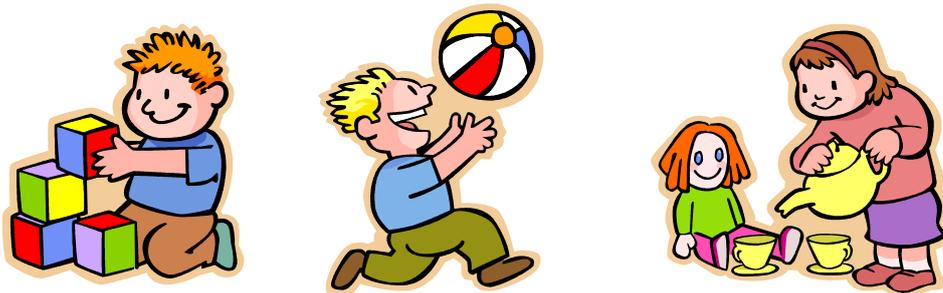




# CASTLETON PLAYGROUP

## POLICY BOOKLET



Reviewed September 2016

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## ADMISSIONS POLICY

Children from the age of 2 years 6 months to 4 years 11 months are eligible for admittance to the group.

A registration form has to be completed and a £10.00 registration fee paid, in order for a child's name to be placed on the waiting list and/or offered a place. Children who are not yet toilet trained will not be excluded from the group.

All children from neighbouring areas are welcome.

New Intake sessions are organised for parents/guardian and children throughout the year. However we can arrange informal visits to allow parents/guardian the opportunity to discuss the needs/requirements of their children with the person in charge before they attend.

Parents will be issued with a 'hard copy' of the following if they have no internet access:-

- A Welcome Booklet
- The Policy Booklet

A copy of the Policy and Welcome Booklet are kept on the noticeboard.

On confirmation of sessions parents will be asked to complete a 'Parent assessment' form, 'Permission for use of Photographs' form and 'Playgroup Contract' so that it will help staff meet their child's needs.

The Welcome Booklet contains –

- Information about the group and its activities
- Session details
- Staff and Committee information
- Early Years Partnership Information
- Playgroup Conditions

Parents of children eligible for Local Education funding will be asked to sign an agreement of terms and conditions form. Also the LEA forms confirming their child's name, address, date of birth and number of sessions will need to be completed at the beginning of every term.

Parents are asked to provide a photocopy of their child's birth certificate and 'proof of residency' within Newport Local Authority area, before their child can receive Early Years Funding.

Parents are encouraged to stay until their child is familiar with the group.

All children are individuals and settle in different ways, there are no hard and fast rules, except, to remain flexible to the needs of the child.

Parents and manager will discuss 'settling in' prior to the child starting.

Parents of tearful children will be phoned either when their child settles down or asked to collect them.

Please dress your child in appropriate clothing to the weather conditions and Old clothes are recommended due to the exploratory nature of the Foundation Phase. Tabard aprons are provided but this does not always protect their clothes.

Names must be put on personal property – coats, bags, lunch boxes etc...

The group will try whenever possible to be flexible to the needs of the family as long as it is in the best interest of the child. Unfortunately once final allocation of sessions has been made; it may not be possible to alter your sessions, until a space becomes available.

If a child is absent for more than 4 weeks without advising the staff, the manger will endeavour to contact you. If contact cannot be made your child's place will automatically be allocated to another child.

Extra sessions will be allocated on parents request if they are available.

## **EQUAL OPPORTUNITIES POLICY**

All children and adults are individuals and will have access to the same opportunities irrespective of culture, race, gender or ability.

In order to support this statement we will:-

1. Treat all children and adults as individuals – staff will show no bias.
2. Ensure all children and adults have access to the same opportunities.
3. Children will be encouraged, but not forced, to use all types of equipment and will only be discouraged from an activity if they are endangering themselves or others.
4. There will be no stereotyping.
5. Children with special needs will be included in activities and where necessary activities will be adjusted to ensure an inclusive ethos – extra time and help will be given when required.
6. Racist and sexist remarks will not be tolerated.
7. Equipment will reflect the cultures of the families of the group as well as other cultures.
8. Equipment will promote multi-cultural awareness and show no stereotyping – these issues will be considered when purchasing new equipment.
9. Positive images of a range of cultures, genders, race and abilities will be displayed around the room.
10. Staff will learn key words in a child's first language.
11. Interpreters will be sought if need be.
12. The Welcome Booklet, policy Booklet, newsletters and any other documentation, will be translated when need arises into a families first language.
13. Any special dietary requirements will be met.
14. Job vacancies will be advertised widely.
15. The best person for the job will be appointed.
16. Candidates will be made aware of the Equal Opportunities Policy and must agree with it.

## CHILDREN WITH A SPECIAL NEED

Like all other children, children with a special need learn through social, skilful, energetic and imaginative play. It is vital they be given the chance to play with other children and join in the activities of the group irrespective of how much extra time or help they may require to do this.

Whilst your child is at playgroup they will benefit from –

- Mixing with other children they might not otherwise meet.
- Learn from other children.
- Have the same opportunities as the other children.
- Being accepted by other children
- Learning to cope with their disability
- Having fun together and sharing
- Having demands made on them – other children will not make allowances.
- One-to-one helper if need be.
- An Individual Learning plan (ILP) (developed when a need is recognised.)

Playgroup staff will

- Undertake 'Teaching Talking' and 'One Step' to help identify additional educational needs and follow procedures thereafter.
- Ensure they have as much knowledge of the disability as possible in order to help the child overcome their disability.
- Safety arrangements are reviewed on admission for each individual child.
- Parents are advised of safety arrangements and insurance during initial visit.
- Keep all educational information gathered on the children confidential and only disclose it to other professionals with parental consent given via completion of the settings contract.
- Contact the relevant organisations - a list of which is in the 'Health and Safety Book for Playgroups, schools and Nurseries.
- Attend Special Needs Training whenever possible.
- Consider SEN when purchasing equipment
- Seek advice from the parent, as they know their child better than anyone.
- Include parents in the development of an ILP and liaise regularly with them as to their child's progress.
- Ensure the child is included in activities at their own level of development.
- Equipment will be adapted if need be.
- Ensure children are included on trips and special events.
- Give the child as much independence as possible.
- Give the child extra time and help if required
- Work within the SEN Code of Practise

- A SEN-CO (Special Needs Co-ordinator) will be identified who will be responsible for:-
  - Liasing with parents and other professionals in respect of children with special educational needs.
  - Advising and supporting other adults in the setting
  - Ensuring that appropriate ILP's are in place
  - Ensure that relevant background information about individual children with special educational needs is collected, recorded and updated
  - Ensure that parents are aware of the local parent partnership services.

The SEN-CO will work closely with Sarah Duance.

'EARLY YEARS ACTION' will be taken when

- A child has been identified with an educational need and intervention is needed that is additional to or different from those planned for as part of the usual curriculum.

'EARLY YEARS ACTIN PLUS' will be undertaken when

- It is considered by staff and parent that a child needs the help and staff seek the advice of other professionals.

If help through 'Action Plus' is not sufficiently effective to help the child progress, a request for statutory assessment will be made in accordance with the SEN Code of Practise.

