression through the key stages.

To take account of and inform policy in related areas, such as anti-bullying; discipline and behaviour; health and safety; restraint procedures; procedures for dealing with allegations against staff and recruitment practice.

The designated members of staff have received appropriate training and support for this role. Regular risk assessments will be carried out in the nursery to ensure the children's safety at all times. Staff must never shout, smack, and/or rough handle any child. This is abuse and would be dealt with accordingly. The layout of the playrooms will permit constant supervision of children.

Every member of staff and volunteer knows the name of the designated persons and their role.

All staff develops their understanding of signs and indicators of abuse and understand their responsibilities in passing concerns to the designated person.

All staff knows how to respond to a child who discloses abuse.

All parents/carers are made aware of the responsibilities of staff members with regard to Child Protection procedures.

The prime concern at all times must be the welfare and safety of the child. Where there is a conflict between the needs of the child and the parent/carer, the interests of the child must be paramount.

Parents and families will be treated with respect in a non-judgmental manner whilst investigations are carried out in the best interests of the child.

Contact telephone numbers:

- **Ofsted 03001231231**
- **Local authority social services 020 8871 6622**
After 5:00pm and Weekends 02088716600

Written records are kept of all concerns, whether or not there is a need to refer the matter immediately, and that these records are kept securely, separate from the main children's file, and in a lockable cabinet in the office.

It is always important to listen to children. Strict confidentiality will be observed at all times. All our staff will receive training on the protection of children from abuse. It is the policy of the nursery to provide a secure and safe environment for all children. Therefore, a CCTV system has been installed. Also, the nursery will not allow an adult to be left alone with a child who has not received their enhanced DBS check clearance. The designated person will work with the SEN co-ordinator, where necessary, to ensure that the needs of SEN children in relation to child protection issues are responded to appropriately (e.g. for a child with particular communication needs).

We believe that all children have a right to be protected from harm and /or abuse.

We recognise that abuse occurs in all cultures, religions and social classes and that staff need to be sensitive to the many differing factors which need to be taken into account depending on the child's cultural and social background.

We recognise that because of the many hours of care we are providing, staff will often be the first people to sense that there is a problem.

We recognise that a child who is abused or witnesses abuse or violence may find it difficult to develop and maintain a sense of self-worth, they may feel helpless and humiliated and may feel self blame.

We recognise that the nursery may provide the only stability in the lives of children who have been abused or are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived as normal to that which is overtly aggressive, disturbed or withdrawn.

We know that it is important that children feel secure, are encouraged to talk and are sensitively listened to, and that children know that there are adults at the nursery whom they can approach if they are worried or unhappy.

We adhere to the principles of working in partnership with those who hold parental responsibility for each child.

The prime concern at all times must be the welfare and safety of the child. Where there is a conflict between the needs of the child and the parent/carer, the interests of the child must be paramount.

Abuse is broadly divided into four categories: **Neglect, Physical Injury, Sexual Abuse and Emotional Abuse**. Brief definitions are given below.

Child abuse is taken to refer to any child of under 18 years who, through the actions of adults (with a caring role for that child) or their failure to act, has suffered or is at risk of suffering significant harm.

Neglect Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including failure to thrive.

Procedure:

- the concern will be discussed with the parent/carer and the manager,
- such discussions will be recorded and the parent/carer will have access to such records.

If there appear to be any queries regarding the circumstances the local authority will be notified.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child who they are looking after. This situation is now known as illness fabricated or induced by carer (previously Munchausen Syndrome by Proxy).

Procedure:

Any sign of a mark/injury to a child when they come into nursery will be recorded and the incident will be discussed with the parent/carer.

Sexual abuse involves forcing or enticing a child or a young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. The child may express themselves through words, play, and drawing, to indicate sexual abuse.

Procedure:

The observed instances will be reported to the nursery manager,
The matter will be referred to the local authority.

Emotional abuse is the persistent ill treatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child although it may occur alone.

Procedure:

The concern will be discussed with the parent/carer and the manager, such discussions will be recorded and the parent/carer will have access to such records.

If there appear to be any queries regarding the circumstances, the matter will be referred to the local authority.

Communication with parents/carers

The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the nursery. We continue to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation. Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child. With the provision 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.

Confidentiality

We recognise that matters related to Child Protection are of a confidential nature. The designated person will therefore share detailed information about a child with other staff members on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other relevant agencies where necessary to safeguard and promote the welfare of children.

All staff must be aware that they cannot promise a child that they will keep certain information secret.

This policy was adopted on: 11/08/2011

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 11/09/2016

Mobile Phone Use/ Social Networking Policy

Mobile Phone Use

The welfare, protection and safety of every child in our care is of paramount importance, and we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect, to help promote the safety of the children in our care.

Nursery@aspire has a no mobile phone policy in place. Mobile phones must not be used during working hours. Mobiles must be kept on silent or switched off during working hours and locked with staff belongings in the staff room. Mobiles may only be used on a designated break and only in a child free area of the nursery.

It is the responsibility of all members of staff to be vigilant and report any concerns to the nursery manager. Concerns will be taken seriously, logged and investigated appropriately.

Should there be any cause for concern over the inappropriate use of a mobile phone, management reserve the right to check the image content of the member of staff's mobile phone. If there are any concerns or inappropriate material found, then the CEO of the nursery@aspire will be contacted immediately.

