

Statutory Policies

EYFS	<p>Our policies have been written in line with the Early Years Foundation Stage (EYFS) - every child deserves the best possible start in life and the support that enables them to fulfil their potential.</p> <p>The EYFS sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.</p>
Administering prescribed drugs and medicines	<p>Prescribed medicines should be administered by parents where possible. Nursery staff will only administer essential medicines in nursery.</p> <p>When staff in the nursery are to administer medicine the following procedure will be followed:-</p> <ul style="list-style-type: none"> • Only senior and/or qualified staff will administer medicine. • All medication will be stored in its original container, clearly labelled and inaccessible to children. • Medication will only be administered if it has been prescribed by a doctor and treatment started at home 48 hours previously. • A prior consent form should be completed and signed by parents. • When medication is administered records will be kept which include dosage, name of medication, time of administration, person administering and witness to procedure. Parents are to sign the medication form when the child is collected. • In some cases it may be necessary for us to check with our insurance company prior to agreeing a health care plan. <p>The administration of prescribed drugs or medicines.</p> <p>We will administer prescribed drugs for example to finish a course of antibiotics or apply a lotion, if it is essential that this is given at a specific time during the nursery day. If the calculated dose can be given by the parent before/after nursery this will always take precedence. **</p> <p>Children with long term medical conditions or those who require short term intervention will need an agreed 'Health Care Plan.' Such conditions could include: Asthma, Epilepsy, Diabetes, Anaphylaxis.' ***</p> <p>The drug or medicine must:</p> <ul style="list-style-type: none"> ✓ Have been prescribed by the child's own medical practitioner ✓ Be kept in a secure place with access only by authorised persons ✓ Be in the original packaging with clear prescribed labelling in the child's name. <p>The setting must have:</p> <ul style="list-style-type: none"> ✓ A letter of authorisation from the parent ✓ Information from the child's GP stating – what condition the drug is for and it's name, how and when it should be administered, any other relevant information. <p>Medicine will be administered by a trained first aider, witnessed by another trained first aider or qualified staff member.</p>
Behaviour management	<p>Our nursery 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.</p> <p>Children need to have set boundaries of behaviour for their own safety and the safety of their peers. Within the nursery we aim to set these boundaries in a way which helps the child to develop a sense of the significance of their own behaviour, both on their own environment and those around them.</p>

Restrictions on the child's natural desire to explore and develop their own ideas and concepts are kept to a minimum.

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
- praise children and acknowledge their positive actions and attitudes therefore ensuring 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.

Nursery rules are concerned with safety and care and respect for each other. Children who behave inappropriately either physically or verbally, will be required to talk through these actions and apologise where appropriate. 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 when 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:

- 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
- 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
- how a particular type of behaviour is handled will depend on the child's age, level of development and the circumstances surrounding the behaviour. It may involve the child being asked to talk and think about what he or she has done. It may also include the child apologising for their actions.
- parents will be informed if their child is 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 their home and the nursery. In some cases we may request additional advice and support from other professionals, such as an educational psychologist or child guidance counsellors
- 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.
- if a child requires help to develop positive behaviour, every effort will

	<p>be made to provide for their needs</p> <ul style="list-style-type: none"> • through partnership with parents/carers and formal observations, staff will make every effort to identify any behavioural concerns and the causes of that behaviour. From these observations and discussions an individual behaviour modification plan will be implemented • 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.
<p>Compliments and complaints</p>	<p>Complaints will 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.</p> <p>In case of a complaint relating to child protection, please refer to the Safeguarding Policy.</p> <p>If any parent should have cause for complaint or any queries regarding the care or early learning provided by the nursery they should in the first instance take it up with the child's key person or a senior member of staff. If the issue remains unresolved or parents feel they have received an unsatisfactory outcome, then these concerns must be presented in writing to the nursery management. The management will then investigate the complaint and report back to the parent. This will be fully documented in the complaints log book and will detail the nature of the complaint and any actions arising from it.</p> <p>If the matter is still not resolved, a formal meeting will be held between the senior management, parent and the senior staff member to ensure that it is dealt with comprehensively. A record of the meeting will be made along with documented actions. All parties present at the meeting will review the accuracy of the record, sign to agree and receive a copy, which will signify the conclusion of the procedure.</p> <p>If the matter cannot be resolved to their satisfaction, then parents have the right to raise the matter with Ofsted.</p> <p>A record of complaints will be kept in the nursery. Parents will be able to access this record if they wish to, however all personal details relating to any complaint will be stored confidentially and will be only accessible by the parties involved. Ofsted will have access to this record at any time during visits to ensure actions have been met appropriately.</p>
<p>Health and safety</p>	<p>Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and a safe early learning environment in which children are cared for and learn in.</p> <p>To achieve this we will actively work towards the following objectives:</p> <ul style="list-style-type: none"> • 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 hazardous 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, and to ensure that staff have access to regular health and safety guidance • Maintain a healthy and safe nursery 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. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery • Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation

- Maintain a safe working environment for pregnant workers or for workers who have recently given birth including undertaking appropriate risk assessments
- Maintain a safe environment for those with disabilities and ensure all areas of the nursery are accessible (wherever practicable)
- Provide a safe environment for students or trainees to learn in
- Encourage all staff, visitors and parents to report any unsafe working practices or areas to ensure immediate responses by the management.