**It is important for everyone involved to work closely together in order to ensure the child's development, happiness and quality of life.**

## PLAYING TOGETHER

Castleton Playgroup welcomes all children irrespective of creed, colour or ability. All children are individuals and are treated as such. Children of all abilities are helped and encouraged to develop at their own pace without bias or discrimination by the staff or children of the group.

Children will be discouraged from an activity ONLY if they are using unacceptable behaviour or are endangering themselves or others.

Children will be given praise and encouragement whenever possible, especially when they are kind and help each other.

During your child's time at playgroup they will be developing their basic social skills, which will enable them to get along with other children and adults. It will also boost their confidence and self esteem, and provide the foundation for developing good values and morals.

The children are encouraged to :-

- Share, take turns and play well with other children
- Respect themselves, other children and adults
- Express their feelings in an acceptable manner
- Listen and respond to requests
- Respect their property and that of others
- Accept the authority of the adults in charge

Occasionally unacceptable behaviour occurs, for example:

- Upsetting or hurting other children
- Interfering with other children's play
- Using bad language
- Deliberate destruction of property
- Refusing to co-operate
- Any form of violent or racist behaviour

Whenever unacceptable behaviour occurs:-

- Positive reinforcement will be used
- The child's inappropriate behaviour is stopped
- The adult will speak with the offending child - gaining eye contact, explaining clearly why their behaviour was unacceptable and how to deal with the situation in future
- If the inappropriate behaviour was directed at another child/ren, that child will be comforted until they are calm enough to resume play activities.
- If a child is being taunted, teased or being subjected to racist or sexist behaviour/comments, they will be comforted and reassured until they feel able to resume play.

If a child's behaviour is persistently unacceptable or very offending to other children, they will be removed from the incident and will spend a short time in another part of the room. During this 'time-out' an adult will again explain in very clear language why their behaviour was unacceptable – the behaviour and not the child will be rejected.

Direction or correction will be given in a positive way in order to help the child deal with the situation appropriately in the future.  
In all cases of unsociable behaviour towards others, the child is encouraged to say sorry in some way to the person they have offended.

We do NOT smack, shake, humiliate, ridicule nor leave children in isolation for prolonged periods, nor make them feel unwanted or unvalued.

## **BULLYING**

With such a high adult:child ratio, bullying does not usually occur in the group. If a child is found to be bullying another, the following action would be taken:-

- The child will be removed from the incident and will spend a short time in another part of the room.
- During this 'time-out' an adult will again explain in very clear, appropriate, language why their behaviour was unacceptable – the behaviour and not the child will be rejected.

The child' parents will be contacted in order to

- make them aware of the situation
- try to ascertain the reason why the child is behaving in this manner
- Devise a common plan to help the child overcome their unsociable behaviour.

The offended child/ren will be comforted and reassured until they feel confident enough to resume play activities.

If it is felt appropriate they will be given an explanation for the behaviour of the other child.

Staff will pay special attention to both sets of children to ensure the situation does not reoccur.

## **GROUP SESSION RULES**

We are nice to each other,

We don't swear or shout at each other

We take turns

We share

We say please and thank you

We say sorry if we upset someone

We help others, especially if they are sad.

We don't throw sand or water

We don't throw toys around

We walk around the room during 'Free Play' not run

We put our books back into the book wrack after we have finished looking at them.

We put an apron on to paint or do anything messy.

We wash our hands after the toilet, before food and after doing something messy.

We all help tidy up

We put rubbish in the bin.

### **Specific to outside**

We only go outside with an adult.

We go down the slide, not up.

We do not go through the yellow gate without an adult.

## **SAFE GUARDING AND CHILD PROTECTION POLICY**

### **CHILD PROTECTION IS THE RESPONSIBILITY OF EVERYONE.**

Child protection begins by safeguarding the wellbeing of children. The playgroup will create an environment in which children are safe from harm and abuse.

In order to promote this statement Sarah Duance and all staff, will be responsible for ensuring that the following is adhered to.

1. Children will be supervised at all times by a responsible vetted adult.
2. All visitors will sign in and out on arrival and departure. Children will not be left alone with visitors to the group.
3. Children should only be collected from Playgroup by an adult authorised by the parent/guardian.
4. It is also important for the safety of your child that you advise playgroup of person/s NOT permitted to collect your child.
5. Children will be accompanied by an authorised adult on trips, visits etc.
6. Under no circumstances will a child be punished by smacking, slapping, shaking, humiliation or ridiculed.
7. Children will have the opportunity to take part in activities that will help keep themselves safe.

### **Adults in the group will –**

Be vetted by DBS and provide at least two references before working with the children  
Have knowledge of the signs of abuse  
Be observant  
Be approachable  
Listen to the children  
Hold staff meetings to raise any concerns  
Contact the relevant people if it is considered a child is being abused – parental consent will not be sought.  
Attend child protection training when available.  
Keep up to date with any changes to Child Protection procedures.

### **Procedure when abuse is suspected –**

We all have a duty to act on any suspicion that a child is being abused. Everything causing concern will be recorded – including date and time  
Such records will be kept confidential and will not be accessible to anyone in the playgroup other than the designated members of staff.  
The supervisor will talk in an informal manner to parent to see if there is a reasonable explanation for the suspected abuse.  
The Health Visitor will be contacted.  
If a member of staff is still concerned, they will then contact the Newport child protection office for advice or make a referral.  
Parents will be informed, but parental consent will not be sought.  
In some cases, social services' advice will be followed before informing parents.

### **If a child makes a disclosure adults will:-**

Listen without interrupting or questioning, keeping eye contact at the child's level.

Be calm and non-judgemental

Comfort the child

Reassure the child it was not their fault and that they were right to tell an adult.

Never make promises, especially concerning confidentiality.

Tell the child, if appropriate, what will happen next.

Record **all** information in the child's own words.

The designated person may refer to NSPCC, Social Services duty team or the police guidance.

### **CHILD PROTECTION ACTIVITIES**

From time to time children will undertake activities that will help them 'Be Safe'.

Some activities will be

- 'Stories and discussion on 'Stranger Danger and saying 'No' to some adults.
- Naming body parts - If abuse should take place children need to be able to name body parts -Neck, back, chest, bottom, arms, legs, tummy
- Activities to encourage expression of feelings and emotions.
- Saying 'No' to some adults.
- Activities/ stories on using iPads and the internet safely.

### **If a member of staff is accused of child abuse:-**

If an allegation of child abuse is made against a member of staff/adult/volunteer, procedures will be followed and the complaint investigated by social services immediately.

The investigation carried out by social services will be dealt with without discrimination.

If the accusation is in relation to a member of staff they will be suspended on full pay until the investigation by social services is complete. CSSIW will be informed if there is a breach of regulations and the police/social services informed where the complaint appears to be upheld.

Further advice on employment can be sought from ACAS on 08457 47 47 47.

If there are grounds for suspecting abuse, these will be referred to the Social Services and CSSIW will be informed.

All reported suspicions and referrals to Social Services will be kept confidential and playgroup will be guided by Social Services.

If the accusation is in relation to a volunteer they will be excluded from the provision until the investigation has been carried out by social services is complete. Further advice may be taken from the Citizen Advice Bureau (CAB). CSSIW will be informed.

Staff have the right to seek help and advice from a Union or Wales PPA.

### **Whistle blowing**

If a member of staff/volunteer/adult is suspected, seen or known to abuse a child at any time and in any way, child protection referral procedures must be followed and CSSIW informed. In addition as a member, Wales PPA Chief Executive Officer will also need to be informed.