Cameras

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. Only the designated nursery camera is to be used to take any photo within the setting or on outings.

Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the safe keeping of the camera. The camera must not be taken home by any member of staff. Any images taken and stored on the camera must be downloaded and stored on the nursery computer as soon as possible. Under no circumstances must cameras of any kind be taken into the children's toilet area.

If photographs need to be taken in a toilet area, i.e. photographs of the children washing their hands, then the manager must be asked first and staff will be supervised whilst carrying out this kind of activity. Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed. This forms part of our Safeguarding policies.

Laptops

Laptops used by staff will have denied access to the internet. Only software previously installed on the laptop computer may be used.

Any faults with laptops must be reported to the manager (Chantel Ariannejad) as soon as possible. Under no circumstance, should staff attempt to repair suspected hardware faults. Only the manager will have access to the internet. If permitted to use the internet for educational purposes the member of staff will be supervised by management.

Social Media

All members of the team at nursery@aspire must not mention or publish photos any of the children from the nursery on their online profiles unless permission has been given by the parent. Staff must not write direct or indirect comments about their employment online. Staff will not have the nursery name anywhere in their personal profile. Staff will not write anything about staff members, children, and parents. Any breaches of the social networking policy could result in disciplinary action.

This policy was adopted on: 01/10/2015

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 01/10/2016

Taking and storing of photos/video Policy

Children have their photographs taken to provide evidence of their achievements for developmental records and displays. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records.

Under the data Protection Act 1998, they must seek parental consent to take photographs. Photographs are stored on the nursery's computer which is password protected. Photographs are printed in the setting and images are then removed from the camera's memory. The photographs are stored in the nursery's server and each child will get a CD with their pictures from the nursery when they leave. All photographs will be deleted once the child has left the setting.

nursery@aspire is asking for parental permission in the child's application form of whether their child can be photographed. nursery@aspire will seek parental consent, in which states that all parents must give us permission for their child to appear in group photos. Parents are informed that group photos will be distributed out to other parents within the nursery this includes newsletters, scrap books and a CD. All parents have been asked to sign a declaration form stating they will not place any materials/photos given out by the nursery onto social networking sites.

If a parent does not wish their child to be photographed, it is the nursery's responsibility not to allow any staff or parents to photograph that child.

nursery@aspire owes three cameras, one for every room and they are the only ones to be used in the premises. The cameras must not leave the setting. No member of staff is allowed to use their own camera to take pictures for any reason. Staff are aware that no child is to be photographed naked or while toileting. Cameras are strictly prohibited in the toilet or kitchen.

This policy was adopted on: 11/08/2011

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 11/09/2016

Supervision/Appraisals of staff

Nursery@aspire will ensure that all staff receive continuous support, training and supervision from management; in order to provide a safe, secure and healthy environment for all children. The management team are responsible for inductions, mentoring, appraisals and the continuing professional development of staff.

Supervision and appraisal are one of the most important ways of ensuring staff deliver a high standard of service to children and families. It will also make sure staff carry out their duties according to policy and procedures and meet the targets set. Supporting staff through supervision improves working practices and contributes to a better service delivery and outcomes for children and families.

Supervision acts as a means for ensuring that nursery practitioners have access to the support, training and procedures they require for professional growth and development. It enables them to reflect on the quality of their practice and thus continually improve.

Supervision meetings will take place in a private area. During these meetings members of staff are able to discuss any concerns they have in regard to children, families, staff or any inappropriate behaviour.

Follow up meetings will continue every 8 weeks after the original supervisory meeting has commenced. Room leaders will be responsible for ensuring their team members receive these regularly.

The manager will be responsible for the supervision of team leaders; whilst the CEO and Trustees will be responsible for the supervision of the manager.

This policy was adopted on: 01/10/2015

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 01/10/2016

Whistle Blowing Policy

Nursery@aspire is committed to ensure an environment of openness and accountability.

It is expected that any adults associated with nusery@aspire with any serious concerns, are to come and voice them to either myself the manager (Chantel Ariannejad) or the Trustees without any fear of reprisal.

This policy takes into account the provisions of the Public Interest Disclosure Act 1998 which will protect staff that raise concerns and feel they have been unlawfully treated as a result of 'whistle blowing'.

All concerns will be treated sensitively and with confidentiality. Where possible every effort will be made to protect the identity of the Whistle Blower. However, the information will be passed on to those with a legitimate need to have this information and it may be necessary for you to provide a written statement or act as a witness in any subsequent disciplinary proceedings or enquiry. This will always be discussed with you first.

Types of concerns

- A serious concern that you sincerely believe in good faith is unlawful or is against the policies.
- The nursery falls below established standards or practice or amounts to improper conduct.
- Health and safety risk to the public as well as other employees.
- Damages to the environment.
- Unauthorised use of public funds, possible fraud and corruption, or sexual or physical abuse of clients.

Anonymous Allegations

The policy encourages you to put your name to the allegation. Concerns expressed anonymously are less powerful, but they will be investigated thoroughly although follow-up action will in such cases be at the discretion of the manager.

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. However, when it appears that there are clear grounds for suggesting that you may have acted frivolously, or maliciously the manager will undertake a disciplinary investigation. Dependent on the outcome, disciplinary action may then follow.

Although you are not expected to prove beyond doubt the truth of your concerns, you will need to demonstrate that you have sufficient evidence or other reasonable ground to raise them.

