



8 Till 6 Eagle Nursery

Policies 2018



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Working in partnership with parent's policy & procedure

To Parents/Carers

We recognise the importance of working closely together with the child's parents/carers and understand that you are your child's main educator. We also recognise that as your child's main educator you will have valuable knowledge to share with us regarding your child his/her development, needs and interests.

The Key Person Approach

We operate a key person approach in order to provide the best possible working relationship for each child and their family and to ensure that individual needs are recognised and supported. For more information on how the nursery operates the key person approach please refer to the policy.

Open door policy

8 Till 6 Eagle nursery operates an 'open-door' policy with regard to discussing any concerns with parents and we are committed to working together to resolve any problems or worries about a child or the care that they receive. If a parent has a concern about their child they are encouraged to speak to their child's key person.

Any other issues regarding the nursery should be taken with the manager or one of the deputies who can organise a meeting to discuss with them. If the parent is unhappy with the outcome and feels it has not been successfully resolved, they should follow the nursery's complaints procedure.

Sharing of Information

We encourage the sharing of information both on a daily basis and setting aside regular times to discuss each child's developmental progress with their nominated key person. Each key person is responsible for collecting a portfolio of evidence for their key child's developmental profile in the child learning journey.

This is looked upon as being a shared document and parents and carers are encouraged to provide information through their own observations and photos to also be included in the child learning journey.

We at 8 Till 6 Eagle nursery provide parents and carers with short written summary with their child development in the prime areas through parents meetings at least 3-4 times a year.

We strongly believe that the more information shared between the staff at 8 Till 6 Eagle nursery and parents regarding the child are learning leads to improved outcomes for the children.

The setting involves parents in the celebration of events and occasions: such as Father's Day, Mother's Day, fancy dressing day, parents evening, trip, end of year Christmas parties etc.



Families who have English as an additional language

The nursery is committed to ensuring all families feel welcome and included in the setting and we have adopted certain practices to help support families with EAL. We also support children within the setting by using lots of visual aids, signing, props and puppets, labels and signs in home languages, multi-language books and tapes and finding out key words.

Induction and Transitions

When initially settling a new child into 8 Till 6 Eagle nursery, we work together with the parents to devise the best induction programme that will help both the child and their parents become confident with our routines and familiar with the staff. Children are offered an induction morning to spend the morning with us before they start with their parent or carer.



Confidentiality policy

Statement of intent It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality nursery care and education.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

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

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence relating to a child's development and personal safety are kept in secure, confidential files and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept in a lockable cupboard whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on work experience training are advised of our confidentiality policy and required to respect it.
- We will ensure that there is an area where staff can talk to parents/carers confidentially. All the undertakings above are subject to the absolute commitment of the nursery, which is to the safety and well-being of the child.

Confidential information and records about staff and children are held securely and are only accessible to those who have a right to see them.



British values procedure

At 8 Till 6 Eagle nursery we teach British Values, through play, as part of our normal day-to-day routines.

Democracy: making decisions together

As part of the focus on self-confidence and self-awareness as cited in Personal, Social and Emotional Development:

- The manager and staff encourage children to see their role in the bigger picture, encouraging children to know their views count, value each other's views and values and talk about their feelings, for example when they do or do not need help. When appropriate demonstrate democracy in action, for example, children sharing views on what the theme of their role play area could be with a show of hands.
- Staff will support the decisions that children make and provide activities that involve turn taking, sharing and collaboration. Children will be given opportunities to develop enquiring minds in an atmosphere where questions are valued.

Rule of law: understanding rules matter as cited in Personal Social and Emotional development

As part of the focus on managing feelings and behaviour staff will ensure that children understand their own and others' behaviour and its consequences, and learn to distinguish right from wrong.

Staff will collaborate with children to create the rules and the codes of behaviour, for example, to agree the rules about tidying up and ensure that all children understand rules apply to everyone.

Individual liberty: freedom for all

As part of the focus on self-confidence & self-awareness and people & communities as cited in Personal Social and Emotional development and Understanding the World:

- Children will develop a positive sense of themselves. Staff will provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example through allowing children to take risks on an obstacle course, mixing colours, talking about their experiences, and learning.
- Staff will encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions, for example in a small group discuss with children who are going to school what they feel about going to school

Mutual respect and tolerance: treat others as you want to be treated

As part of the focus on people & communities, managing feelings & behaviour and making relationships as cited in Personal Social and Emotional development and Understanding the World:



- The manager and staff create an ethos of inclusivity and tolerance where views, faiths, cultures and races are valued and children are engaged with the wider community.
- We will teach and encourage children to acquire a tolerance and appreciation of and respect for their own and other cultures; know about similarities and differences between themselves and others and among families, faiths, communities, cultures, and traditions and share and discuss practices, celebrations and experiences.
- Staff encourages and explains the importance of tolerant behaviours such as sharing and respecting other's opinions.
- Staff promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural and racial stereotyping.



Behaviour management policy

Statement of Intent

Our nursery believes that children flourish best when they know how they are expected to behave and should be free to play and learn, without fear of being hurt or unfairly restricted by anyone else.

Aim

We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment.

Method

We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.

We require all staff, volunteers and students to use positive strategies for handling any conflict by helping children find solutions in ways which are appropriate for the children's ages and stages of development - for example distraction, praise and reward.

We familiarise new staff, volunteers and students with the settings behaviour policy and its rules for behaviour

We expect all members of the nursery children, parents, staff, volunteers and students to keep to the rules, requiring these to be applied consistently.