Anyone suspected of abuse will be suspended pending an investigation by social services. However, in some circumstances where it is clear that gross misconduct in relation to Child Protection Procedures is evident, then the employee will be dismissed under disciplinary and dismissal procedures. The Person in Charge must refer any concerns to the social services intake and assessment team.

### **Liaise with other bodies**

The playgroup will operate within the All Wales Child Protection Guidelines Procedures and local authority guidelines.

Confidential records on children about whom there is a concern, will be shared with the Social Services.

Contact details are: -

#### **Social Services Intake and Assessment Team**

Contact Name: Children and Family Services  
Duty Childcare floor 2  
Information Centre  
Old Station Road  
Queens Way  
Newport, NP20 4AX

Telephone Number Duty Assessment Team 01633 656656  
Mon-Thurs 08.30am to 5.30pm  
Fri 08.30am to 4.30pm  
Out of Hours: Emergency Contact Team 0800 3284432

#### **NSPCC**

Telephone Number: 0808 800 5000 24hrs

#### **Police**

Contact Name: Newport Police  
Telephone Number: 01633 244999

#### **CSSIW**

Care & Social Services Inspectorate Wales  
South East Region, Government Buildings,  
Rhydycar,  
Merthyr Tydfil  
CF48 1UZ  
Tel No: 0300 7900126

## **HEALTH AND SAFETY POLICY**

The health and safety of the children is of paramount importance.  
In order to provide a happy, safe, healthy and secure atmosphere:-

### **CHILDREN AND ADULTS**

- Ensure a responsible, vetted adult is with the children at all times.
- Children will always be accompanied to the toilets by a responsible, vetted adult.
- Staff will supervise the arrival and departure of all children – procedures explained below – parents must advise playgroup if their child is to be collected by another adult.
- All adults will be aware of the group's child protection policy and attend training.

### **EQUIPMENT AND PLAY ACTIVITIES**

- Play activities will be supervised appropriately.
- Equipment will be cleaned and checked regularly to ensure it is safe and clean at all times.
- Sand, water, paint or any other slippery substance will be cleared from the floor to prevent slipping.
- Dough, sand etc will be replaced weekly. It will not be returned to table or trough after being on the floor.
- When purchasing new equipment it must be safe, sturdy and non-toxic.
- Damaged equipment will not be presented to the children for play.
- Large equipment will be supervised at all times.
- Large equipment will not be moved in the vicinity of the children.
- Matting will be placed around large equipment or when appropriate.
- Children will be encouraged to explore and be adventurous.
- They will only be discouraged from an activity if it is endangering themselves or others.
- Inappropriate use of equipment will also be discouraged.

### **PREMISES**

- Fire/Outside In drills will be held half termly and recorded in the register.
- Fire doors will not be locked or blocked.
- Furnishings will be non-flammable and conform to safety standards.
- All adults will not smoke whilst on the playgroup premises, on playgroup trips or at any other time whilst the children are under the care of the playgroup.
- All dangerous substances will be kept in a locked cupboard or out of reach of children.
- Electric plugs and radiators will all be protected.
- Kitchen area will be kept clean at all times and free from contamination.
- Bins/dustbins will be lined, emptied and disinfected regularly.
- Premises will be cleaned after each session – and during if need be.

## **FOOD AND DIET**

Children need a varied and healthy diet in order to generate energy to perform the activities, which help develop their bodies.

Each day children will participate in 'snack time', receiving a variety of food experiences.

To promote a healthy diet:-

- Any personal, medical or religious dietary requirements will be respected.
- Parents must advise playgroup of any special dietary requirements.
- Adults will supervise meals
- Milk will be given unless a child does not like or has an allergy to it. Water will be given unless parents request another option.
- If a child is thirsty, drinking water is accessible to children throughout the session.
- Children will experience food from many different cultures.
- Cookery activities and food offered at snack time will promote healthy eating.
- Some play activities will encourage children's awareness of healthy and unhealthy food.
- Children are discouraged from bringing sweets to playgroup.
- Children will give out the food at snack time.

## **Food Preparation**

The playgroup will observe current legislation regarding food hygiene, registration and training. In particular each adult will: -

- Wear aprons when preparing food.
- On occasions children will help in the preparation of food with adult supervision.
- Fresh fruit and vegetables will be washed before eaten or used in cookery activities.
- A chopping board will be used to prepare fruit and vegetables.
- Hot food will be consumed immediately and not kept hot or reheated.
- Hygiene must be observed – children and adults must wash their hands before and after handling food.
- Preparation surfaces and tables must also be clean for breakfast, snack and lunch times.
- All storage areas will be kept clean and hygienic..
- Hot drinks will be kept out of the reach of children.

## **Food Hygiene**

- Attend food hygiene training as required.
- Perishable food/drink will be kept at the appropriate temperature
- Use different cleaning cloths for kitchen, craft and toilet areas.
- Ensure waste is disposed of properly.
- Tea towels will be kept meticulously clean and changed daily.
- All utensils will be kept clean and stored in closed cupboards or draws.

## **TOILETTING**

- Children who are in nappies will be checked regularly and changed immediately if required.
- Changing mats should be disinfected after each child
- Children will have access to toilet facilities at all times. Help and assistance will be given where needed
- Independence will be encouraged and privacy will be respected
- The group will work in partnership with parents with regard to toilet training and respects individual needs.
- Children are positively encouraged towards achieving successful toilet training, in order to promote confidence and self esteem.
- Soiled pants will be changed in privacy as soon as possible.
- Younger children will be asked regularly if they need the toilet. Older children will be encouraged to ask.
- Children should wear clothes that will enable them to use the toilet independently.
- Children will use the toilet one at a time.
- Children are encouraged to flush the toilet after use.
- Children will be taught good hygiene practices such as flushing the toilet after use, washing their hands and dry with a paper towel.

## **ACCIDENTS AND ILLNESS**

- A qualified first aider will be on the premises during every session.
- All accidents/incidents will be written in the accident book and signed by both staff and parents/carer.
- First Aid box will be checked regularly.
- Medication will only be administered if, it has been prescribed by a doctor – see medication policy.
- No child can attend playgroup if they are unwell – staff have authority to turn away a child that is obviously unwell.
- Any child deemed to be unwell during a session will be sent home. A member of staff will stay with the child until collection by the carer.
- Used tissues will be placed in the bin.

## **OUTSIDE PLAY**

- The gate will be closed when the children are outside.
- Children will not be allowed outside unless accompanied by an adult.
- The outside area will be checked for animal faeces, dangerous objects and equipment checked before the children play outside.
- Large water areas will be supervised by an adult at all times.
- Children and staff will practise 'Emergency outside/in' procedure.

## **Arrival Procedure**

For normal playgroup sessions, doors will open at 9.am and 1.00pm. Parents bring their children in and encourage them to find their coat peg, hang up their coat and bring them in to the playgroup. A member of staff will stay on the door until all the parents have departed.

The manager is available at this time if you want to talk about your child. Any umbrellas must be taken home, as they can be a danger to other children. For the safety of your child, staff must be advised on arrival if anyone other than yourself is to collect your child.

## **Departure Procedure**

The door opens at 11.55am and 3.30pm and a member of staff will stay on the door until all children have gone home. The children must sit down until their name is called. Adults will also sit with the children ensuring they do not go before their name is called. If at any time the adult has to leave the door, for example an emergency with a child or adult, the door will be shut.