How to raise a Concern

If you wish to raise a concern you should normally raise it with the manager (Chantel Ariannejad), this can be done in person or in writing. If you believe

senior management are involved, you should approach the Trustees of the nursery.

The person with whom you have raised your concern will acknowledge its receipt as soon as possible and will write to let you know how your concern will be dealt with. Concerns or allegations may be resolved by agreed action without the need for investigation. The nursery will write to you, within ten working days of a concern being received.

Record of Meetings

The manager of the nursery will keep a record of all the meetings that have taken place, in the meeting book. This is stored in a lockable cabinet in the office.

Advice and Guidance

Further advice and guidance on how a matter may be pursued under this policy can be obtained from the Trustees.

This policy was adopted on: 01/10/2015

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 01/10/2016

Safe Recruitment Policy

The nursery will ensure that it operates a safe recruitment policy to ensure that all those working in the nursery are suitable to do so as far as can be reasonably ascertained.

Interview panels will follow recommendations from the Personnel section in relation to practice.

Appropriate checks (i.e. enhanced DBS checks) will be carried out on all potential employees and volunteers, and two references will be taken up and verified.

At interview candidates will be asked to account for any gaps in their employment history.

A list of DBS numbers is logged on the computer by the manager of the nursery and a printed copy is kept in the lockable cabinet in the office.

This policy was adopted on: 24/01/2012

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 13/09/2016

Out of Hours Babysitting Policy

It is not uncommon for nursery staff to make private babysitting arrangements with the nursery clients. This policy has been implemented to provide clarification to all parties. The nursery will not be responsible for any private arrangements or agreements that are made. Out of hours arrangements must not interfere with a staff member's employment at the nursery.

Confidentiality of employment must be adhered to at all times and respected. Parents should be aware that other adults accompanying the babysitter may not have the relevant Criminal Records Bureau clearance. The nursery will not be held responsible for any health and safety or other issues that may arise from these private arrangements.

If you want to arrange for a member of staff to take the child home from the setting then this must be put in writing. The nursery has a duty to safeguard all children whilst on our premises and in the care of our staff, but this duty does not extend to private arrangements between staff and parents outside of nursery hours.

This policy was adopted on: 01/10/2015

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 01/10/2016

Curriculum Development Policy

nursery@aspire sets out to assist all children attending the nursery to obtain the maximum potential within the perceived capabilities.

An individual record of each child's development is maintained showing their abilities, progress rate and areas needing further staff assistance.

The staff are very aware of the importance of the correct play environment for the child, so they may develop good social skills and an appreciation of all aspects of this country's multicultural society.

Planning of the learning experience by staff is further designed to ensure, as far as practical, equality of opportunity between all children.

We develop a tailor made curriculum according to individual needs, which is based on observation to inform planning and draws on children's needs and interests. This is promoted through rounded approach delivered with a balance of adult led and child initiated opportunities both indoors and outdoors.

We also offer a great range of extra-curricular activities on a weekly basis such as swimming at the Academy's swimming pool, a Dance class with one of the teachers from the Academy, Spanish, Greek and IT lessons that our members of staff conduct with them.

This policy was adopted on: 24/01/2012

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 13/09/2016

Settling In Policy

We at nursery@aspire aim to make the nursery, a welcoming place where children settle quickly and easily. Consideration has been given to the individual needs and circumstances of children and their families.

We believe that all our children should feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

Children need to feel secure, confident and happy, in order to make the most of all learning opportunities.

We believe that the more sessions your child has at our nursery, the quicker the settling in process becomes and we have a policy of a minimum of 3 settling in sessions. These sessions are organised at different times of the day so that your child can experience the different routines.

On their first settling in session the child/children will be introduced to the staff members and their peers and shown around the room. Parents will be invited to join and stay for this one hour session.

During the second settling in session you will be introduced to the key person. This is the individual who will guide you through the settling in process. They will also be responsible for your child's development and will be your main point of contact at the nursery.

During this session you will settle your child into the room and then have a one to one meeting. The key person will gain as much information as possible about the child. They will complete the 'all about me' form and explained the nursery's routine.

We at nusery@aspire will ensure there is a two-way communication between you and the nursery. We as a nursery will then be equipped with the knowledge to ensure that we can welcome and settle your child into nursery life.

Following the settling in sessions we ask you to leave your child/ children settled into the nursery room and leave the premises. We encourage parents not to be anxious about leaving their child. Our staff are experienced in dealing with these situations and have strategies to help them. We are always happy to arrange extra settling in sessions if either you or we feel they would be beneficial.

On your child/children's first day we will spend quality time getting to know your child. We will provide relaxed opportunities for them to choose what they want to play with, observing what makes them smile.

This policy was adopted on: 01/10/2015
Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad
Next Date for review: 01/10/2016

Nutrition and Meal Times Policy

Meal times should be a happy, social occasion for staff and children alike. Positive interactions should be shared at these times and enjoyed. nursery@aspire is committed to offering children with healthy, nutritious and balanced meals and snacks which meet individuals' needs and requirements.

We will ensure that:

A balanced and healthy breakfast, midday meal, tea and two daily snacks are provided for children attending a full day at the nursery.

Menus will be planned in advance, rotated regularly and reflect cultural diversity and variation. These will be displayed for parents in the reception area, on the website(as an example) and in the rooms.