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

When children behave in unacceptable ways, we help them to see what was wrong and how to cope more appropriately.

Children are given 3 opportunities to show appropriate behaviour. In the unlikely situation of this unwanted behaviour continuing they are given a period of 'Clam down' with an adult. The parents would be informed about the inappropriate behaviour at the end of the session.

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

We never use physical punishment, such as smacking or shaking. Children are never threatened with these. We do not shout or raise our voices in a threatening way to respond to children's behaviour.

We do not use techniques intended to single out and humiliate individual children.

We only use physical restraint, such as holding, to prevent physical injury to children or adults and/or serious damage to property. Details of any physical intervention are recorded. Again this would be explained to parents at the end of the session.



In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame.

We avoid creating situations in which children receive adult attention only in return for undesirable behaviour.

We recognise that codes for interacting with other people vary between cultures and require staff to be aware of, and respect, those used by members of the setting.

We always encourage children to say they are sorry. Children will never be sent out of the room or left unattended in any situation.

Recurring problems will be tackled by the whole Nursery school, in partnership with children and parents using objective observations to establish an understanding of the cause.

Techniques intended to single out and humiliate individual children such as a 'naughty chair' will not be used.

Adults will be aware that some kinds of behaviour may arise from a special need; to support these practitioners may implement an individual education plan. They will be given one to one support and work together to resolve behaviour issues.

We at 8 Till 6 Eagle Nursery implement the "high five" rules:

1. Listening ears
 2. Watching eyes
 3. Sitting nicely
 4. Mouths closed
 5. Hands up
- = High five

Children under three years

When children under three behave in inconsiderate ways we recognise that strategies for supporting them will need to be developmentally appropriate and differ from those for older children.

We recognise very young children are unable to regulate their own emotions, such as fear, anger or distress, and require sensitive adults to help them do this.

Common inconsiderate or hurtful behaviours of young children include tantrums, biting or fighting. Staffs are calm and patient, offering comfort to intense emotions, helping children to manage their feelings and talk about them to help resolve issues and promote understanding.



If tantrums, biting or fighting are frequent, we try to find out the underlying cause, such as a change or upheaval at home, or frequent change of carers.

Sometimes a child has not settled in well and the behaviour may be the result of 'separation anxiety'.

We focus on ensuring a child's attachment figure in the setting, their key person, is building a strong relationship to provide security to the child.

The role of parents

The Nursery collaborates actively with parents, so that children receive consistent messages about how to behave at home and at school.

Monitoring and review

The Nursery managers monitor the effectiveness of this policy on a regular basis and reports to the team on the effectiveness of the policy and, if necessary, make recommendations for further improvements.

The Nursery keeps a record concerning individual incidents of misbehaviour for key children. The nursery teachers record minor incidents. The team record those incidents in their 'Behaviour record book' file when a child is showing repetitive signs of bad behaviour. This is then shared daily at the end of the session with the child's parents.



Intimate care policy

At 8 Till 6 Eagle Nursery we aim to meet the needs of all our children and promote their welfare. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

Where a child has intimate care needs, a designated member of staff takes responsibility to provide their care. We address issues on an individual basis.

Due to the developmental stages of the children that we work with, we support them with their personal care:

Reminding the children to go to the toilet

Hygiene such as washing their hands to develop their independence

As outlined in the foundation stage curriculum, we are responsible for children's personal care skills, as an essential part of Personal Development, in order to be able to access the rest of the curriculum.

We support children wearing nappies with sensitivity and with dignity in this matter, also, from time to time some children will have accidents and need to be attended to.

Parents are asked to supply a bag of clean clothes/ nappies/ wipes for their child in their bags to be hung on their child's peg. These are taken into the changing room prior to changing.

If a child has needed help with meeting intimate care needs (had an accident). This is shared with the parents in person at the end of their session.

Staff training

All staff are knowledgeable about intimate care/personal care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection, Health and Safety, Confidentiality). All staff holds an enhanced DBS check.

Working with parents

We work closely with parents to identify and ensure we meet the child's needs, we seek to engage in regular communication with parents.

Changing a nappy

A clean disposable apron and gloves is worn every time a child is changed, after having washed their hands thoroughly.

Whilst changing, children's skin is cleaned with a disposable wipe/creams is applied if needed.



Nappies and 'pull ups', gloves, aprons and wipes are disposed of hygienically and safely by bagging and placing in a special bin.

This bin is emptied at the end of the day.



Smoking, Drugs or Alcohol Policy Smoking

- There are no smoking signs displayed on our premises.
- If a member of staff, student, parent or volunteer were found smoking on our premises or in the main school grounds they would be asked to leave immediately. This includes Vapour cigarettes. Staff would face disciplinary procedures.

Alcohol

- If a member of staff, student or volunteer arrived at our setting clearly under the influence of alcohol they would be asked to leave immediately. Staff would face disciplinary procedures.
- If any staff member had good reason to believe that a parent/carer is under the influence of alcohol when they drop off or collect their child, the Designated Child Protection Officer (Mary Kwaw) would be informed and she would have to decide on an appropriate course of action according to our Safeguarding Children Policy. We would not let any parent/carer take home their child if they appeared incapable of caring for the child, due to being under the influence of alcohol.

Drugs (Illegal substances)

- If a member of staff, student, and volunteer arrives at our setting clearly under the influence of drugs, they would be asked to leave immediately. Staff would face disciplinary procedures.
- If any staff member had good reason to believe that a parent/carer is under the influence of drugs when they drop off or collect their child, the Designated Child Protection Officer (Mary Kwaw) would be informed and she would have to decide on an appropriate course of action according to our Safeguarding Children Policy.

