

BRIARS NURSERY
BRIARS CENTRE/BRIARS CABIN
LIGHTWATER

TELEPHONE NUMBERS:

Briars Centre: mobile: 07765829452 8.30am-1.15pm

Briars Cabin: mobile: 07530 055334 8.45am-12.15pm – Fri

8.45am-1.15pm – Mon-Thurs

and c /o Lightwater Village School: 01276 473346
(emergency use only)

Registered Person: Teresa Stockham: 01276 65616

NURSERY TIMES:

Centre – Monday to Friday - 9.00am-12.15pm

Lunch club – Monday-Friday – 12.15pm – 1.15pm

Cabin – Monday to Friday – 8.55am – 12.10pm

Lunch club – Mon, Tues, Wed, Thurs – 12.10pm – 1.10pm

Please note preferred access to the Cabin is via Mount Pleasant Close.

AIM

We are committed to providing a safe, stimulating and relaxing environment for young children.

We value all children as individuals

We aim to create a happy atmosphere where children can progress at their own levels.

We hope to help them become confident in their abilities and be ready to progress to the next stage in their education.

ADMISSIONS POLICY

It is hoped that our Nurseries are accessible to as many families in the local area as possible.

Children would normally start Nursery with two mornings building up to more as they settle.

If space allows, we would try and accommodate families new to the area.

We welcome a diversity of cultures and languages and what they bring to our nursery.

All admissions are dealt with by Teresa Stockham who is happy to discuss each child's requirements.

We are registered to take children from 2 years of age, space permitting.

Open mornings are held on the first Thursday of each month (during term time) at the Briars Centre, when visitors are always welcome to come and see us at work and play! Visitors to the Cabin are also welcome but by prior arrangement.

SETTLING INTO NURSERY LIFE

Children need to feel happy and secure in order to enjoy Nursery. Therefore it is important that both parents and children feel comfortable with us. We invite the parent/carer to stay for their child's first morning in order for both child and carer to become familiar with staff and routines. More visits can be arranged before the start date if felt appropriate.

When starting nursery each child's individual needs for settling in will be taken into account in conjunction with their parent/carer and extra support given to families if necessary.

A special toy or comforter may be brought with the child if it is thought helpful in the settling process.

We aim to stagger entry days for new children to enable us to make the settling process as positive an experience for everyone as possible. An "all about me" form will be sent to the family before the child's start date which we hope the parents will take time to complete so details of their child's interests and likes (or dislikes!) etc can be shared with the key person on the child's first morning.

At this time the supervisor will review details regarding emergency contact numbers and any medical needs that may have changed since the original application forms were completed.

Children are encouraged to wear simple clothes that will enable them to act as independently as possible, especially when using the toilet. Parents are advised that clothes that are easily washable are preferred in case of spillages when children experiment with our wide range of art and craft activities and playing outside.

ORGANISATION

We aim to ensure that our staff keep abreast of current legislation and policies.

We support our staff by offering in-service training and providing financial assistance towards external courses. Staff training meets regulatory requirements with the necessary number of staff holding or working towards qualifications appropriate for their position in the group.

We believe young children need a high adult:child ratio and we offer at least the statutory requirement of 1:8 for over 3 and 1:4 for under 3.

All children are supervised at all times. Whenever children are on the premises at least two adults will be present. Children will only be allowed to leave the premises with authorised adults.

On outings the adult: child ratio will conform to statutory requirements. If a small group goes out of the premises adequate ratios will be maintained in the group.

A register is maintained as children/adults arrive and adjusted should anybody leave the group for any reason. A register is also kept of visitors to our setting.

CARE, LEARNING AND PLAY

We aim to provide an environment that will stimulate every individual child in our care, helping them learn through play and moving them on to their next stage of learning. The nursery prospectus shows our aims for each area of learning.

Each child has a key person who will support the child and family throughout their time at Nursery. We follow the Early Years Foundation stage and each child's individual progress is recorded by their key person in their Learning Journey. Parents are welcome to see their child's learning journey and discuss their child's progress at any time, however, the journey is given to parents towards the end of each term. A summary is completed of each child's progress at least twice a year.