We provide nutritious food at all snack and meal times, avoiding large quantities of fat, sugar and salt and artificial additives, preservatives and colourings.

Fresh drinking water will be constantly available and frequently offered to children and babies. We inform the children of where to obtain the water and that they may ask for water at any time during the session/day.

Individual dietary requirements will be respected. We will gather information from parents regarding their children's dietary needs including any allergies. When we are notified of an allergy on any type of food, the parent/carer will be requested to provide us with a health care plan signed by the child's doctor. Where appropriate we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual diet plan for their child.

Staff will show sensitivity in providing for children's diets and allergies. Staff would 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.

Meal and snack times will be organised so that they are social occasions in which children and staff participate in small groups. During meal and snack times children will be encouraged to use their manners and say 'Please' and 'Thank you' and conversation will be encouraged.

Staff will use meal and snack times to help promote children to develop independence through making choices, serving food and drink, and feeding themselves.

We provide foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones. Cultural differences in eating habits will be respected.

Any child who shows signs of distress at being faced with a meal he/she does not like will have his food removed without any fuss. If a child does not finish his first course, he/she will still be given a small helping of dessert. Children not on special diets will be encouraged to eat a small piece of everything.

Children who refuse to eat at the mealtime will be offered food later in the day. Children who are slow eaters will be given time and not rushed.

Quantities will take account of the ages of the children.

We will promote positive attitude to healthy eating through play opportunities and discussions.

The nursery will provide parents with daily written records of feeding routines for all children of under three.

Nuts are excluded of all foods.

All foods consumed in the nursery are prepared by the staff in the kitchen at Southfields Academy.

At nursery@aspire, we ensure that food is served to the babies/children at the correct temperature. The food temperature is checked when it leaves the kitchen at Southfields Academy where the food is prepared. The food is then served to the children straight away when it arrives at the nursery. The temperature will be recorded. Temperature for hot food must be above 75oC and for cold food below 8oC.

This policy was adopted on: 24/01/2012

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 13/09/2016

Students Policy

Nursery@aspire believes that a placement for a student or volunteer at our nursery is a valuable opportunity to build experience of working within a childcare nursery. We equally appreciate the positive contribution that enthusiastic people can bring to our nursery.

The manager is responsible for ensuring that all students and volunteers working at our nursery are suitable. Students are expected to conduct themselves professionally throughout their stay and will work under supervision at all times. There are a number of guidelines students must follow:

- Students will not be put in a position or given direct responsibilities.
- All students will have an enhanced DBS disclosure registration.
- Students will not be left alone with children.
- Students will be asked to read all the nursery policies.
- Students will follow our confidentiality policy.
- Students must not change nappies.
- All students on placement must adhere to the same codes of conduct as permanent staff and this also applies to time-keeping and dress codes.

Students will be offered support and guidance throughout their placement and offered constructive honest feedback, regarding their performance. Staff will respect individual students' needs. Confidentiality must be upheld at all times.

Students are linked to a senior member of staff who will supervise their work and explain the health, safety and fire requirements. All students are encouraged to contribute fully to the nursery routine and to spend some time in each area.

This policy was adopted on: 01/10/2015

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 01/10/2016

Arrivals and Departures Policy

It is our policy to give parents and children a warm welcome on their arrival into the nursery. Visitors will be asked to sign in and out using the books in reception.

Parents will be asked to take their child/children to their classroom where staff in that room will welcome the child. On the arrival we expect parents to mark their attendance in the register and record any additional information. Bags and coats should be left on the child's peg.

If a child is taking any medicine, it needs to be recorded with the member of staff and the medical consent forms need to be signed.

At the time of departure, staff will collect any medicine from the kitchen to take home. Bags and coats can be collected from pegs or they can leave their bag at the nursery.

Feedback will be given verbally at the end of the day. Interaction between parents, staff and children must only take place in your child/children's classroom or within the outside play area.

If the child is to be collected by anyone other than the nominated adult, the password system will be followed.

On departure the register will be marked to show that the child has left the premises. Once a child has been signed out of the nursery, nursery@aspire are no longer responsible for you child/children.

If a parent is going to arrive later than 6.30pm, then it is the parent's responsibility to inform the nursery by telephone. If a child fails to be collected for a period in excess of one hour at the end of the session, we will try to contact the parents and the emergency contacts. However, falling success with this, we are obliged to contact social services of the duty child protection Officer for Wandsworth. A senior member of staff alongside two other members of staff will wait at the premises with the child.

This policy was adopted on: 01/10/2015

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 01/10/2016

Staff Development and Training Policy

nursery@aspire highly values its staff. It is in the interests of the nursery, the children, families, and the individual, that each member of staff is given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children.

At nursery@aspire we ensure that at least 50% of staff are qualified to Level 3 in an educational course or equivalent in childcare and education. Other staff working at the nursery will either be qualified to Level 3 or undertaking training.

To facilitate the development of staff we:

- Hold regular staff meetings and team meetings,
- Encourage staff to further their experience and knowledge by attending relevant external training courses,
- Encourage staff to pass on their knowledge to those who are less experienced and disseminate knowledge from external training to small groups of staff within the nursery,
- Provide regular in-house training relevant to the needs of the nursery,
- Staff appraisals are carried out every year where objectives and action plans for staff are set out and
- Promote a positive learning culture within the setting

nursery@aspire will ensure that each member of staff attends suitable training courses as part of their continuous professional development.