We would not let any parent/carer take home their child if they appeared incapable of caring for the child, due to being under the influence of drugs.



Food and Drink Policy

8 Till 6 Eagle Nursery are proud to provide a varied range of healthy snacks for the children. We will always support and encourage the children to eat healthily.

Parents/carers are required to fill in a registration form, on which details of dietary needs, allergies, the dietary needs of religious groups; vegetarians, Halal etc. are requested. We then aim to meet those needs/requirements.

At snack time, we offer milk or drinks of water with a selection of fresh fruits.

Lunch time all food is cooked in house, a weekly food menu is placed for parents to see at the reception area.

The children have their own plates and they select their own snack.

Any member of staff who deals with food preparation will have undertaken a Level 2 certificate in Food Hygiene and Safety.

Parents can bring in a birthday cakes to celebrate their child's birthday. Fun size sweets/ party bags will be sent home with the children at the end of the session.

The dietary needs of the other children are always considered.

In the case of a severe food allergy we would ask parents to bring in a separate snack for their child.

Fresh water is always available at any time throughout the nursery day and the children are made aware of this. Cups are provided for the children's use.

Parents will be advised about safe storage of packed lunches.

Lunchboxes will be kept away from direct heat, parents are asked to provide an ice pack in their lunch boxes.

No nuts or nut products are allowed.

Sweets or chocolate bars are discouraged.

Staff will have regard for children's food intake and work with parents/carers to provide healthy alternatives to sweets and chocolates.

The sharing of food is discouraged.

Children will always wash their hands before and after eating food.



Hygiene Policy

This policy represents the agreed principles for Health and Hygiene practised throughout the 8 Till 6 Eagle Nursery.

Hygiene

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

Personal Hygiene

- Children are encouraged to shield their mouths when coughing
- Paper towels are used and disposed of appropriately
- A large box of tissues is always available and children are encouraged to blow and wipe their noses when necessary and soiled tissues disposed of hygienically
- Children with pierced ears are not allowed to try on or share each other's earrings
- Hands are washed under running water with soap after using the toilet/ before any food preparation and snacks.
- Hygiene rules relating to bodily fluids are followed with particular care and all staff and volunteers aware of how infections can be transmitted.
- Rubber gloves are always used when changing a child's nappy or soiled clothing
- Polythene bags are available in which to wrap soiled garments
- Floors and other affected surfaces are disinfected using cleaning products according to the manufacturer's instructions. Fabrics contaminated with body fluids are thoroughly washed in hot water.
- All surfaces are cleaned daily with an appropriate cleaner.
- There are suitable hygienic changing facilities for changing any children who are in nappies or have an accident.

Food

- When cooking with children as an activity, the adults will ensure the children wash hands with soap under running water and wear aprons and generally provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

Each adult will:

- Always wash hands under running water with soap before handling food and after using the toilet.



- Not be involved with the preparation of food if suffering from any infectious/ contagious illness or skin trouble.
- Never smoke in the kitchen or any room in the nursery.
- Never cough or sneeze over food.
- Use different cleaning cloths for the kitchen and toilet areas (blue is for loo and pink is for kitchen sink) this is displayed on a clear key in the kitchen.
- Prepare raw and cooked food in separate areas.
- Ensure waste is disposed of properly daily and out of reach of the children.
Wash fresh fruits and vegetables thoroughly before use.
- Tea towels will be kept scrupulously clean and washed after each session.
- All utensils will be kept clean and stored in a dust free place e.g. closed cupboard or drawer.
The children will use plastic plates, cups, bowls and cutlery.
- Staffs who have had diarrhoea or sickness must not prepare drinks or food for the children for 48 hours.



Key Person Policy

The Early Years Foundation Stage Statutory Framework states: 3.27 Each child must be assigned a Key Person. Their role is to help ensure that every child's care is tailored to meet their individual needs (in accordance with paragraph 1.10), to help the child become familiar with the setting and offer a settled relationship with their parents.

Practitioners Responsibilities

Relationships with key children

- The key person provides a secure attachment for their key children in nursery.
- They help their key children settle in and become familiar with the setting.
- The key person meets the needs of their key children responding sensitively to their feelings, ideas, and behaviour.
- The key person provides a 'secure base' for the children by being there to support them and allowing them to explore at their own pace.
- They are primarily responsible for their key child's care routines
- Relationships with parents/carers
- Key persons should develop a good relationship with parents/carers, ensuring that the child is cared for appropriately at nursery and accommodating their individual needs within the daily routine.
- The key person needs to develop a two way flow of information between themselves and the parent/carer to help them become aware of any significant aspects of family life that maybe important to the child.
- The key person has responsibility for sharing their key children's development profiles with parents and other professionals as required, in cases of children with additional needs or identified children in need they will be called upon to attend reviews and core group meetings with the support of a senior manager.

Records

- The key person is responsible for observational records of their key children, using these to inform next steps, and completing development profiles for each of their key children.
- Where a child is supported by another member of staff who is not their key person e.g. SEN support record keeping then becomes a joint responsibility.
- Welfare and Safeguarding
- Key persons are responsible for the welfare of the children in their care monitoring patterns of absence, injury and development referring them on where necessary



Transition

- The key person plays an integral role in the transition, aiding this by introducing the children and their parents/carers to their new key person and helping them to become familiar with their new environment.
- It is the responsibility of the key person to pass on records during transition and to ensure that these records are all up to date.
- In the case of a staff members absence it is the responsibility of a secondary key person to cover the role of the primary key person.
- Managers Responsibilities
- There should be a secondary key person for each child who takes on responsibility in the occurrence of staff holidays or prolonged absence.
- Managers must provide opportunities for staff to give regular feedback and to support staff in their role as key person, ensuring that all developmental needs are met.