Children are encouraged to learn through play and practical experiences based on their interests. Resources covering the three prime areas and four specific areas of learning are available at all times for the children to play and learn with both indoors and out. Learning and development is achieved through the children's spontaneous play and the sensitive interaction and observations made by the staff.

Planning is done on a bi-weekly basis, using the observations, to provide resources and activities to stimulate the children further.

Each term parents are provided with a newsletter detailing our "show and tell" programme and keeping them updated with any changes to our provision.

PHYSICAL ENVIRONMENT

HEALTH AND SAFETY

In accordance with The Health and Safety at Work Act 1974 we aim to keep the young children in our care and the staff who work for us safe, which is extremely important to us and is always considered a priority in our actions within Nursery.

We aim to provide a safe and healthy environment to play and work in, involve and motivate staff in all matters of health and safety and be aware, monitor and control situations which may be hazardous to the health and safety of children and adults.

Safety checks and a risk assessment are made daily before each session.

All accidents are recorded in our accident book which is signed by parent/carer at the end of the session. Any accident involving hospital treatment or death of a child in our care will be reported to Ofsted within 14 days. RIDDOR (reporting of injuries, diseases & dangerous occurrences) website would be consulted to see if it was a notifiable incident.

Any serious accident to a member of staff would be reported to RIDDOR

Any accidents occurring outside of nursery will be recorded in our “out of hours” accident book at the beginning of the morning and signed by the parent/carer. **Any accidents or bruising noticed on a non-mobile child at drop off or collection, such as a sibling or minded baby, would also need to be recorded and referred to the Multi Agency Safeguarding Hub for guidance.**

The floor space is organised so children and staff can move freely between activities.

The equipment is checked regularly and any dangerous items discarded or repaired.

Any glass at child level is toughened to Safety regulations.

The exit doors are kept locked when Nursery is in progress. When the front door is unlocked a member of staff is in attendance to ensure no child can leave unattended or no uninvited people are allowed on the premises. At the centre all exit doors are alarmed.

Fire doors are kept clear and fire extinguishers regularly checked. Fire drills are held at least once a term.

Children are not allowed access to kitchens, store cupboards or any place considered dangerous.

Medicines and cleaning materials are kept out of the children’s reach.

Heaters, electric points and leads are adequately guarded.

Adults do not walk around with hot drinks or place them within reach of the children.

Children are shown how to use equipment safely i.e. scissors, knives, woodwork tools etc.

Children and adults are shown how to lift equipment safely. Heavy equipment will be kept at a low level.

Extra careful supervision will be maintained when water play is offered.

Any outdoor play area used is checked for hazards and litter.

All visitors to the group are made aware of the group's safety policies

COLLECTION OF CHILDREN

If a child is being collected by a different person, the usual carer is asked to enter the name of the person and sign in the diary under the appropriate day. If possible we ask for that person to make them self known to us before they come to collect, however if this is not possible we ask them to bring in some form of identification, preferably with a photo, so we can verify that person. **We have a legal responsibility to only release children to a responsible adult over 16 years of age.**

If we are unaware of a child being collected by a different person the child will not be released unless the supervisor can verify the situation.

LOST/UNCOLLECTED CHILD POLICY –

If a child is left uncollected on the premises and the parents /emergency contact cannot be contacted two members of staff will wait with the child. After 30 minutes have passed and the parents still cannot be contacted one member of staff will telephone the **Multi Agency Safeguarding Hub for guidance- 0300 470 9100**

If a child was lost outside the premises/on an outing, the parents would be immediately informed and the **Multi Agency Safeguarding Hub for guidance- 0300 470 9100**

OFSTED would also be informed.

HEALTH AND HYGIENE

We aim to promote both a healthy lifestyle and high standards of hygiene within our Nursery.

When cooking with the children, we will provide wholesome food explaining to the children the importance of a healthy diet.

We use an outside play area on a daily basis.

We explain to the children that physical exercise and fresh air are necessary for a healthy body.

We observe strict hygiene procedures at Nursery. We ensure that hands are washed before handling food.