The Nursery Manager is responsible for that.

Reimbursement of learning costs:

Where nursery@aspire contributes more than £100 towards enabling an employee to study for a qualification in Early Years or relevant training, reimbursement of costs by the employee will be required in the following situations:

- All fees would be reimbursed to nursery@aspire if the employee left during the period of study or did not complete the study programme or did not attend
- 50% of fees would be reimbursed to nursery@aspire if the employee left within a period of 12 months following completion of the period of study
- Monies owed to nursery@aspire will be deducted from the employee's salary payment or other money due to the employee.

Where the course is during normal working hours nursery@aspire will be entitled to recoup 100% of nursery@aspire's contribution of the cost of the course. Where the course is out of working hours nursery@aspire will be entitled to recoup 50% of the cost of the course.

This policy was adopted on: 4/4/2013

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 13/09/2016

Confidentiality Policy

We are required by law to hold records on all the children using the nursery and on all the staff.

All staff are made aware; that not only are records to remain confidential, but any other information they learn while working closely with children and parents must not be disclosed. The nursery will ensure that parents have access to files and records of their own children, but not to those of any other child.

There may be times when we look to share information about your child with other agencies, such as speech and language therapists. We will always seek your permission before we do this. It is our intention to respect the privacy of children and their families we do this by storing confidential records in a locked filing cabinet.

If any staff member breaches any confidentiality, this may result in disciplinary action and in a serious case, dismissal.

Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's need.

The nursery will make sure 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. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

This policy was adopted on: 01/10/2015

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 01/10/2016

Health and Safety Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We wish to develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents.

The policy will be kept up to date and will be revised annually, or as and when necessary. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises. To achieve this we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery,
- Establish and maintain safe working procedures amongst staff and children,
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances,
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery, to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when provided,
- Maintain a healthy and safe place of work and safe entry and exit from it,
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises and
- Follow the regulations of the Health and Safety at Work Act 1974 and any other relevant legislation.

We believe the risks in the nursery environment to be low but to maintain the maximum protection for children, staff and parents/carers we consider it necessary to:

- Ensure the highest standards of cleanliness are maintained,
- Ensure the highest entrances and exits from the building, including fire exits,
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action,
- Prohibit smoking on the premises and

- All electrical sockets should be protected by safety plugs, and there should be no trailing wires.

This policy was adopted on: 24/01/2012

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 13/09/2016

Medication and Sickness Policy

Children should not be left at nursery if they are unwell. Should a child have an infectious disease, such as sickness and diarrhoea, they should not return to nursery until they have been clear for at least 48 hours.

It is vital that we follow the advice given to us by our registering authority and exclude such children until they are well, to protect the other children in the nursery. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children to the risk of an infection.

If a child requires antibiotics, we will administer them after the first 24 hours of the course. A medication form in the Medicine Book however must be completed. It is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require an antibiotic. Our policy, therefore, is to exclude children on antibiotics for the first 24 hours of the course.

The nursery has the right to refuse admission to a child who is unwell. If your child becomes ill whilst at nursery or their temperature reaches 38.5C, you will be contacted immediately and asked to collect your child as soon as possible.

When dealing with medication of any kind in the nursery, strict guidelines should be followed.

Prescribed medication

Prescribed medicine can only be given to the person named on the bottle for the dosage stated. The parent/carer should sign and date daily to confirm the agreed dosage for that day.

It will then be stored in the fridge or the medicine box.

Staff will administer only medication prescribed by a doctor. Parents must give written permission for prescribed medication to be given each day.

At the time of administering the medicine a member of staff will offer it in a manner acceptable to the child at the prescribed time and in the prescribed form. Another member of staff will be present as a witness.

Non-prescribed medication

If a child needs liquid paracetamol or similar during their time at nursery, such medication should be treated as prescribed medication with the onus being on the parent to provide the medicine. Follow the prescribed medication procedure.

For any non-prescribed cream for skin conditions e.g. Sudocreme, written permission must be obtained from the parent/guardian. It must be clearly

labelled with your child's name and date and given to a member of staff and not left in the child's bag.

The nursery DOES NOT administer medication unless written consent is given.

The nursery DOES NOT store medicine overnight and when the medicine is finished parents/carers MUST take home the empty bottle.

Injections, pessaries, suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, they should not be administered by any member of staff.

Allergies

If a child suffers from any form of allergy the child's key person and the child's parent/carer will carry out a health care plan prior to the child starting in the group. Procedures will be put in place to provide for the health and safety of the child in relation to the identified risk. If a child has an allergic reaction to food, a bee sting, plant, a First Aid trained member of staff will administer the appropriate treatment and parents must be informed.

Accidents

If your child has a minor accident at nursery, a member of staff or one of our qualified first aiders, if necessary, will deal with it. Details will be recorded on an Accident Report form. You will be asked to sign this form to say you have seen a record of the accident when you collect your child.

Serious accident

If the accident/illness is of a serious nature, you or the emergency contact you have given us will be called. If necessary, medical assistance will also be called.

This policy was adopted on: 24/01/2012

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 13/09/2016

Visits and Outings Policy

Occasionally the Nursery may organise outings for the children.

A staff member will inform you in advance of any visits or outings involving the transportation of children away from the nursery.