Emergency Evacuation / Lockdown Policy and Procedures

Statement of Intent

At our setting fire prevention is paramount to ensure the children, staff and anyone else on our premises are safe. A Risk Assessment, carried out by our Fire Safety Officer (Mary Kwaw), is checked daily.

Our procedure for the emergency evacuation

At the sound of the smoke or fire alarm, or instruction from the fire marshal in charge:

1. Fire marshal calls for children to line up stating clearly which door to line up by
2. Senior supervisor (Miss Sadia Abdisamad) picks up register and parents contact number.
3. Deputy Manager checks toilets/cloakroom area.
4. All staff assists children to line up.
5. Walk calmly to the Basketball Cage which is the meeting point.
6. HEADCOUNT
7. Manager / Deputy take register.
8. Staff, manager will call the Emergency Services on 999.
9. At no point should any member of staff, volunteer, student or child go back into the setting until it is deemed safe to do so.
10. If the premises are deemed unsafe, we will remain in the basketball cage and parents will be notified and their children will be collected from there.
11. If parents cannot be contacted, the staff will remain with the children at Ikea Wembley restaurant until the parents arrive for collection at the normal time.
12. A minimum of 2 members of staff will remain until ALL children have been collected
13. Ofsted and Brent Early Years will be notified as soon as is practicable and a permanent record will be kept.

Evacuation instructions can be found in main hall and focused room.

Regular practice of the Evacuation Procedure takes place 3 times a year and is recorded.

We have appropriate fire detection and control equipment fire alarms, smoke detectors are checked weekly, and fire extinguishers are checked monthly as part of our Risk Assessment.

All fire equipment are checked annually by the Absolute Fire Protection Ltd.

Fire exits are clearly identifiable, and fire doors are free of obstruction and easily opened from the inside.



Equal Opportunities Policy

Statement of Intent

We are an equal opportunities nursery valuing everyone, whatever their gender, racial origins, cultural or social background and whether or not they have any disability. Each child should be encouraged to reach their full potential in life and opportunities for development should not be limited by prejudice. We accept each child as an individual and ensure that they are given every chance to develop their full potential in an atmosphere of mutual respect.

8 Till 6 Eagle Nursery works in accordance with all relevant legislation, Including:

- Disabled Persons Acts 1958, 1986
- Race Relations Act 1976, 2002
- Sex Discrimination Act 1986
- Children Act 1989, 2004
- Human Rights Act 1998
- The Employment Equality Age Regulations 2006
- SEND Code of Practice and Equality act 2010

We recognise that..

- Each religion is unique and each individuals/families belief is important to them.
- The ethnic origins of staff, children and their families will be respected and reflected.
- Every person's cultural and linguistic background should be recognised and celebrated.
- Ability, we acknowledge children attending our nursery have individual strengths and weaknesses, which staff will identify and support.
- Gender, all individuals entering our nursery will be treated equally and fairly regardless of their gender.
- Age, we value staff/parents/carers of all ages and recognise their different contributions are equally valuable. Families joining the Nursery are made aware of its Equal Opportunities Policy.

We aim to provide equality of access to the Nursery curriculum for all children, regardless of gender, family structure, disability, ethnic origin, culture, religion, or belief.

All children will be respected and their individuality and potential recognised, valued, and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice, discrimination, and stereotyping.

Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others, to ask questions, express their feelings and empathise with others within an environment of trust, respect, and tolerance.



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

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



Lost Child Policy

At 8 till 6 Eagle Nursery we aim to provide a safe, secure and caring environment for all its children. However, in the very unlikely event of a child becoming lost or missing, the following procedure will be carried out.

We are an extremely secure setting with internal doors lock not reachable by children and external gates being locked, so please be assured there are a very limited number of situations where a child could become lost at our setting and we have good policies in place to prevent these happening.

Should a child become lost the following action should be taken:

- Alert ALL staff, Manager/Deputy will establish when the child was last seen and where.
- A member of staff should take the children to the book corner and read them a story, so as not to alarm the children
- Manager/Deputy and a member of staff will thoroughly search premises
- Extend the search to the immediate vicinity, always carry a mobile phone
- If after 10 minutes the child has not been found, Manager to contact police by dialling 999 and the child's family.
- Ofsted to be informed as soon as is practicable



Non Attendance Policy

Statement of intent

This sets out the procedures we will follow if a child is absent from nursery.

Procedure

- If you are planning holidays during term time you must let us know in advance so we can record this in our register.
- If your child is sick or cannot attend for some reason, you must call, text or email us to let us know by 9:15 am. eaglenursery@yahoo.co.uk, 07958191692 / 02084519605/
- If we have not heard from you by 9:30 am the manager will call you to establish why your child is absent and this information will be recorded in the diary.
- If we cannot make contact with a parent/carer we will use all the contact details and the emergency contacts, you have given us to try to establish why your child is absent.
- If we are concerned about the welfare of a child, we reserve the right to contact children's services.
- We must notify Brent Council where children in receipt of Early Years Free Entitlement are absent for more than 2 weeks in a term.



Non - Collection Policy

If a parent is unable pick their child/children at the normal time they should contact the Manager/Deputy Manager on the contact number provided (02084519605/ 07958191692) as soon as possible, so we can make any necessary arrangements.