Nobody will be involved in the preparation of food if suffering from an infectious illness or a skin condition.

All hands are washed after using the toilet and separate cleaning cloths used for kitchen, art and toilet areas.

Children will be encouraged to blow and wipe their own noses and dispose of the tissues appropriately. The children are encouraged to wash/ sanitize their hands afterwards, as are adults if they intervene.

Hygiene rules relating to bodily fluids are followed with care and all staff are aware of how infections (including H.I.V.) can be transmitted. Spare clothing is available in case of accidents and polythene bags available for carry home.

MEDICATION

If a child is on medication where possible the parent should administer it. If not, the medication must be clearly labelled with the child's name and stored in the medical box. Written information must be obtained from the parent giving clear instructions on dosage, administration of the medication and permission for a member of staff to follow the instructions. All medicines to be kept out of reach of children. Any medication given will be recorded in the group's 'medicines administered' book. It should state the child's name, the date and time administered the dosage and the signatures of two members of staff, one giving it and the other witnessing it.

In the case of life saving medication the approval of the group's insurance company will be sought and their guidance followed. Normally specialist training is required together with a letter from the child's G.P.

Any ongoing medical condition/ food allergies are displayed on the notice board in the kitchen.

FIRST AID All staff are First Aid trained to administer first aid to children. The first aid equipment will be kept clean and replenished. Sterile items will be kept sealed until needed.

ILLNESS

Parents are asked to keep their child at home if suffering from an infection. The nursery should be informed as to the nature of the illness as they may have to inform other parents and OFSTED if it is necessary or required by law. Parents are asked not to bring in any child who has been vomiting or had diarrhoea for at least 48 hours since the last attack. Cuts or open wounds on children or staff should be covered with a plaster or dressing. A strict NO SMOKING/ALCOHOL/NO DRUGS policy is always maintained throughout the whole building.

FOOD AND DRINK

At snack time we provide biscuit/bread and fruit/vegetable which varies from day to day and milk or water to drink. If a child suffers with any type of food allergy an alternative would be provided after discussion with parents. We encourage healthy eating and explain to the children the importance of a balanced diet.

Drinking water is made available at all times.

EQUAL OPPORTUNITIES

In awareness of relevant legislation i.e. Equality Act 2010
Race Relations Amendment Act 2000, Sex Discriminations Act 1986,
Children Act 2014

We aim to promote equality of opportunity in all areas of our work.

We aim to promote **British values** in awareness of the Counter Terrorism & Security Act 2015. They are **democracy**(making decisions together), **rule of law**(understanding rules matter), **individual liberty**(freedom for all), **mutual respect & tolerance**(treat others as you want to be treated).

We understand that many different types of family group can successfully love and care for children.

We aim to offer support to all families. A flexible payment system can be offered to families of differing means.

We believe each child to be special and as such value their individuality.

We aim to help each child realise their potential whilst with us. We will ensure that all children have access to our resources. We listen to each child & take account of their views & preferences.

We hope to develop their self-respect and to learn respect for others.

We will avoid stereotypes and endeavour to promote a positive awareness to all members of society.

Our resources will be selected to give children a balanced view of the world.

Festivals will be celebrated. When children attend the group from differing cultural backgrounds they will be encouraged to share their festivals with us. Staff will seek appropriate advice from parents and others familiar with the particular festival.

Discriminatory language, behaviour or remarks by any one in the group are unacceptable. We would aim to offer support to the victim and help those responsible to overcome their prejudices be it child or adult.

We value children who have English as a second language. We feel they have much to offer the group and their languages are respected within the group. We understand their first language will be used at home and encourage that.

Any special needs a child may have will be respected and we will work in partnership with parents to take account of this.

SPECIAL NEEDS

We recognise the DfEE Code of Practice and we aim to provide a happy and secure environment with appropriate learning opportunities for all children.

Any child entering our group whose parents advise us that their child has special needs, will be monitored closely. We will expect to work with the parent in ensuring that we are providing the best possible environment for the child.

Our special needs co-ordinator (Teresa Stockham) will assess the situation following the guidelines as laid down in the Code of Practice. Where appropriate we will work in liaison with relevant professionals and agencies outside the group. Whenever possible staff attend relevant courses providing training on special needs.