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

- Ensure the entrances and exits from the building, including fire exits, remain clear at all times
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and especially children
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothing where appropriate
- Prohibit smoking on the nursery premises
- Prohibit any contractor working on the premises without prior discussion with the Senior Staff
- Prohibit running inside the premises unless in designated areas
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary, and ensure no trailing wires are left around the nursery
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers
- Wear protective clothing when cooking
- Prohibit certain foods, e.g. peanuts are not allowed in the nursery
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are
- Ensure children are supervised at all times
- Ensure no student is left unsupervised at any time.

Responsibilities

*Responsibility for Health and Safety in the nursery is that of : **Brown Bear Directors***

The Team Leader has overall and final responsibility for this policy being carried out at:

Brown Bear at: Bredbury / Reddish / St Bernadette's / Great Moor

The Deputy Team Leader will be responsible in his/her absence.

All employees have the responsibility to co-operate with management and senior staff to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to put right, they must immediately report it to the appropriate person named above. Parents and visitors are requested to report any concerns they may have to the senior member of staff.

	<p>Daily contact and staff discussions provide consultation between management and employees, this will include health and safety matters.</p> <p>Health and safety arrangements</p> <ul style="list-style-type: none"> • All staff are responsible for general health and safety in the nursery • Risk assessments are to be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment • All outings away from the nursery (however short) will have to include a prior risk assessment – more details are included in our outings policy • All equipment and areas will be checked thoroughly by staff before children access the area. These checks are recorded in the daily diary and initialled by the staff responsible. All unsafe areas will be rectified by this member of staff to ensure the safety of children, if this cannot be achieved the Head Office must be notified immediately • We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and basic care needs, e.g. easy to access toilet area and fresh drinking water • The nursery will adhere to Control Of Substances Hazardous to Health (COSHH) guidelines to ensure all children, staff, parents and visitors are safe around any chemicals we may use on the premises • All staff and students will receive appropriate instruction in all areas of health and safety which will include risk assessments, manual handling and fire safety • We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident • We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all staff, students, parents and visitors to the nursery <p>All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes.</p>
<p>Inclusion and equal opportunities</p>	<p>The nursery takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they be an adult or child. The nursery is committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs. Discrimination on the grounds of gender, age, race, religion/belief, colour, creed, marital status, disability, sexual orientation, ethnic or national origin, or political belief, has no place within this nursery.</p> <p>A commitment to implementing our equal opportunities policy will form part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the senior nursery management at the earliest opportunity.</p> <p>The nursery and staff are committed to:</p> <ul style="list-style-type: none"> • recruiting, selecting, training and promoting individuals on the basis of occupational skills requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, gender, marital status, race, religion/belief, colour, cultural or national origin, or sexuality, which cannot be justified as being necessary for the safe and effective performance of their work or training • providing a childcare place, wherever possible, for children who are designated disabled or disadvantaged according to their individual circumstances, and the nursery's ability to provide the necessary standard of care

	<ul style="list-style-type: none"> • striving to promote equal access to services and projects by taking practical steps, (where possible) such as ensuring access to people with additional needs and by producing materials in relevant languages and media • providing a secure environment in which all our children can flourish and all contributions are valued • including and valuing the contribution of all families to our understanding of equality and diversity • providing positive non-stereotype information about different ethnic groups and people with disabilities • improving our knowledge and understanding of issues of equality and diversity • regularly reviewing childcare practice to ensure the policy is effective • making inclusion a thread, which runs through all of the activities of the nursery including encouraging positive role models through the use of toys, imaginary play and activities that promote non-stereotyped images.
Safeguarding policy	<p>Our nursery will 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 and to be safe from any abuse in whatever form.</p> <p>To this end we will:</p> <ul style="list-style-type: none"> • create an environment to encourage children to develop a positive self-image • 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 • always listen to children. <p>Brown Bear Childcare has a clear commitment to safeguarding 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 Safeguarding Designated Person at the earliest opportunity.</p> <p>The legal framework for this policy is based on:</p> <ul style="list-style-type: none"> • Safeguarding Vulnerable Groups Act (2006) <p>Practitioners have a duty to safeguard and promote the welfare of children. Due to the many hours of care we are providing, staff will often be the first people to sense that there is a problem. They may well be the first people in whom children confide about abuse. The nursery has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or neglect.</p> <p>Our prime responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work as part of a multi-agency team where needed in the best interests of the child.</p> <p>All staff will be familiar with their own responsibilities to act swiftly upon any suspicions or concerns they may have about any child or member of staff at the nursery. The nursery will follow the procedures set out in the Early Years Foundation Stage and Local Safeguarding Children Boards (LSCB's) Guidance (England) and as such will seek advice on all steps taken subsequently. The nursery has a duty to report any suspicions around abuse to the local authority who have an obligation to investigate such matters.</p>