If a child has not been collected and no message has been received regarding their collection, the nursery Manager/Deputy Manager will try all contact numbers given on a child's 'Child Information Sheet.'

If we have not been notified or have been unable to contact the emergency number by 7:00pm, it is our responsibility to contact Brent Family Front Door on 02089374300.

At least 2 members of staff MUST wait in the setting with the child until they are safely collected.

Under NO circumstances must staff members use their own car to drive a child home.



Risk Assessment Policy

Risk Assessment is a technique for preventing accidents and ill health by thinking about what could go wrong and ways to prevent problems. It is our policy to keep children safe by assessing any risks to their safety whilst allowing them the opportunity to take measured risks to support their learning and development. Risk Assessment is not only good practice it is a legal requirement.

In order to do this, the team at 8 Till 6 Eagle Nursery ensures to follow the procedure below, which sets out our approach to the completion of Risk Assessments both within the Nursery environment and outside of the environment.

All activities will be well planned and organised. We plan for the unique and individual needs of each child depending on their age and stage of development, allowing children the freedom to play and explore, develop concepts and learn how to predict and avoid dangerous situations.

Risk assessments of any activity/ environment that the children access, for example; outings. If we plan to take the children into environments that are unknown to us, we will do a risk assessment in advance so we are aware of any potential hazards.

Risk Assessments are to be reviewed annually or when there is a significant change in the setting or if an incident has occurred where a risk assessment may need to be reviewed and changed.

Procedure

A daily risk assessment will be completed on each area indoor and outdoor to be used by the children, which could expose them to risks, using the following five steps:

1. Identify the hazard
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record our findings and implement them
5. Review our assessment and update if necessary.

This is done by the following:

- Daily-Visual inspection, inside & outside to be carried out by manager/deputy/ staff
- Record that the inspection has taken place and any action taken by completing the 'daily risk assessment check' sheet.
- A weekly walk around entire setting and test all equipment including outdoor equipment, heating and water fittings
- The garden will be risk assessed in the morning and prior to children going out every time as the setting garden is located within residential area, and to ensure no debris/ litter has been thrown into the garden that can be a risk to children.
- Discuss at staff meeting record that the inspection has taken place and any action taken.
- We have a trained Health & Safety Officer and a Health & Safety policy.



Safeguarding Children/Child Protection Policy

At 8 Till 6 Eagle Nursery we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to flourish and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development.

In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures.

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (Sept 2014 & April 2017)
- Working together to safeguard children 2015
- Counter-Terrorism and Security Act 2015.
- Prevent Duty Guidance
- Brent Safeguarding Children's Board's 'Safeguarding children in early years settings in Brent'
- What to do if you're worried a child is being abused March 2015

Curriculum

- Each child has a key person who aims to build a trusting friendly relationship with the child and family and through planned observations is well placed to notice any concerns regarding the child and their relationship within the family and with other adults.
- We incorporate key elements of child protection into our curriculum so that children can develop an understanding of why and how to keep safe.
- We foster within our settings a culture of value and respect for the individual and a care concern for all living things.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.

Policy intention

To safeguard children and promote their welfare we will:

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



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

8 Till 6 Eagle nursery is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

The setting is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our prime responsibility is the welfare and well-being of each child in our care.

8 Till 6 Eagle nursery aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Ensure staff understand how to identify early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Brent Safeguarding Children Board
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that children are never placed at risk while in the charge of setting staff
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the setting premises including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur



- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by Brent Safeguarding Children Board.

Contact telephone numbers

- Local authority Designated Officer (LADO):
 - Telephone 020 8937 4300 - Option 1
 - Email family.frontdoor@brent.gcsx.gov.uk
- Ofsted 0300 123 1231
- Non-emergency police **101**
- Government helpline for extremism concerns **020 7340 7264**

At 8 Till 6 Eagle nursery our designated safeguarding officers are:

Lead Person: Mrs Mary Isabella Kwaw

Assistant person: Ms Fatuma Siraj

Assistant person: Miss Emmanuella Kwaw



Method

At 8 Till 6 Eagle nursery we have a named person at our setting who co-ordinates safeguarding issues as mentioned above.

- We provide adequate and appropriate staffing resources to meet the needs of children.
- We have rigorous vetting procedures for new staff including an enhanced DBS check. Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Whilst checks are being processed staffs are carefully supervised and volunteers and trainees are never left unsupervised.
- We check ID and record the details of visitors to our setting.
- We ensure that our rooms are secure so that we have control over who comes into the setting in order that no unauthorised person has access to children.
- We have cameras installed indoor and outdoor the setting, which is monitored by the management team.
- We abide by Ofsted requirements in respect of references and disclosure and Barring Service for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised

Responding to suspicions of abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm.

Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play. The below are some signs and indicators of child abuse:

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.



Recording suspicions of abuse and disclosures

Staff/ keyperson should make an objective record of any observation or disclosure, supported by the setting manager or designated safeguarding lead person. This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any other witnesses
- Name of the person to whom any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).
-

These records should be signed by the person reporting this and the designated safeguarding lead person, dated and kept in a separate confidential file.

Staff in the setting takes care not to influence the outcome either through the way they speak to children or by asking questions of children.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the local authority children's social care team and Ofsted needs to be initiated.

Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

Physical abuse

Action needs to be taken if staffs have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.



Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or Keyperson.

Female genital mutilation

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved.

Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, and wound infection, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse.

Sexual abuse

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language.

This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words.