Please collect your child on time as it can be distressing for them to be left when all the others have gone home. If for any reason you are unexpectedly delayed at this time please phone playgroup 680047 as soon as possible.

Any dogs must be left outside the school premises.

Please keep older children away from the door in order to ensure playgroup children do not get lost between playgroup and awaiting adult.

## **Arrival and Departure for Flexible Hours Service (Wrap Around)**

On arrival to breakfast club/Lunch club and pick up after school hours, parents will need to knock on the door and a staff member will greet you.

When picking up your child from Lunch Club and After School Club, parents will be invited into the cloakroom, whilst a member of staff fetches your child from their activity.

## **Late Collection of Children**

In the event of a child not being collected at the usual time the staff will:-

- Phone contact numbers. If the parent is contacted a staff member will stay with the child on the playgroup premises until the parent arrives.
- If the parent or any of the emergency contact numbers cannot be contacted, a member of staff will stay with the child at the group for up

to 1 hour. During this hour the manager will continue to try and make contact with authorised adults

- If no contact is made after 1 hour the child will be deemed abandoned and the police will be called.
- For every 15 minutes that your child intrudes into another session, there will be a charge of £5. This charge will continue until they are picked up.

## **FIRE PROCEDURE.**

### **ON DISCOVERING A FIRE**

- Raise the Alarm – adult will say ‘Everyone Outside’  
OR Press alarm button
- **IF SAFE TO DO SO:-**
- Turn off electrical equipment
- Attack fire with the correct extinguisher or fire blanket.

### **ON HEARING THE ALARM**

- Person nearest phone dial 999
- Leave the building by the nearest exit keeping all children together if possible. Collect register, first aid on the way out.
- Ensure fire service has been called.

### **ON LEAVING THE BUILDING**

- Move well away from the building at far end of car park leaving clear access for Emergency Services.
- Call register and head count.
- Phone Parents, if required.
- **DO NOT RE-ENTER THE BUILDING UNTIL IT IS SAFE**

## **EMERGENCY OUTSIDE / IN PROCEDURE**

- Raise the alarm ‘Everyone quickly inside’.
- Adult nearest entrance will open the doors to enable children to enter quickly.
- Children will be ushered away from the danger and straight into the building without lining up.
- First adult entering the room will count the children as they come through the door.
- Call register
- Phone police
- Phone parents or advise at the end of the session.

## **HEALTH AND SAFETY POLICY CONTINUED**

### **ACCIDENT PROCEDURE**

Staff hold current First Aid Certificates.

On seeing or discovering an accident to a child:-

Stay calm.

Assess the situation:

1. Are they breathing?
2. Is their blood?
3. Possible broken limbs?
4. Will they need resuscitation?
5. Will another member of staff be required to stay and help with the casualty? – e.g administering an ‘epi’ pen – one adult hold the child another to administer pen.
6. Do not move the casualty.

Call for other staff to

- Call for an ambulance
- Then contact child’s parents arranging to meet either at playgroup or at hospital, depending on where they are.
- Remove other children to another area of the room where they cannot observe the casualty and calm them, then read a story or just talk to them quietly.

Record details in the accident book as soon as possible after the child has been cared for.

If the accident was caused by a piece of equipment, it must be inspected closely.

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On discovering or seeing an accident to an adult.

Same procedure as for a child applies.

Additionally, if the accident is to a parent, take special care of their child. Call for guardian or whoever their contact numbers are.

If the accident is to a member of staff, phone for relief staff in order to maintain adult/child ratio.

## HEALTH AND SAFETY POLICY CONTINUED

### MEDICATION POLICY

The Medication Policy specifically relates to children who require ongoing medication to maintain their stable well-being, giving them the opportunity to be part of their local community group.

This policy is in addition to the Health & Hygiene, Admissions and Attendance Policies.

Children who have colds, coughs, infectious or contagious illnesses must not attend the group until they are well.

- Parents' or guardians written permission will be obtained before any medication is administered.
- Written information relating to each child's individual medical needs will be given to the group by the child's parent/guardian when the child first registers with the group.
- Medicines are not usually given unless prescribed by a doctor.
- Medicines will not be administered if out of date.
- All medicines must be in their original containers and clearly labelled with the child's name.  
All medicines will be kept out of reach of the children, either in the kitchen cupboard or in the fridge.
- If there is a change in the child's health during his/her time at the group then written information must be made available to the group, by the parent/guardian as soon as possible.
- The group will have an appropriately trained adult at each session, to administer medication when necessary (eg allergic reactions etc..) This training will be carried out by a health professional. eg nurse, doctor)
- All adults in the group will know who is responsible for the medication of a child/children with particular needs.
- The appropriate trained adult will administer medicines to the child in a caring and respectful way.
- The time and dosage of medicine given will be recorded and witnessed by another adult in the group. The parent/guardian will be required to sign, acknowledging medication has been given, when collecting the child from the group.
- Training will be regularly updated for the adults responsible for administering the medication.
- At all times, if written procedures are followed, trained staff and volunteers will be deemed to have acted in good faith. Trained staff and volunteers are required to act as would a caring parent/guardian and **not** as a medically trained practitioner.

**MEDICATION AUTHORISATION RECORD**

Date: .....

Name of Child: .....

Type of Medication: .....

Dosage: ..... Amount: ..... Time: .....

Time and date of previous dose:.....

Signature of Parent/Guardian :.....

Any known side effects of the medication: .....  
.....  
.....  
.....

Parent/Guardian Signature

For consent: .....

Staff Signature 1: .....Dose: .....Time: .....

Staff Signature 2: .....(Witness)

Acknowledgement of medication administered.

Parent/Guardians.....

## HEALTH AND SAFETY POLICY CONTINUED

### INFECTIOUS DISEASES

The following information from the 'Health and Safety for Playgroups, Nurseries and schools' may be helpful:-

|                  |   |
|------------------|---|
| Gastro-enteritis | Children should not return until 48 hours after their Sickness/diarrhoea last symptoms (CSSIW advice).  |
| Impetigo         | Once the spots/scabs are covered and treatment has commenced the child can return to playgroup.   |
| Head Lice        | Easily passed from one child to another. Check your child's head regularly, particularly behind the ears and the nape of the neck. Your child is not infectious once the appropriate shampoo has been used – available from Chemists.<br>Please inform the playgroup staff if your child has head lice. |
| Chicken Pox      | A child is infectious from one day before the spots appear until they have all scabbed over.<br>Exclusion period – 6 days from the appearance of rash.  |
| Conjunctivitis   | Extremely infectious.<br>Exclusion period – until the eyes stop running.  |
| Measles          | Infectious a few days before and 5 days after the rash appears.   |
| German Measles   | Exclusion 4 days from the appearance of the rash.   |
| Tonsillitis      | There is no official exclusion period but children should be kept away until they are free of the symptoms.   |

No matter how much a child wants to come to playgroup, if they are unwell,

- they do not usually enjoy the session
- they do not benefit by being there
- they could pass their illness onto other children