The nursery will inform parents whether a school vehicle, private passenger vehicle or public transport will be used.

A full risk assessment will be carried out for each outing to identify any potential hazards on the journey or at the location prior to the outing.

When taking a child on such a trip, outing or special event, the nursery will always follow the procedures below:

- Obtain written permission signed by the parent / carer
- Advise parents/carers of the time and place of the visit
- The ratio of staff to children depends on the age group of the children and will be advised at the time
- A travel first aid box will always be taken on all outings along with any special medication or equipment required
- Have at least one qualified first aider as part of the group

The members of staff will have the following:

- The children's register
- A radio
- Each child will have some form of identification that will lead them to the nursery, and they will wear high visibility jackets with the nursery's number on it
- Take a headcount before setting off, on arrival, half way through the visit, before departure and again on arrival back to the nursery.

In the event of an accident, staff will assess the situation, if required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.

Use of vehicles for outings

When planning a trip or outing using vehicles, records of vehicles and drivers including licences, MOT certificates and business use insurance are checked. If a vehicle is used for outing the following procedure will be followed:

- Ensure seat belts, child seats and booster seats are used

- Ensure the maximum sitting is not exceeded
- A registered member of staff will accompany all children
- No child will be left in a vehicle unattended
- Care will be taken when getting into or out of a vehicle.

This policy was adopted on: 24/01/2012

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 13/09/2016

Lost Child Procedure for Outings

We have taken every step to ensure your child is cared for in a secure environment. However in the unlikely event of a child going missing from the nursery; the following procedure will be followed. All of our staff are familiar with this procedure.

The nursery manager will be informed immediately; all staff would be informed and will start an immediate search of the building and the surrounding areas. All other children will be supervised properly, at the same time.

If the child is not found then the nursery manager will contact the police. When the police have been contacted then the manager will also contact the parents/carers of the lost child, while the search continues.

The nursery manager will meet with both parents and police and follow any instructions given by the police.

Any incident will be recorded on an accident form.

OFSTED will be informed.

With incidents of this nature parents, carers and children may require support and reassurance following the traumatic experience.

This policy was adopted on: 01/10/2015

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 01/10/2016

No Smoking Policy

Smoking has proved to be a health risk and therefore in accordance with legislation, the nursery operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places.

Parents are respectfully required to abstain from smoking whilst on the premises. This rule also applies to staff, student, carers and visitors.

Staff must not smoke while wearing nursery uniform as it is essential that they are positive role models to children and promote a healthy lifestyle. If a staff member chooses to smoke during breaks, they are asked to change into their own clothing and must not smoke on Burr Road.

There are no smoking signs displayed both inside and outside of the premises, to ensure all staff, students, parents/carers are aware of the no smoking policy upon arrival.

Staff accompanying children outside the nursery are not permitted to smoke in front of the children. Staff who do smoke during their break, will make every effort to reduce the effect of the odour and lingering.

This policy was adopted on: 01/10/2015

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 01/10/2016

Supervision of Staff Policy

The setting manager is responsible for ensuring all staff are registered to work on the premises. Checks are carried out via an enhanced DBS clearance and verified by the inspection body, however staff can work in the nursery before these checks are completed as long as they are supervised by registered staff at all times.

All nursery staff will be informed of staff awaiting registration clearance.

Unregistered staff will never:

- Be left unsupervised whilst caring for children
- Take children for toilet visits unless supervised by registered staff
- Change nappies whilst unsupervised
- Be left unsupervised during outdoor play
- Be left alone in a room with children
- Administer medication
- Administer first aid.

Whilst ensuring all the above are adhered to, we still recognise that it is vital that the unregistered staff is made to feel part of the team and participate fully in every other aspect of the nursery day.

This policy was adopted on: 24/01/2012

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 13/09/2016

Behaviour Management Policy

nursery@aspire believes that children flourish best when they know how they are expected to behave. Children gain respect through interaction with caring adults who show them respect and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

We aim to:

- Recognise the individuality of all our children
- Encourage self-discipline, consideration for each other, our surroundings and property
- Encourage children to participate in a wide range of group activities to enable them to develop their social skills
- Work in partnership with parents and carers by communicating openly
- By praising children and acknowledging their positive actions and attitudes, we hope to ensure that children see that we value and respect them
- Encourage all staff working with the children to accept their responsibility for implementing the goals in the policy
- Promote non-violence and encourage the children to deal with conflict peaceably
- Provide a key person system enabling staff to build a strong and positive relationship with children and their families
- Have a named person who has overall responsibility for issues concerning behaviour.

The named persons: Chantel Ariannejad, Tracey Ridgway and Almu Redondo-Azabal will keep up to date with legislation and research and thinking on handling children's; access relevant sources of expertise on handling children's behaviour; attend regular external training events, and check that all staff have relevant in-service training on handling children's needs. A record will be kept of staff attendance at this training.

nursery@aspire rules are concerned with safety and care and respect for each other. Children who behave inappropriately by physically abusing another child or adult, or by verbal bullying may be removed from the group. The child who has been upset will be comforted and the adult will confirm that the other child's behaviour is not acceptable. It is important to acknowledge that a child is feeling angry or upset and that it is the behaviour we are rejecting, not the child.

When children behave in unacceptable ways we will follow the procedures below:

We praise and endorse desirable behaviour such as kindness and willingness to share.