If a child starts to talk openly to an adult about abuse they may be experiencing the procedure below will be followed.

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the setting manager or designated safeguarding officer.
- The matter will be referred to the local authority children's social care team.

Emotional abuse

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.



Procedure:

- The concern should be discussed with the DSL
- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- An Assessment Framework form may need to be completed
- If there are queries regarding the circumstances the matter will be referred to the local authority children's social care team.

Neglect

Action should be taken if the staff member has 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, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Procedure:

- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- An assessment form may need to be completed
- If there are queries regarding the circumstances the local authority children's social care team will be notified.
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support
- The deployment of staff within the setting allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

Informing parents

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



Confidentiality

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

Support to families

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

The setting continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

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

Allegations made against staff, students or volunteers

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

The allegation should be reported to the designated safeguarding officer and the manager.

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

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



- The setting retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
-

Suitable People, Recruitment, Appointment, and Retention of Staff Procedure

8 Till 6 Eagle nursery has a robust recruitment procedure which, as well as having complete regard for safeguarding children, aims to ensure that all job applicants and employees receive fair and equal treatment and that consistent and equal opportunity criteria are implemented in the section of employees and that the provisions of the Sex Discrimination Act 1975, the Race Relation Act 1976 and the Disability Discrimination Act 2001 are adhered to.

The following points should be noted:

1. Short-listing will be based only on the information contained in the application form.
2. Candidates should refer to both the job description and the person specification when completing the application form.
3. The interview will be conducted by a panel as followed:
 - a. Introductions
 - b. Explanation of Interview process
 - c. Identical list of initial questions, which will be as specific as possible.
 - d. Questions will be scored
 - e. Follow-up questions will be allowed in order to ensure that candidates have the opportunity to share their experience and identify their skills.
 - f. Discussion of portfolios, presentation etc. as appropriate
 - g. All interviewees will be contacted by phone for acceptance and non- acceptance.

Two written References will be sought, one to be from a recent employer, and in all instances an Enhanced DBS check will be made. An Induction development plan will be drawn up and monitored by the manager over the first six months.

All staff, volunteers, students will be expected to be fully aware of our Safeguarding Policy. A 'Buddy' of support staff will be given to the new member of staff. Students and volunteers will also be given an induction and development plan Supervisions will be held every term.

Formal Appraisals will be held annually. During their appraisal staffs are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

Appraisals will give feedback and identify any areas for development and an action plan will be made to support the staff's Continual Professional Development (CPD). Pathways to progression are discussed and actively encouraged and supported to enhance professional development, team working and the setting. Staff training and qualifications, and their CPD details are kept updated.



These are used to feed into appraisals and action plans. Staff records are kept in secure files and contain: phone numbers, DBS number, address, emergency contacts, recruitment information, health declarations, supervisions and appraisals.

Disqualification 'by association' Disqualification under the Childcare Act 2006

The Department for Education's original guidance was issued in October 2014 and stated that those working with children under eight in a school/ Early years environment can be disqualified from doing so because of certain issues with members of their household, an extension of provisions relating to the disqualification of childcare providers. It is possible to apply to Ofsted for a waiver from disqualification.

All employees need to complete a 'Disqualification by association' form to declare if they or anyone in their household has any convictions that may prevent them from working with children.

Extremism – the Prevent Duty

- Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police.
- This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons in the setting) or actions that lead staff to be worried about the safety of a child in their care.
- Provide appropriate training for all staff. Part of this training will enable staff to identify children who may be at risk of radicalisation.
- We will build the children's resilience to radicalisation by promoting fundamental British values through play and our daily activities.

E-Safety

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

Within the setting we do this by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly
- Using approved devices to record/photograph in the setting
- Never emailing personal or financial information
- Ensuring content blockers and filters are on our computers, laptops and any mobile devices.
- Ensuring children are supervised using internet devices

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



MOBILE PHONES AND CAMERA (images of Children) PROCEDURE

8 Till 6 Eagle nursery prohibits the use of personal mobile phones and cameras in our when working with children or when on outings. This is to ensure the safety and welfare of the children attending our setting.

Staff, Parent helpers and visitors are included in the above.

The above will be achieved by:

- All personal mobile phones will be stored in the cupboard in the office, with the exception of the nursery mobile phone (07958191692) which will be on, or close by, the manager.
- Mobile phone calls may only be taken at designated breaks or in colleague's own time, but never when there are children around.
- If a personal emergency occurs, staff, volunteer helpers and visitors are requested to use the setting's phone.
- During group outings the manager or deputy will have access to the group's mobile phone.
- No personal cameras will be bought into the nursery setting.
- The only cameras allowed in the rooms are the nursery cameras which are used solely to record children's achievements, and is used to record observations/evidence for the children's assessments. When not in use this will be stored securely in the office.
- Parents/carers are requested to sign relevant documentation when their child commences nursery, giving authorisation for us to photograph their children for assessment and observation purposes. If they prefer not to give us their permission we will respect their wishes.
- Failure to adhere to this policy will result in immediate, disciplinary action.

Whistle blower procedure

Definition: 'Whistleblowing' is raising a concern about malpractice within an organisation. 8 Till 6 Eagle nursery is committed to delivering a high quality service, promoting organisational accountability and maintaining public confidence.

An employee who makes a disclosure in good faith will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about child protection, misconduct or malpractice within the setting.

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to the manager or designated safeguarding officer who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed.



If an employee or volunteer feels the matter cannot be discussed with the manager or designated safeguarding officer he or she should contact our LADO or OFSTED for advice on what steps to follow.