**IF A CHILD NEEDS MEDICINE TO BRING DOWN A TEMPERATURE THEY SHOULD NOT COME TO PLAYGROUP.**

## **HEALTH AND SAFETY CONTINUED**

### **HIV, AIDS and HEPATITIS**

- Parents do not have to advise playgroup if their child has AIDS, but we hope they will feel able to share this information with us – all information will be confidential and will not affect the attitude of the staff towards the child or family.
- In order to prevent AIDS or Hepatitis being transmitted :-
- Staff will cover any cuts and grazes they may have.
- All child injuries will be cleaned with water and a dressing applied.
- Hands will be washed before and after dealing with cuts and grazes.
- Disposable gloves will be worn when dealing with large amounts of body fluid.
- Staff will be encouraged to have Hepatitis injections

### **ASTHMA**

- If a child suffers from Asthma the parents must record this on their contract when their child joins the group – if the trigger is known, this information must also be given to the playgroup.
- Medication/inhaler can be given but this must be pre-arranged and permission given in writing detailing what medicine/inhaler is to be taken, when and how often.
- When medication is being given the parent will be contacted.
- The inhaler must be prescribed for the child, labelled clearly with their full name.
- Staff will ensure that a record is kept each time a child takes their inhaler.
- Any medication left in the setting must be checked regularly and parents informed if and when replacements are needed
- Parents/carers will be asked to bring a spare inhaler to be kept at the group in case of emergency.

### **DIABETES**

- Staff will meet with parents and nurse to discuss the child and their admission.
- Staff will advise parents of any change to snack time menu.
- Staff will advise parents at end of session when and what the child had at snack time.
- A small can of sweet drink will be kept in case of an attack.
- If child is unwell during the session parents will be contacted immediately and if necessary an ambulance called.

### **SUN PROTECTION POLICY**

The best treatment for sunburn is prevention, in order to prevent sunburn the staff will:-

- During outside play ensure no child is in the sun too long.
- Ask parents to put sun block on their children on very sunny days as outside play will take place.
- For those children who access our full day care, we ask parents to provide a bottle of sun cream clearly labelled with their name in their bag. Staff will

apply sun cream if necessary. **(Staff will only apply sun cream provided by the child's parent)**

- Heads will be protected with the child's sun hat or playgroup hat.

## **PANDEMIC PROCEDURES POLICY**

In a pandemic situation the following procedures will be taken to prevent/contain the situation

Strict hygiene procedures will be followed:-

- All tissues to be put in the bin.
- Bin emptied every day or if full.
- Adults must wash their hands with hot water and soap after wiping a child's nose or use special anti-bacterial hand product.
- Children encouraged to wash their hands after wiping nose.
- Children encouraged to put their hand over their mouth when coughing.
- Floors and surfaces will be disinfected after each session and during sessions if required.

Staff will be alert to any child exhibiting flu-like symptoms.

Parents must advise the playgroup if their child should become ill.

As in the case of other illnesses, children and staff must not come to playgroup if they are unwell.

Parents will be contacted if a child is deemed to be unwell during a session.

The sick child will be kept away from the other children until collection by parent.

Up-to-date contact information will be kept.

Children will only return to playgroup if fully recovered.

If a case of swine flu should be confirmed The Local Health Board will be contacted to discuss the situation. The Local Health Board will decide on the action to be taken regarding opening the setting, and informing parents if they had any concerns.

The supervisor will make the decision to close playgroup, if advised to by the Local Health Board or if there are too few staff to supervise the children.

If the playgroup is closed, it may not be able to give a timescale for opening. Our website/Facebook will keep parents informed.

Parents with no internet access are asked to arrange with another parent or the supervisor to keep them informed of the group re-opening.

The Family Information Service and Wales PPA will be informed of any changes to opening times.

## **HEALTH AND SAFETY CONTINUED**

### **OUTINGS**

The group will make every effort to arrange trips for the children, which will develop their knowledge and understanding and will involve parents/carers.

To ensure the safety and enjoyment of everyone the group will:

- Ensure the suitability of the venue for all children and adults
- Supply information to parents in advance of a trip. Information will be displayed on the group's notice board.
- Send information to all parents about the place to be visited, time, place of departure and return, and cost of the trip.
- Parents will be asked to sign an appropriate consent form before children take part in a trip.
- Parents will be invited to participate in the trip, informing them that they will be responsible for their own children.
- Parents will be advised of the dangers to the unborn child of handling sheep.
- Ensure there is an adult child ratio of 1:2 for children who are not accompanied by their parents( where possible).
- Children with a special need will be included on trips and will have one-to-one help if need be.
- When travelling by coach all adults and children will wear a seat belt.
- Packed lunches must be in plastic containers with no glass bottles or hard sweets.
- Parents will be asked to provide appropriate clothing (wellies, raincoats sun hats) including a spare set.
- Ensure register is taken on departure, before leaving establishment and on return to playgroup.
- Regular head count will take place.
- Mobile phone will be taken for emergency use.
- Children will wear a badge with the mobile phone number on.
- Children will be made aware of this badge and how it can help them if they are lost.
- First Aid kit will be taken and First Aider will accompany group.

## **ANIMAL PARKS, FARMS**

- Approach and handle animals quietly and correctly
- Wash hands thoroughly after handling animals particularly before eating and before leaving the farm
- Eat in designated areas.
- Do not allow the children to kiss the animals
- Do not allow children to suck finger or objects which may have been in contact with animal
- Do not allow the children to pick up tools unless permitted to do so by the establishment being visited.
- Encourage the children to listen carefully and follow the instructions given by the adults.
- Ensure the children change their footwear as appropriate when leaving the farm or park and ensure they wash their hands after any contact with any animal faeces on their footwear.
- Advise parents of the danger to unborn baby, caused by pregnant mums handling sheep.

## **PETS/ANIMALS**

- Arrangements must be made with the supervisor before Pets or Animals are brought into the group.
- Any Pets/Animals visiting the group must
  - be tame/non aggressive and suitable for the children to touch,
  - free from disease or fleas
- Parents will be informed of any animals visiting playgroup.
- Parents must advise staff if their child could be allergic to the animal.
- Children will be encouraged to handle/smooth the animal appropriately.
- Any child nervous of the animal will be encouraged and supported whilst the animal is on the premises.
- 'Pets in Residence' will be cared for appropriately including injections and Vet visits if unwell.
- Children will be included in the daily care of the animal.
- Mini-beasts will be released at the end of a session.
- Frogs etc kept for observation will be released as soon as possible.
- No animal will suffer.
- Children will wash their hands after handling animals.
- Dogs must be left at the school gates.

## **HEALTH AND SAFETY POLICY CONTINUED**

### **Wrap Around For Marshfield School Nursery**

#### **Walk over at 9.15am/or 12.40pm**

Staff from Castleton Playgroup will only drop off children to Marshfield Primary School Nursery once written consent and confirmation of sessions have been given. (Parents will need to complete Castleton Playgroup permission form).

Playgroup staff and children will leave Castleton Playgroup at 9.10am/or 12.40pm.

#### **Route to be taken:**

Children are to hold hands before leaving the playgroup.

The children will walk down the ramp, around the school buildings and past the alleyway by the canteen. Children will then walk past the school entrance to the Foundation Phase yard. (Recommended route by the school)

Once Castleton Playgroup member of staff has left the building, the children are then the responsibility of Marshfield Primary School Nursery.

#### **Collection at 11.30am/ or 3pm.**

Staff from Castleton Playgroup will only collect children from Marshfield Primary School Nursery once written consent and confirmation of sessions have been given. (Parents will need to complete Castleton Playgroup permission form.)