Physical punishment such as smacking or shaking will be neither used nor threatened.

Children will not be singled out or humiliated in any way. Staff within the nursery will redirect the children towards alternative activities. Discussions with children will take place respecting their level of understanding and maturity.

A child will never be left unaccompanied.

Staff will not raise their voices in a threatening way.

In any case of misbehaviour, it will always be made clear to the child or children in question, that it is the behaviour and not the child that is unwelcome.

Parents will be informed if their child is persistently unkind to others or if their child has been upset. In all cases inappropriate behaviour will be dealt with in nursery at the time. Parents may be asked to meet with staff to discuss their child's behaviour, so that if there are any difficulties we can work together to ensure consistency between home and nursery. In some cases we may request additional advice and support from other professionals, such as an educational psychologist.

Children need to develop non-aggressive strategies to enable them to stand up for themselves so that adults and children listen to them. They need to be given opportunities to release their feelings more creatively.

Confidential records will be kept on any negative behaviour that has taken place. Parents/carers will be informed and asked to read and sign any entries concerning their child in the 'Accident Book' or 'Incident Book'.

If a child requires help to develop positive behaviour, every effort will be made to provide for their needs.

Children will be distracted from the negative situation and supported in a different activity or environment, if necessary for their own well-being and that of others in the group.

Anti-bullying

Any form of bullying is unacceptable and will be dealt with immediately. At nursery@aspire, if a child bullies another child or children, staff will follow the guidelines below:

We intervene to stop the child harming the other child or children.

We explain to the child doing the bullying why his/her 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 his/her 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.

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.

All incidents will be recorded and signatures will be required from the parents of the child who caused the incident.

By positively promoting good behaviour, valuing co-operation and a caring attitude we hope to ensure that children will develop as responsible members of the society.

This policy was adopted on: 24/01/2012

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 13/09/2016

Special Educational Needs and Disability (SEND) Policy

Statement

nursery@aspire is committed to the inclusion of all children. All children have the right to be cared for and educated to develop their full potential alongside each other, through positive experiences to enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs.

nursery@aspire aims to have regard to the Department for Education and Employment (DfEE) Code of Practice on Special Educational Needs and Disability 0-25years old (SEND).

We feel it is paramount to find out as much as possible about a particular child's condition and the way that affects his/her educational needs by:

- Liaising with the child's parents/carers
- Liaising with any professional agencies
- Attending any review meetings with the local authority
- Regularly monitoring observations carried out on the child's development.

All children will be given a full settling in period when joining the nursery according to their needs.

Aims

Allocate a special needs co-ordinator (SENCO) who is experienced in the care and assessment of children with special needs. Staff will be provided with specific training relating to SEND and the SEND Code of Practice.

Identify the specific needs of children with SEND and meet those needs through a range of strategies.

Work in partnership with parents and other agencies in meeting individual children's needs.

Monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services if needed.

Ensure that all children are treated as equals and are encouraged to take part in every aspect of the nursery day according to their individual needs and abilities.

Promote positive images and role models during play experiences of those with additional or special needs wherever possible.

Celebrate diversity in all aspects of play and the curriculum.

Our nursery Special Education Needs Co-ordinator (SENCO) is Chantel Ariannejad. She works closely with all staff to make sure there are systems in place to plan, implement, monitor, review and evaluate the special needs policy of the nursery, always making sure plans and records are shared with parents.

Methods

Ensure that our physical environment is as far as possible suitable for children with disabilities.

Ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education.

Provide parents with information on sources of independent advice and support.

Use a system for keeping records of the assessment, planning, provision and review for children with SEND.

Provide SEN support in collaboration between the nursery, SENCO, and the child's key person and parent/carer, settling short-term and long-term goals.

Provide in-service training for practitioners and volunteers, whenever possible.

Monitor and review our policy annually.

If it is felt that a child's needs cannot be met in the nursery, without additional personnel and/or equipment, endeavours will be made to secure funding to ensure that provision is appropriate to the child's needs.

This policy was adopted on: 24/01/2012

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 13/09/2016

Fire Safety and Fire Drill Policy

nursery@aspire has three fire extinguishers, in the reception area, one in the Froggies and one in the Ladybirds and one fire blanket in the kitchen.

nursery@aspire has three fire exit doors, one by the reception area, one in the Froggies and one in the Ladybirds. Each door has a Fire Exit sign, therefore they are easily located.

The manager has overall responsibility for the fire drill and evacuation procedures. These should be carried out and recorded for each group of children once a month. The manager will keep a record of all fire drills in the Fire Drill Book, kept in a lockable cabinet in the office.

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the Visitor's Book. These records must be taken out along with the Register in the event of a fire.

On discovering a fire

- CALMLY raise the alarm by activating the fire alarm.
- Immediately evacuate the children from the building under guidance from the manager (children will be transported by staff in mobile cots, if under one year old, up to five children per cot. Cots will be managed by two staff, one pulling and one pushing the cot.).
- Check all rooms, toilets, corners, etc.
- Using the nearest exit lead the children out, assemble on the footpath outside number 50 Burr Road directly adjacent to the school house (this will be a temporary assembly point whilst buildings are being carried out to create a new car park).
- Close all doors behind you.
- Once outside each room's register will be held up in the air provided that all children are present and safe. The members of staff present will ensure they have all children surrounded by them.