All children in the group are encouraged to participate in all activities. The children's progress is recorded and if at any time an area of their development gives us cause for concern then this would be discussed with parents and appropriate action taken as laid down in the Code of Practice.

EARLY HELP ASSESSMENT

Managers have received training on Early Help Assessment to understand what to do if they feel a child and their family may benefit from extra support. It will identify a child's additional needs and other workers required to support the family.

Further information is in our safeguarding file & detailed information available at www.surreycc.gov.uk/safeguarding & click on guidance for professionals.

INTIMATE CARE

All children are welcomed and valued at whatever stage of their toileting development. Only staff with CRB/DBS clearance would change children's nappies. We will always respect a child's privacy and dignity and a professional approach will always be maintained. Children will be encouraged towards gaining independence in their personal hygiene. We would ask parents to provide relevant changing materials for their child.

BEHAVIOUR MANAGEMENT

We believe every child has the right to enjoy Nursery life and to achieve this aim we try and offer a relaxed and friendly environment.

Children need to know what is expected of them in an atmosphere of calm and respect. They should feel safe and valued for who they are, being praised for what they can do and not criticised for what they cannot.

All staff will try to provide a positive role model for the children. They will show friendliness and respect to other staff as well as to the children. The children will be shown how to deal with difficult situations at an age appropriate level.

We will endeavour to show consistency in the application of our rules. We will praise children for desired behaviour such as sharing, kindness, patience, effort and achievements of varying kinds. We offer stickers to reinforce this ethos and operate a "caring tree" which is used by both adults and children.

Where possible we would turn a situation around to the positive, i.e. instead of "please do not run" we would say "please walk in nursery" and then explain why we have the rule.

If a child behaves in an unacceptable way they will be given guidance as to what was wrong and how to cope more appropriately.

Children will never be sent out of the room by themselves. Children will never be physically punished or threatened in any way.

They will not be restrained i.e. by holding unless they are a danger to themselves or others.

An occurrence of this nature would be recorded in our behaviour/incident log book and shared with the parent at the end of the session. However minor situations will be sorted at the time with the child and parents not informed. We believe once a situation is dealt with effectively it has a detrimental effect on the child to "relieve" it to parents at the end of the session. Recurring problems would be discreetly shared with parents to establish an understanding of the cause and a way forward to resolve the situation.

We would hope always to make it clear to the child that it is their behaviour we do not welcome and not them.

PARENTAL INVOLVEMENT

We recognise that parents are the first and most important educators of their children and are the people who know their child best. We therefore aim to work in partnership with parents to provide a secure and happy start to their child's education.

All records kept of each child are made available to parents and each term we ask them to complete a parent/carer update sheet to ensure the information we have regarding their child is current and up to date together with feedback on how they think their child is progressing along their learning journey.

We would expect that any concerns by parents would be voiced immediately to a member of staff. The matter can then be handled quickly and appropriately.

We keep parents informed of our continuous provision by our notice board and display in the entrance hall.

Parents and children are encouraged to bring in relevant items from home for our show and tell activity on a daily basis.

Any parent who has a particular skill or interest they would like to share with us is very welcome. In the past we have had parents with many varied hobbies or jobs visiting. If any parent would like to come and play, the children would be pleased to see them. We would not want anyone to feel "obliged" in any way but we would value their time.

If a child is not being collected by the normal parent/carer, Nursery and the child should be informed. A note stating who is collecting must be written in the diary and signed by the parent/carer. If that person is unknown to us, ID will be required.

CONFIDENTIALITY

Information that is given to the Nursery will be held in confidence and will not be shared with anyone without permission unless there is a child protection issue.

Any sensitive or child protection related information will be kept by the manager Mrs Teresa Stockham (Designated Safeguarding Lead for the setting) in a secure location and she will only share information with the child's Key Person, or other members of staff, on a need to know basis. Any information given to any other member of staff by a child or their carer will be shared only with Teresa Stockham or, if she is not present and it was thought necessary, the Deputy Designated Safeguarding Leads -Corinne Lamont (Cabin) Anne Hanson (Centre).