Playgroup staff and children will leave Marshfield Primary School Nursery at 11.30am/or 3pm.

#### **Return route to be taken:**

Children will holding hands before leaving the School Nursery and walk past the school entrance to the Foundation Phase yard. They will then walk down the ramp, past the alleyway by the canteen, around the school buildings and up the playgroup ramp into the building. (Recommended route by the school)

Ratio for walking across will be 1 Adult to 4 Children.

A full risk assessment has been carried out and will be reviewed every 6 months. Parents are able to read this on request.

## **HEALTH AND SAFETY POLICY CONTINUED**

### **NAPPY CHANGING POLICY**

No child is excluded from participating in the playgroup who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We will support parents towards toilet training their child, unless there are medical or other developmental reasons why this may not be appropriate at the time.

The changing unit is situated in the disabled toilet and hygiene practices are in place to accommodate children who are not yet toilet trained.

Toilet training is seen as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults in the playgroup.

Parents will need to supply a small changing bag with nappies, pull ups, wipes, cream and nappy sacks. We are not allowed to dispose of nappies with the waste at the setting so any changed nappies will be sealed in a nappy bag and sent home with the child. A record will be made of your child being changed to ensure parents are notified that the child's bag may need restocking and cleaning.

#### **Procedures**

- Only staff and volunteers who have received relevant training and hold a DBS (Disclosure Barring Service) check may accompany children to the bathroom.
- Gloves are put on before changing starts and the area is prepared.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- The changing mat is cleaned after each child.
- In addition, staff will ensure that nappy changing is relaxed and time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet.
- Children will be encouraged to wash their hands.
- Nappies, Pull ups, Trainer pants and ordinary pants that have been wet or soiled will be bagged for the parent to take home.

## **HEALTH AND SAFETY POLICY CONTINUED**

### **LOST CHILD POLICY**

It is hoped that this policy will never have to be implemented. The safety and security of the children is paramount.

#### **In order to prevent losing a child:-**

- The main door will be locked when the children are in the building.
- An adult will supervise the door at arrival and departure time, parents/guardians are responsible for their child's safety before and after a session starts
- The outside gate will be shut and locked before children are allowed outside for play.

#### **In the event of a child being lost the following procedure will take place:-**

- All children gathered in one place in order for a head count and the room to be thoroughly searched. Care will be taken not to worry any of the children.
- If the child is lost due to outside play all children will be taken inside the building and a head count taken.
- If the child is not found 2 adults to search outside.
- If the child is not found an adult will call the police and advice taken as to the best procedure to follow with regard to the parent.

#### **In the event of a child being lost on an outing.**

- If the parent is present, staff will advise the premises staff, ensure the police are called if necessary and help search.
- If it is a trip with adult ratio of 1:2 after an initial search in the immediate area of the children, premises staff will be informed and the police called.
- In both cases too much time must not be allowed to elapse before calling the police.
- Police advice must be taken as to the best procedure to adopt with the parent.
- The safety and security of the rest of the children cannot be compromised -staff must remain with them at all times.

## **ENVIRONMENT POLICY**

To enable the children and adults in the group to appreciate and value the environment in which we live and play.

### **The Prepared Environment**

- Furniture and equipment will be child height
- Wall and displays will be at child height whenever possible
- Wall displays will showcase children's work and support children's learning.
- Will be aesthetically pleasing
- Will be arranged in ways to help children feel secure and confident
- Will reflect other cultures
- Will be adapted for children with a special need.

### **Children's Control over Their Play Environment**

- Children will have choice in their involvement in activities.
- Equipment will be arranged so that children of all abilities will be able to access it easily.
- Arrangement of time and space will be flexible so that children have some control
- Children's own ideas will be heard and respected; they will be involved in planning.
- Children's own work and belongings will be given space.
- Activities will be open ended so that children can use them creatively.

### **Natural Materials**

- There will be a balance of manufactured toys and natural materials for children to explore.
- Sand and water play will be made available everyday.
- Baskets and wooden boxes will be used for storage as well as plastic.
- A wide variety of natural materials will be made available frequently.
- Themes and topics will link with the natural world.

### **Outdoors**

- The outdoor area will be used effectively to observe and explore the natural world.
- Children will be allowed to play outside all year round.
- Children will always wear appropriate clothing outside.
- Sunscreen will be only applied if parents provide sun lotion and written consent. Parents will need to notify staff when their child has brought sunscreen to playgroup.

## **Care of Living Things**

- Children will be involved in growing bulbs, seeds and plants.
- Children will be involved in the care of mini-beasts and other living things.
- Children will be involved in the care of a playgroup pet when in residence.
- Stories will be chosen to reinforce the concept of care for living things
- Food activities will be chosen to introduce the idea origin of food and the idea of growing food.
- Staff will be positive role models in their respect for living things.

## **Using Community Resources**

- The group will make strong links with the local community
- Children will be taken on walks around the locality and visit places of interest
- Members of the local community will link with local resources
- Parents will be encouraged to contribute to group activities, using their particular interests and strengths
- Children will be encouraged to respect their local environment
- Parents will be informed of local amenities and special events and encouraged to take their children.

## **Recycling**

- The group will use appropriate recycled materials for creative activities
- Parents will be encouraged to contribute to collections of recycled materials.
- Children will be made aware of the need to recycle materials.
- Children will be involved where appropriate in local recycling schemes

## **The Wider World**

- Themes and topics chosen will introduce children to the wider world
- Children's own experiences and interest will be used as the basis for activities
- Children will be helped to develop a sense of curiosity, wonder and awe.
- The immediate environment will reflect positively a range of cultures
- Activities and events will help children to develop an understanding of their place in the wider world.

## SELECTING EQUIPMENT AND TOYS

The toys and equipment in the group will provide opportunities for children with adult help, to develop new skills and concepts in the course of their play and exploration.

The equipment provided will:-

- Be of high quality, educational, and appropriate to the ages and stages of development of the children.
- Whenever possible, carry a safety standard kite mark.
- Be clean and undamaged.
- Be sufficient to enable each child to participate in quality play activities
- Be well laid out and well presented
- Offer variety and encourage self selection
- Offer challenges to develop physical, social, personal and intellectual skills
- Feature positive images of people, both male and female, from a range of ethnic and cultural group, with and without disabilities.
- Include a range of raw material which can be used in a variety of ways and encourage an open ended approach to creativity and problem solving
- Enable children, with adult support, to develop individual potential and move towards required learning outcomes
- Be adapted as necessary to enable the participation of children with special needs.

New toys and equipment will be discussed and selected at staff meetings.

When considering new equipment staff will ensure

- The equipment reflects the ethnic groups and cultures of the families within the playgroup as well as a wide variety of other cultures.
- Small equipment will be selected and purchased by the staff.
- Larger items of equipment will be selected by the staff and approved by the committee at meetings.

Supervisor will report to the committee as to the small equipment purchased. All staff will be encouraged to 'pool' ideas for play activities at daily meetings and regular staff meetings.

Parents from other cultures and ethnic groups will also be consulted for their 'expert' advice when new multi cultural activities/equipment is being planned by staff.

Staff will remain flexible to the interests/ideas of the children and will encourage spontaneous learning when it occurs.

## PARENT/CARER INVOLVEMENT

Parents are as much a part of the playgroup as their children. Any help parents and carers can give within the group will be beneficial to the children by providing continuity between home and group, helping their child to feel the whole family are involved in the playgroup.