The manager is to:

- Pick up the visitor's book.
- Radio Academy premises staff for urgent assistance.
- Telephone emergency services: dial 999 and ask for the fire service.
- In a safe place clear of the building - check the children against the register.
- Account for all adults.

Do not try to collect personal belongings on evacuating the building

Do not attempt to go back in and fight the fire

Do not attempt to go back in if any children or adults are not accounted for

Advise the fire services of anyone missing.

This policy was adopted on: 24/01/2012

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 13/09/2016

Evacuation of the Nursery Policy

We have two evacuation points depending on the nature of the cause.

The first evacuation point will be at 27-33 Burr Road in Southfields Academy annexe building. We will only use this point, when something happens at the Nursery (fire, localised flood, electrical fault, heating failure, etc.).

The second evacuation point will be at St Barnabas Church, 146a Lavenham Road, SW18 5EP, We have made arrangements with the Vicar, Rev. Ian Tattum 020 84802290/ 02088747768. We will only use this point when something happens in the area (terrorist threat or incident, area wide flood alert, etc.). We have permission to stay at the Church for as long as necessary.

You may find:

Chantel Ariannejad (Manger) or
Larry Davis Southfields Academy Deputy Head Teacher (Ethos) or
Ms Valin Southfields Academy Principal and nursery@aspire Trustees
as the first point of contact.

You may also see members of the Academy staff offering assistance.

We will contact you by telephone as soon as we are in a safe environment to arrange for you to collect your child.

A full log of the incident, evacuation times and verifiable collection of each child will be kept.

This policy was adopted on: 24/01/2012

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 13/09/2016

Key Person Policy

When a child joins the Nursery or moves rooms Parents/Carers will be informed of who the child's key-person will be and this information will be displayed on the Parents' notice-board in the room. There will be one key-person allocated to each child and their role is to provide a channel of communication between the home and the nursery. Parents are asked to keep their key-person informed of any significant events taking place at home. Being aware of these will assist the staff in anticipating your child's needs. In addition, please note that your child will be looked after and become familiar with all the staff in the room so, please, do not worry if your child's key-person is away at any time.

Periodically we will be carrying out observations on how your child is progressing in various aspects of the development and the key-person will be completing a portfolio of these observations which you will be able to review at Parents' Evenings or at any other time at your request.

Kindly note that we do not allow these folders to be taken home. However, when a child leaves the nursery Parents/Carers will be given these to take home (see Welcome Pack page 8).

Changes to a key person

When a member of staff leaves the nursery or when there is change of personnel the Manager will discuss the changes with the Room Leader of that room in order to allocate a new key person. The Room Leader together with the new key person will introduce themselves to the parent as soon as possible.

Hand over procedure

The previous and new key person will have a handover meeting before the departure/move to discuss the child's progress and development until that point.

This policy was adopted on: 01/02/2015

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad
Next Date for review: 01/02/2016

Staff who have children at the nursery policy

Staff members at nursery@aspire are allowed to place their own children in the nursery. However this arrangement is subject to continuous review.

The review will consist of how individual staff members work with their children and if all the policies are being applied consistently. Staff member's children should receive the same nursery experience as any other child attending.

Staff will give feedback to the child's parents at the end of the day and no further discussions should take place until the staff member has finished work (unless in case of an emergency).

It will be the staff member that moves rooms, not the child. This will enable the child to be in the appropriate age/stage group and forge consistent relationships with other children in this group. Staff will not be able to work in the same room as their child, or visit their child during their lunch breaks.

Staff must not make comments about the quality of care their child is receiving in the room. If they have any concerns the appropriate policy should be followed. Staff should not spend time pointing out their child to other parents/staff or discussing them.

Accident Policy and Medicine Policy

Children requiring medicine should have a form filled out at the beginning of the day and staff should sign it at the end of the day. Medicine should not be given by the parent.

Staff caring for another staff member's child will treat them as they would any other parent/child. No special treatment will be offered to any child or parent who has connections with the nursery.

If group nursery trips occur, the staff member will be assigned a group that does not contain their own child.

This policy was adopted on: 01/10/2015

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 01/10/2016

Promoting British Values

TEACHING BRITISH VALUES

Promoting British Values at Nurseryataspire.

The DfE have recently reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.”

The government set out its definition of British values in the 2011 Prevent Strategy, and these values have been reiterated by the Prime Minister this year. At Nurseryataspire these values are reinforced regularly and in the following ways:

Democracy:

We listen to children’s and parent’s voice. Our nursery behaviour policy is clear that children are expected to contribute and co-operate, taking into account the views of others.

The Rule of Law:

We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules) that they are there to protect us, that everyone has a responsibility and that there are consequences when rules are broken.

Individual Liberty:

Within our nursery, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. At the nursery we educate and provide boundaries for young children to make choices safely, through our provision of a safe environment and empowering teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms.

Mutual Respect:

Part of our nursery ethos and behaviour policy has revolved around Core Values such as ‘Respect’, and children are modelled this by caring, sharing and listening to others. Staff help children to understand how to respect by talking about how actions/words can affect others.

Tolerance of those of Different Faiths and Beliefs:

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try different foods from other cultures and we encourage parents/carers to participate and support our multi-cultural events.

This policy was adopted on: September 2015

Signed on behalf of the nursery: Jacqueline Valin and Chantel Ariannejad

Next Date for review: 11/09/2016