The Ofsted's dedicated whistle blower number is 0300 123 3155 or you can email them on whistleblowing@ofsted.gov.uk or write to them at the address below.



Sun Safety Policy

We are committed to ensuring that all children and staff are protected from the dangers of too much sun and heat. Severe exposure to heat may result in dehydration, seizures and/or emergency medical assistance. Permission for applying sun cream is required from parents before their child begins attending the nursery.

Sun cream is provided by the parents.

This must be clearly labelled with the child's name and returned at the end of the summer term.

Any remaining sun cream bottles will be discarded. The following guidelines are for the prevention and care of children in the sun and heat.

Children must have a clearly named sunhat, which covers the back of their neck and has a peak at the front.

Children must have their own sun block cream named (from parents) and dated with prior written consent for staff to apply. Sun block must be within date.

Children need light weight cotton clothing suitable for the sun, with long sleeves and long legs if prone to sunburn or skin sensitivity.

Children will always wear a sun hat when outside on sunny days and will always have sun block cream applied before going outside and at frequent intervals during the day.

Children are encouraged to drink fresh water more frequently throughout the day.

Staff will make day to day decisions about the length of time spent outside dependent on the strength of the sun

Shade will be provided in the form of covered areas to ensure children are able to keep cool and escape the sun should they wish or need to especially during the hottest part of the day.

The staff will always encourage the children to rub the cream on their face, arms and legs and staff will assist at all times.

Any children who do not have sun cream supplied by their parents will not be able to access the garden on hot sunny days.

Sun cream must be re-applied after water play activities.



Play Policy

Practitioners

Although 8 Till 6 Eagle nursery settings emphasise the importance of child –initiated activities and free play, practitioners are encouraged to interact and support the children in their experiences, whether adult led or guided. Guidance for practitioners supporting high quality play in settings includes:

- Practitioners are involved in using books with children periodically throughout the day
- Practitioners to join in and encourage clapping, singing along.
- Practitioners pretend with children.
- Practitioners vary their involvement with activities.
- Practitioners are to encourage and explain social interaction in play.
- Practitioners are encouraged to add materials to stimulate interest during free play.
- Concepts are introduced in response to children’s interests or needs to solve problems.
- Children are asked opened ended questions.
- Some art activities are related to other experiences
- Children should have opportunity to experience the 7 areas of learning throughout all play opportunities and experiences field trips and cooking activities.

Environment

8 Till 6 Eagle nursery settings aim to provide space for children to explore and play in, and have displays which are changed regularly. Guidance on supporting high quality play within the environment includes:

- A suitable space to be provided for different kind of experiences – large space, small cozy space, quiet space, art, messy and a communication friendly space.
- Workshop areas to provide construction play; mark making, role play etc. providing a comprehensive approach to the curriculum.
- Variety of areas for children to access privacy.
- Provision to offer adequate resources for children to play and explore at a high standard.
- Sand and water play provided daily and for different resources to be available to use in the trays. This is both outdoors and indoors.
- Materials rotated to maintain interest.
- Resources accessible for free choice play.

Risk taking

We endeavour to create an atmosphere where children can learn to take risks in a controlled environment. Risky play is encouraged at 8 Till 6 Eagle nursery setting as children who take risks learn negotiating skills, understanding, judging and can make judgments about their own capabilities. Children who learn in their early years to make their own reasoned decisions, rather



than simply doing what they are told to by others, will be in a stronger position to resist the pressures and make informed decisions. Practitioners make it safe by:

- To support children to develop a sense of their own boundaries and manage personal risks
- Discussion with children about how to keep themselves safe.
- Establish and display expectations for behaviour
- Observe the children and identify those who need greater challenge or specific support
- Talk to the children and support decisions
- Carry out health and safety checks.
- Distinguish between acceptable and unacceptable risks and remove any hazards
- Practitioners will be offered training, if necessary; to develop their knowledge and understanding of risky play.

Outdoor play

Outdoor play is an integral part of the curriculum and play. It offers opportunities for children to develop their large and small muscles, experience an environment that is different to the inside of the nursery and more importantly access sunlight in order to absorb vitamin D more effectively.

Guidance on supporting high quality play within the environment includes:

- The children have access to physical equipment such as, bikes, slides, tree house, pirate ship, climbing equipment, rope swings etc. alongside open ended natural resources.
- The space outside should be structured so the children can access resources independently.
- Practitioners will ensure children are dressed appropriately for the climate and encourage older children to develop an understanding about dressing themselves appropriately.
- The outdoor space presents opportunities to do things on a much larger scale and for practitioners to provide outside experiences it is not adequate enough to move the indoor resources outdoors, moving the sand tray and writing table outside does not constitute quality outdoor play
- Materials used daily stimulate a variety of large muscle skills and stimulates skills on different levels.
- Provide both stationary and portable gross motor equipment.
- Block play available outside.
- Props provided for outdoor dramatic play
- Sand and water to be available with a variety of resources to use with them
- Practitioners will complete the necessary risk assessments and follow correct health and safety procedure for outdoor play



Outing Policy

To ensure that safety is our highest priority when planning and taking children on an outing. Children must be kept safe while on outings. 8 Till 6 Eagle Nursery assess the risks or hazards which may arise for the children and must identify steps to be taken to remove, minimise and manage those risks and hazards.