Parents can also benefit from being involved in the group.

- Seeing their child at play and observe the care they are receiving.
- Increased opportunity to talk to staff and get to know them.
- Increase in confidence and self esteem by having taken part in activities, which may be unfamiliar, and to know that their help has made a difference.
- Be more aware of how and what children learn through play.
- Make new friends

Parents:-

- Are the experts on their children and as such it is vital that parents and playgroup work together for the well being of the child.
- Make up half the playgroup committee – being responsible for decision making on behalf of the group.
- Are responsible for equipping the playgroup through fund-raising.
- Volunteer as parent helpers – regular helpers are vetted.
- Are encouraged to undertake WPPA courses and parent evenings.
- Accompany the group on trips.
- Are regularly asked to help with resources concerning a topic.
- Are kept informed of activities within the group by newsletters, email and posters on the noticeboard.
- Have the opportunity to use our lending library
- Will be informed of the group policies – these will always be on the noticeboard.
- Will be encouraged to contribute any skills, knowledge, interests.
- Will have the opportunity to discuss their child before and after each session.
- Will have the opportunity to attend 'Home-link sessions' in the Autumn and Summer term in order to talk about their child's development.
- Undertake home/link activities with their child, for example 'Goldilocks and Deano' and Bring a book to playgroup
- Organise social events.

## COMPLAINTS PROCEDURE

Suggestions on how to improve the provision in the group are welcomed. Parent/carers and children are entitled to expect courtesy and prompt attention to their concerns and wishes.

### MAKING CONCERNS KNOWN

Any parent/carer who is uneasy about any aspect of the group's provision should talk over any worries and anxieties with the group manager. If there is no satisfactory outcome within two weeks, or the problem reoccurs, the parent/carer should:-

- Put the concerns or complaint in writing
- Request a meeting with the group's manager and chairman of the committee.
- Have a representative present for both parties.
- Have a written record of the discussion made and agreed.

Most problems should be resolved informally at this initial stage.

If the parent/carer is not satisfied that the problem has been sorted out, the parent/carer should contact the chairperson of the committee again.

If the parent/carer and group cannot reach agreement an external mediator, acceptable to both sides, may be invited to listen to both sides and offer advice.

Fieldworkers, Regional Executive Officers or volunteers from Wales PPA will be available to act as mediators.

A mediator has no legal powers but can help clarify the situation.

A mediator should:-

- Help define the problem
- Review the actions
- Suggest further ways which might resolve the problem
- Meet with the group if requested
- Keep an agreed written record of any meetings held and advice given.
- Keep all discussions confidential.

In certain circumstances it will be necessary to involve 'Care and Social Services Inspectorate Wales (CSSIW) who have a duty to ensure that the requirements of the Children and Families (Wales) Measure 2010 are met. Please contact CSSIW if at any time during the complaint procedure you wish to discuss your concerns.

The address and telephone number is as follows:-

Care & Social Services Inspectorate Wales  
South East Region  
Government Buildings  
Rhydycar  
Merthyr Tydfil  
CF48 1UZ

Tel No 0300 7900126

Wales PPA work in partnership with CSSIW to encourage high standards.  
CSSIW would be involved if:-

- A child appeared to be at risk of any kind.
- There appeared to be a possible breach of registration requirements.

In these cases the parent/carer and the group will be informed and the Wales PPA Fieldworker/Regional Executive Officer, will work with the CSSIW to ensure that the complaint is properly investigated and appropriate action taken.

Complaints should be made constructively and resolved at an early stage. In the interest of parents/carers, children and group complaints must be taken seriously and dealt with fairly and confidentially.

Details of all complaints will be kept in the Secretaries file.  
These details will include:-

- Name of the person making the complaint
- Date and time of complaint
- Details of the complaint
- Action taken as a result of the complaint
- Result of the investigation
- Information given to the complainant

## **WHISTLE BLOWING**

Castleton Playgroup expect all staff to act professionally and in the best interests of children at all times

In the event of any member of staff /volunteer/adult having concerns about the actions or behaviour of any other person employed, working or volunteering within the setting, they must take appropriate action appropriate to their concerns and the person involved.

As a childcare provider we recognise that the person reporting the concern is a witness not a complainant.

Confidentiality and anonymity will be maintained and respected unless any investigation and outcome would be compromised by the circumstances and nature of the concern/incident such as in Child protection issues.

As a childcare provider we will

- ensure a fair and thorough investigation of any issues
- ensure investigations undertaken are recorded accurately and appropriately
- work cooperatively with other organisations and professionals as necessary and appropriate to the concern or issue being investigated
- take any necessary disciplinary action in line with employment law and setting procedures, where staff have failed in their duty to act professionally and in the best interests of the children in the care

Failure to report Child protection concerns will result in disciplinary action being taken

### **Taking action and reporting concerns**

Concerns relating to the actions of a member of staff/volunteer/visitor (excluding Supervisor/Person in Charge):

These must be raised with the Supervisor/Person in Charge

If having raised the matter, the person reporting the concern believes it has not been dealt with satisfactorily or appropriately, then it must be raised with and reported to the Registered Person – Rev Roger Foster

If this is not appropriate then CSSIW must be informed

Concerns relating to the actions of Supervisor/Person in Charge

These must be raised with and reported to the Registered Person

If having raised the matter, the person reporting the concern believes it has not been dealt with satisfactorily or appropriately then it must be raised with and reported to CSSIW.

## STAFF AND EMPLOYMENT POLICY

It is recognised that a high adult:child ratio is essential to provide good quality pre-school care and education.

In the group:-

- Job vacancies will be advertised and all applicants interviewed by the committee and supervisor.
- References will be sought
- Unsuccessful applicants will be advised in writing of the reason for their non- employment
- The recruiting, appointing and employing of staff will be adhered to in line with all current legislation.
- The Supervisor will have Cache Level 3 in Child Care or NVQ level 3 in Childcare and Education and had, ideally, at least 2 years experience of working in a playgroup or nursery.
- At least half of the staff will have Cache Level 3 in Child care or equivalent.
- All staff will be vetted by Disclosure Barring Service.
- A changeover period will be worked of 2 weeks in order for new staff to become familiar with the running of the group.
- New staff will be allocated an experienced member of staff to support, advise and oversea their training within the group.
- There will be a probation period of 12 weeks after which new staff will either be employed or told verbally and in writing the reasons for their unsuitability.
- Adults will not smoke on the premises or any other time when children are present.
- Staff will attend regular training through Wales PPA and Education Achievement Service. This will be recorded in their staff file.
- Training will be reviewed annually or when appropriate.
- All staff will attend a Child Protection course, food hygiene certificate and hold a First Aid Certificate.
- Playgroup will budget for and fund training whenever possible.
- Staff appraisals and 'supervision' will be undertaken, termly and annually to support staff.
- Staff will attend regular staff meetings to provide support, plan curriculum and assess children's progress.
- An Equal Opportunities Employment Policy will be worked towards, seeking to offer job opportunities equally to men and women, with and without disabilities, from all ethnic and cultural groups in accordance with all relevant legislation.
- The group registered adult: child ratio with CSSIW is
  - 1:8 –3-4 year olds,
  - 1:4 2 ½ - 3 year olds.
- Adults working with the children will keep all information on them confidential.
- It is the responsibility of all adults in the group to encourage the children's 'Basic Skills in Language, Literacy and Numeracy.