Children's details, address, phone number of carers, medical form, and emergency numbers will be kept securely on site and accessed only by staff. Staff will not discuss individual children other than for relevant planning and development within the group.

Individual children's Learning Journeys, observations and Individual Learning Plans are kept and updated by that child's Key Person. Parents will have access to their own child's file and will not be given access to information about any other child.

In the case of a child with Special Educational Needs, information will be also kept in the SENCO file held by Teresa Stockham (the settings Special Educational Needs co-ordinator).

A summary of the children's achievements and next steps will be given to their receiving school just before transition from Nursery to Reception.

In the case of a child with special needs the school may request to also see the child's Learning Journey. Having seen it, the Learning Journey should then be returned to the child's parents/carer.

COMPLAINTS

We aim to provide the highest possible standard of care offering a warm and caring environment. We hope to work in partnership with parents. We believe that parents deserve their views and wishes to be heard and responded to promptly and sympathetically. Most concerns can be dealt with quickly and easily by the relevant member of staff. However if a parent is unhappy with any area of nursery provision they should voice their anxieties with either myself or the supervisor.

All complaints will be handled fairly and with complete confidentiality. Any formal complaints will be recorded and a written reply will be sent within 28 days.

If the matter is not resolved then parents should contact OFSTED telephone 0300 1231231 (complaints/enforcement number) who will give guidance.

CHILD PROTECTION

We aim to foster an environment where the children feel safe, secure and relaxed and therefore if we have any suspicion that a child is suffering from abuse it would be promptly acted upon. We recognise the four terms of abuse as follows: emotional, sexual, physical & neglect. **We also understand other areas of concern such as child trafficking, child sexual exploitation and grooming, female genital mutilation, breast ironing, honour based violence, forced marriage, spirit possession or witchcraft and drug or alcohol abuse**

Teresa Stockham is our qualified Designated Safeguarding Lead and updates training every two years

Anne Hanson is the qualified Deputy **Designated Safeguarding Lead** at the centre **and updates training every two years**

Corinne Lamont is the qualified Deputy **Designated Safeguarding Lead** at the cabin **and updates training every two years**

All staff are CRB/DBS checked, references taken up and trained in Child Protection, which is updated every three years.

Staff are only employed when the group feels confident that the person can safely be entrusted with children.

Staff are encouraged through good working practice not to be left alone with a child for long periods of time.

Only checked staff would take children to the toilet or change nappies.

Our primary concern will be the well being of the child. Any changes in children's appearance and/or behaviour will be questioned. Children will always be listened to, reassured and helped to identify their feelings. Any changes would be recorded in a separate file not accessible to all staff. The record will include timed and dated observations and where possible exact words spoken by the child together with the signature of the recorder.

Normally parents would be the first point of contact but in exceptional circumstances **where a child's safety is considered to be at risk** Children's Social Care Services might be the initial reference.

Any suspicions would be kept in confidence and only shared on a need to know basis within the group. However in certain circumstances these records may be shared with Children's Social Care Services.

Records will be shown to parents. No matter what the circumstances the child would be welcome within the group and we would do all that is possible to support and work with the family.

The following child protection agencies would be contacted:

Multi Agency Safeguarding Hub for initial referrals- 0300 470 9100

Out of hours- Emergency Duty Team: 01483 517898

**North West Surrey Referral Hub if child has allocated social worker:
0300123 1630**

Early help Assessment Coordinator- Lesley Chandler –

01932795522 07968 834337

Police: Call 101 or 999

Guidance and procedures will be followed as set out in:

www.surreycc.gov.uk/safeguarding following the link to:

Surrey Safeguarding Children Board Procedures Manual.

This website will be checked by the DSL each term for any updates.

We have due regard to the need to prevent people from being drawn into terrorism as stated in the **Counter Terrorism & Security Act 2015**.

Prevent training has been received and local protocol (Surrey Community Safety Board) would be followed to support any families who may be considered vulnerable.