	<p>Staff who do not have an up to date enhanced CRB check will not be allowed unsupervised access to a child and will not be allowed to change nappies (whether supervised or not) until an enhanced CRB returns clear. All staff will have an enhanced CRB check and this will be updated on a regular basis to ensure the ongoing suitability of all staff caring for the children</p> <p>The nursery aims to:</p> <ul style="list-style-type: none"> • ensure that children are never placed at risk while in the charge of nursery staff • ensure that confidentiality is maintained at all times • ensure that all staff are alert to the signs and understand what is meant by safeguarding and are aware of the different ways in which children can be harmed including by other children i.e. bullying. • ensure that all staff are familiar with safeguarding issues and procedures • ensure parents are fully aware of safeguarding policies and procedures when they register with the nursery and kept informed of all updates when they occur • regularly review and update this policy.
<p>Safety checks – inc Risk Assessment</p>	<p>Entrance Door All entrance doors should be kept locked at all times (where a key is used, this should be kept in the lock for emergency escape) The door should only be answered by Senior Staff</p> <ul style="list-style-type: none"> • Director • Team Leader • Deputy • Room Leader <p>Visitors All visitors to the setting are required to complete the 'visitors log' both on arrival and departure. ID cards for official visitors should be checked eg: OfSTED, Health Visitors, LA Officers All visitors should be directed to leave mobile phones in the staff area <u>before</u> entering the nursery rooms No visitors are to be left unsupervised while on the premises.</p> <p>Password System A password system is in operation for children who are collected by someone other than their usual parent/carer.</p> <p>Safety Checks Checks must be carried out on a daily basis on the premises, indoors and outdoors, and all equipment and resources. These opening and closing checks should be recorded in the daily diary. All staff should be constantly aware of the nursery environment and monitor safety at all times.</p> <p>Risk Assessments The nursery carries out written risk assessments annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. Risk assessments document the hazard, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how will this be monitored and checked and by whom?</p> <p>Dangerous Substances</p>

	<p>All dangerous substances including chemicals MUST be kept in the kitchen area or out of children's reach. All substances must be kept in their original containers with their original labels attached. Safety Data Sheets (COSHH) must be kept for all substances and the appropriate personal protection taken e.g. gloves, apron and goggles.</p> <p>Hot Drinks and Food Hot drinks should only be consumed in the staff area. No canned drinks or sweets/crisps to be kept or consumed in the nursery rooms.</p> <p>Transport and Outings The arrangements for transporting and the supervision of children when away from the nursery need to be carefully planned. The nursery has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures.</p> <p>Room Temperatures Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times. Staff must always be aware of the dangers of babies and young children being too warm or too cold.</p> <p>Where fans are being used to cool rooms, GREAT CARE must be taken with regard to their positioning.</p>
Sick children policy	<p>When a child becomes ill at one of our settings it is our policy to contact the parents and to send the child home to ensure that the child's needs are met in the most appropriate environment and to protect other children and adults from the risk of infection.*</p> <p>Procedures</p> <ul style="list-style-type: none"> ✓ Any member of staff suspecting a child is unwell or contagious must report this to a senior staff member. ✓ A member of staff will make sure the child is as comfortable as possible away from other children. ✓ The person in charge will contact the parent first, if no answer other emergency contact numbers will be tried. ✓ If parents or emergency contact numbers did not answer the child will then be cared for by one member of staff until contact can be made. ✓ Parents will always be advised to seek the advice of a medical practitioner. ✓ Where staff are concerned about a child's condition deteriorating e.g. suspected meningitis, they will take the child directly to hospital and seek medical guidance. <p>Children suffering from: Diarrhoea, vomiting, fever, cough or rash should not attend nursery until a minimum period of 48 hours after the resolution of symptoms. Children with dubious rash will be required to seek medical guidance before a decision is made about their return to nursery. **</p> <p>Nursery staff will only administer essential medicines in nursery. (see medicine policy)</p> <p>The Senior Nursery Management will follow guidance on infection control and exclusion set by Stockport Infection Control Unit, Stepping Hill Hospital, their decision will be final.</p>