When joining 8 Till 6 Eagle Nursery we ask that parents sign to give permission for their child to be escorted and supervised in the outside area (The Basketball Cage) and for local walks (advanced notice is always given for local walks)

8 Till 6 Eagle Nursery Outings may include but not limited to:

- Walking around Basketball Cage
- Walking to Ikea/ TESCO shops.
- Playing in the local park (Mitchell Brook Park).
- Visiting Willesden Green library.
- Trip to the farm.

Parents and carers are informed that activities in the Basketball cage are part of our regular routine and may take place spontaneously throughout the week. Any planned trips details will be given individually in writing.

On main trips out of the local vicinity, all parents/carers are encouraged to attend along with their child to gain a 1:1 adult: child ratio.

Procedure

- On coach trips, only coaches with individual three point seatbelts will be used.
- On local walks at least 1: 2 adult: child ratio is expected.
- Parents are always notified and are welcome to accompany us if desired.
- In the very unlikely event of a lost child procedures will be followed as detailed in our Lost Children policy.
- Permission for impromptu walks is obtained through the registration form.
- No child will be taken without permission.
- The manager carries out a risk assessment of the destination beforehand.

Outing Bag

When going on an outing the Nursery 'Outing Bag' will be taken. The staffs pack the 'Outing Bag' before leaving the premises and replenish items upon return. The bag includes the following items:



- Child and Adult Emergency Contact Information (including allergies and medication)
- First Aid Kit
- Incident Forms and Pen
- Wipes
- Tissues
- Staff Personal mobiles (in bags)
- Settings Camera
- Water
- Hand gel
- Spare nappies

Transport

Under no circumstances are staff/volunteers/agency staffs or students permitted to take children on outings in their own vehicles. In the event of an outing requiring transportation parents will be asked to drive their own child to the destination, meeting staff there.

If 8 Till 6 Eagle Nursery should use public transport, staff would ensure the route has been risk assessed.

8 Till 6 Eagle Nursery only uses coaches with individual three point seatbelts.

8 Till 6 Eagle Nursery Staff will ensure no child is left in a vehicle on their own or without a qualified member of staff team being present.

Extra care will be taken at times of particular risk e.g. disembarking the vehicle, walking to or from the vehicle to the destination.

Procedure when on an Outing

- Appropriate ratio's maintained on outing.
- Children and adults maintain the 'Walking Bus' line (until it is safe to move freely).
- Children are reminded to hold their hoop on the walking rope
- Children are gathered together to make a 'Safety Circle'.

Children are praised and reassured when walking.



Policy on Ratio

We at 8 Till 6 Eagle nursery adhere to the staffing ratios which are:

- 3 and 4 year olds must have a ratio of 1:8
- 2 and 3 years old must have a ratio of 1:4

There must always be two adults working with the children, our staffing deployment ensures children safety at all times. Children are adequately supervised, and always within sight and hearing of staff.

We often have additional support of staff and apprentices who work with children to provide a higher staff to child ratio.



Confidentiality policy

Statement of intent It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality nursery care and education.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

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

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence relating to a child's development and personal safety are kept in secure, confidential files and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept in a lockable cupboard whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on work experience training are advised of our confidentiality policy and required to respect it.
- We will ensure that there is an area where staff can talk to parents/carers confidentially. All the undertakings above are subject to the absolute commitment of the nursery, which is to the safety and well-being of the child.

Confidential information and records about staff and children are held securely and are only accessible to those who have a right to see them.



Sick Children Policy

8 Till 6 Eagle Nursery do not aim to exclude children from the nursery unnecessarily. The decision of the manager is final when requesting the exclusion of a child for illness or infection. Decisions will consider the needs of the child and those of the group.

Children with infectious or contagious diseases will be excluded for the period as directed by the Health Authority (HA). If staff suspects that a child has an infectious or contagious disease, they will request that parents consult a doctor before returning the child to the Nursery.

If a child receives a head injury of any kind at nursery we will telephone parents/carers immediately to inform you. We will decide together if the child should remain at nursery or whether medical assistance should be sought. If it's decided the child is well enough to remain at nursery, staff will be extra vigilant in observing the child for the remainder of the session. In case of severe head injury we will call for an ambulance and telephone parents/carers immediately.

Parents need to notify us when dropping their child off if they have received a head injury at home within 24 hours prior to nursery starting.

We cannot admit sick children to the Nursery. If a child becomes ill at Nursery, staff will inform parents or an emergency contact. While awaiting the arrival of parents, a member of staff (preferably the child's keyperson) will remain with them and will ensure the comfort of the child and offer reassurance to them, taking appropriate action, which might include seeking medical advice if necessary. If the child's condition deteriorates, the staff will seek medical advice immediately. Children with sickness and/or diarrhoea should not return to nursery until 48 hours after their last bout of the illness.

We will notify Ofsted, within 14 days of the incident, if 2 or more children in our care contract food poisoning. Children with conjunctivitis should not attend nursery for 24 hours after receiving treatment.

Children with infestations such as head lice must receive treatment before returning to the Nursery. Staff will inform parents if head lice are discovered at nursery and advise them of up-to-date treatments. Children with Tape Worms should not attend nursery until they are completely well.

Staff will report any worries about a child's health to the parents/carers immediately. Parents are responsible for keeping the Nursery informed about the child's health.

With regard to our Safeguarding policy it is essential you inform us if your child is ill and cannot attend nursery. The Registered Provider will notify Ofsted of any serious accident, illness or injury to, or death of a child while in our care.

Notification will be made as soon as possible, but in any event within 14 days of the incident occurring. We have regard for Reporting of Injuries, Diseases, and Dangerous Occurrences Regulation 2013 (RIDDOR).