## **STAFF INDUCTION POLICY**

All new employees will be given induction training.

The training is regarded as a vital part of staff recruitment and their integration into the working environment.

All new staff will receive a 12 weeks staff induction training programme and will be supported during this time by the more experienced staff.

Staff induction will be dealt with in an organized and consistent manner, to enable staff to be introduced into their job and working environment quickly, so that they can contribute effectively.

This ensures that employees operate in a safe working environment.

All staff will adhere to this policy.

The staff and committee will:-

- Maintain, review and update all policy and procedures documents on a regular basis.
- Ensure effective monitoring, particularly in the first few months.
- Deal with any problems effectively.
- Pass on relevant training course details.

## STAFF DISCIPLINARY PROCEDURE POLICY

**Minor disagreements** between staff or, staff and committee, will hopefully be resolved informally by discussion, or if need be involving WPPA.

When a dispute cannot be resolved or the committee is dissatisfied with the conduct or activities of an employee the following action will be taken.

**Instant dismissal** is only possible in extreme circumstances of gross misconduct

- Theft or fraud
- Ill-treatment of children
- Assault
- Malicious damage
- Gross carelessness which threatens the health and safety of others
- Matters occurring outside the workplace which impinge on the actual job.

**Disciplinary matters** will be dealt with as follows:-

1. An oral warning
  - The employee will be interviewed by the chairman who will explain the complaint.
  - The employee will be able to state their case.
  - If the warning is still appropriate, the employee will be told:-  
What action should be taken to correct the conduct if they fail to improve.
  - That a record of the warning will be kept
  - That they may appeal against the decision
  - That a reasonable time will be given to rectify matters
2. A written warning will be issued if an employee fails to correct their conduct:-
  - They will be interviewed and given the opportunity to state their case
  - If the need for disciplinary action is established, a letter will be sent to the employee
  - The letter will contain a clear reprimand and give the reasons for it.
  - Explain what corrective action is required and that reasonable time will be given for improvement.
  - Warn that failure to improve will result in further action being taken
  - Explain that they have the right to appeal against the decision
3. A final written warning will be issued if the employee fails to correct their conduct
  - The employee will again be interviewed and given the opportunity to state their case as before.
  - If the need for disciplinary action is established, a final written warning will be sent to the employee immediately
  - Notice of dismissal – If the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons for the dismissal and giving details of the right to appeal.

## **Appeal**

Appeals must be made in writing to the playgroup secretary within 5 days of a disciplinary interview.

The playgroup committee will hear the appeal as soon as possible.

Procedure will be informal and the employee may take a friend or trade union official to speak for them.

- The employee will explain why they are dissatisfied and may be asked questions
- The Supervisor or chairman will be asked to put their point of view and may be asked questions
- Witnesses may be heard and may be questioned by the appeals committee, by the employee and the Supervisor or chairman
- The committee will consider the matter and make known it's decision

A written record of the meeting will be kept.

If the employee remains dissatisfied they may appeal to WPPA

## **Suspension**

If the circumstances appear to warrant instant dismissal, an employee may be suspended while investigations are made.

Suspended staff will be paid for a maximum of one month

## **E-SAFETY, NETWORKING AND MOBILE PHONE POLICY**

E-safety concerns safeguarding children, young people and staff in the digital world.

E-safety emphasises learning to understand and use new technology in a positive way.

This policy encompasses not only Internet technology but also electronic communications via mobile phones and wireless technology. The policy will help support and protect children, young people and staff when using technology in the setting.

Education on risk and responsibility is part of the 'duty of care' that applies to everyone working with children.

All staff need to understand the significance of e-safety which highlights the importance of safeguarding children and keeping them safe which is of paramount importance. E-safety reflects the importance it places on the safe use of information systems and electronic communications.

All staff will be made aware of the potential risks of using social networking sites e.g. Facebook and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status. Staff will not publish any images from the setting on their own personal accounts. Staff will not take any photos of children on their phones or iPads. All photos will be taken on the Playgroup's own camera/iPad.

The Internet is an unmanaged, open communications channel. All staff need to protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour. They must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to Castleton Playgroup by the misuse of the internet.

In particular the following is deemed unacceptable use or behaviour of staff:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the internet to send offensive or harassing materials to others
- publishing defamatory and/or knowingly false materials about Castleton Playgroup, your colleagues and/or our customers on social networking sites

Staff personal mobile telephones must be switched off and not used during the session. The playgroup has a telephone for incoming and outgoing calls this number may be given by staff as a work/emergency contact number for incoming calls only.

If a member of staff is expecting an emergency or important call then their mobile telephone may be switched on but must not be kept on the person. Permission must be sought from the Supervisor/Senior staff member who will agree and determine a suitable area or place where the telephone is accessible should the need arise.

Inappropriate use of any telephone, mobile, internet or networking site can have a negative impact upon staff productivity and the reputation of Castleton Playgroup. Where it is believed that a staff member has failed to comply with this policy, they will face the Disciplinary Procedure. If they are found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal.

The E-safety policy must operate in conjunction with other school policies including Behaviour, Child Protection and Confidentiality.

## **STUDENT PLACEMENTS**

The group is aware that a pre-school group provides an ideal place for students attending child care courses, on placement from school or college.

When students are welcomed into the group:-

The needs of the children are paramount.

The group will accommodate one student per session.

They will not be counted in the adult ratio.

They must be confirmed by their tutor as being part of a genuine child care course.

Written permission must be obtained from the child's parents if they are required to carry out a child study.

All students who are not DBS checked will be supervised at all times by a member of staff.

Any information gained by the students, about the children, families or other adults in the group, must remain confidential.

Students will be given an induction on Health and Safety

Students will be given planned meaningful work

The staff will encourage and support the student.

The student will be allocated a mentor who will help them to settle into the group as quickly and answer any questions or queries the student might have.

In case of student accident or sickness whilst on work experience, the school/college will be contacted.

We hope the student's time with us will be enjoyable as well as beneficial to their course work.

## CONFIDENTIALITY

The playgroup's work with children and families involve confidential information and this policy is relevant to all staff, volunteers and students.

To ensure all who use and work in the playgroup can do so with confidence, confidentiality will be respected in the following ways:

- parents/carers will have ready access to any files and records of their own child but will not have access to information about any other child
- issues to do with the employment of staff, volunteers and students, whether paid or unpaid, should remain confidential to the people directly involved with making personnel decisions
- staff, volunteers and students will have ready access to their own files and records, but will not have access to information about any other staff
- staff, volunteers and students should not discuss concerns about individual staff members with anyone other than the person in charge/manager and or chairperson/registered person
- staff, volunteers and students will be advised of the confidentiality policy and required to adhere to it
- the provision will keep all documents/forms and electronic data in a safe place and under lock and key
- where possible information should not be carried from place to place, however where this is necessary this should be undertaken with due care and consideration
- access to confidential information will be restricted and the provision will arrange to share information with parents about their child in private
- only the appropriate authorised person has the right to share confidential information with other agencies gaining parental permission where necessary
- any breach of confidentiality is a serious matter and will be considered as gross misconduct, which could lead to disciplinary action
- the provision will follow statutory regulations regarding the period of storing information for example: Company Law, CSSIW and Local Authority
- any information that can be disposed of should be shredded or burnt