Contact police: 101/999 if urgent risk

For advice: Sue Monk: 01372 833826

If a member of staff is accused of any form of abuse that member will be interviewed immediately by the person in daily charge of the group. The person accused may choose to attend the interview with a friend or colleague.

The member of staff may be suspended but each case would be dealt with on an individual basis as stated in “**managing allegations against individuals who work or volunteer with children in surrey**” dated **March 2014**. See appendix a in Safeguarding file.

Advice on procedure would be sought from the local authority child protection designated officer (LADO) at Surrey County Council.

Call Duty LADO: 0300 123 1650 Option 3 .

OFSTED will be informed as soon as possible but within 14 days.

Call: 03001234 666 (designated number for allegations)

Named person for allegations at Early Years & Childcare service to be informed (Sue Monk): 01372 833826

WHISTLEBLOWING

OFSTED whistleblowing hotline: 0300123 3155 8am-6pm

whistleblowing@ofsted.gov.uk

As stated in the **Public Interest Disclosure Act 1998** staff and volunteers are encouraged to share genuine concerns about a colleague’s behaviour. This behaviour may not be child abuse but applies to any form of misconduct.

The initial concern should be expressed to Teresa Stockham as manager either verbally or in writing before reporting to an outside agency.

The concern will be treated with strict confidentiality. All concerns will be dealt with in 10 working days.

However this procedure should not detract from all staff's right to contact OFSTED at the number above if felt appropriate due to the severity of the circumstances.

Further advice can be obtained from Surrey County Council-recruitment & retention team: 01372 833833.

SOCIAL NETWORKING & INTERNET USE

Confidentiality must be equally maintained when using the internet.

All staff are advised not to befriend any parents on social networking sites such as facebook.

Parents are requested not to use facebook or similar sites to discuss nursery business or in any way damage the nursery's reputation. Any concerns must be directed to the supervisor or manager either in person, by telephone, email or letter.

Professional contact with parents by email is conducted by the manager, Teresa Stockham.

If a member of staff wishes to contact a parent by email this email should be forwarded via the manager. For example if a photograph(s) showing an observation of a child is to be forwarded to a parent.

All contact from parents by email should be sent to the manager, Teresa Stockham.

USE OF MOBILE PHONES/CAMERAS

Both of our groups do not have landlines so nursery mobile phones are used for contact with parents. These phones can not take images of children. The manager, Teresa Stockham, also uses a mobile phone for nursery business.

Staff are made aware of the potential for misuse of a mobile phone & should remain vigilant to any signs of misuse.

Visitors to the groups are advised that their phones cannot be used within the nursery.

Staff should leave their phones in the kitchen area of both groups. They should be placed in a basket at the start of each session. Personal calls may be made/taken in the kitchen areas.

At no point should a mobile phone be taken into the toilet areas.

Cameras are used routinely within nursery for observation purposes. The images are used for the children's journeys, displays & general record keeping. Images may be emailed to parents by the manager, Teresa Stockham, if felt useful to share children's progress, especially when children are settling into nursery. The images would never be shared with anyone other than parents of the children currently at nursery.

No images should be taken within the toilet areas unless two members of staff are present. For example we may record hand washing as an observation.

All parents sign that they are happy for photographs to be taken. If a parent refused to consent to this then their wishes would be respected & their child not included in any photograph.

Parents may take photographs at our group events such as sports day, Christmas nativity & our summer picnic. They may also photograph their child's birthday celebrations. Specific permission must be sought at any other time.

ALCOHOL/DRUG POLICY

If a parent/carer arrives to collect a child and is suspected to be under the influence of alcohol/drugs the supervisor would be informed immediately. The parent/carer would be offered support, but no restraint would be put on them if they wished to leave the premises with the child. However, they would be advised that we would seek advice from **Multi Agency Safeguarding Hub - 0300 470 9100** and if they intended to drive, the police would be informed **999**

These policies and guidelines have been adopted using current Nursery practice. We welcome comments from parents and are happy to discuss any of the issues raised. A copy of these policies will be emailed to new parents as their children start nursery.

22nd November 2000. (reviewed & updated March 2017)

Signed by:

Teresa Stockham, on behalf of Briars Nurseries, Lightwater