



Policies & Procedures

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Appendix 1



Introduction to Abacus Children's Day Nursery

Welcome to Abacus Children's Day Nursery, we commenced our journey on Monday 2 November 2015. Abacus is made up of a dedicated, passionate, and experienced team of staff, together we strive to provide outstanding care for each of our children and their families.

Our aim is to support, care and teach all children the values of life, giving each child an opportunity to choose their pathway and support each child throughout their time here.

Our ambition is to grow and develop alongside our children to ensure that each individual child has the care, learning opportunities and environment to grow into a unique individual.

Abacus is open from 8.00am until 6.00pm Monday to Friday excluding bank holidays. We provide half day sessions from 8.00am - 1.00pm or 1.00pm - 6.00pm, in addition to this we also provide full day sessions from 8.00am until 6.00pm. During this time each child is given the opportunity to play, learn and have access to a wonderful outdoor provision at all times throughout the day.

We have three fully qualified chefs who provide freshly prepared and cooked meals throughout the day, these include, breakfast, morning snack, lunch, afternoon snack and a light tea. All our meals are planned by our chefs to ensure a healthy balanced diet is taken into consideration, in addition to this all of our meals are prepared in line with all legislation, in addition to identifying the 14 allergens.

For any further information please come and see the Officer in Charge at any time.

Child protection and safeguarding policy

EYFS: Section 3- Safeguarding and welfare requirements
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At Abacus Children's Day Nursery, we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation, and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures. Safeguarding children is everybody's responsibility. At Abacus Children's Day Nursery all staff, students, supply staff and visitors are made aware of and adhere to, the policy.

This policy works alongside these other specific policies to cover all aspects of child protection:

- Online safety
- Human Trafficking and Modern Slavery
- Prevent Duty and Radicalisation
- Domestic Violence, Honour Based Abuse (HBA) and Forced Marriages
- Looked after Children
- Monitoring staff behaviour
- Social networking
- Mobile phone and electronic device use
- Safe recruitment of staff
- Disciplinary
- Grievance
- Promoting positive behaviour
- Low – Level Concerns

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2021
- Working together to safeguard children 2018.
- Keeping children safe in education 2020
- Data Protection Act 2018
- What to do if you're worried a child is being abused 2015
- Counter Terrorism and Security Act 2015.
- Inspecting Safeguarding in Early Years, Education and Skills setting 2029
- Prevent Duty 2015

- The Equality Act 2010

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children’s health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2018).

Relevant non-statutory guidance:

Child sexual exploitation, DfE 2017

Information sharing, DfE 2024

What to do if you’re worried a child is being abused, DfE 2015

Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image.
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct.
- Ensure all staff are able to identify the signs and indicators of abuse, including the softer signs of abuse, and know what action to take.
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development.
- Provide a safe and secure environment for all children.
- Promote tolerance and acceptance of different beliefs, cultures, and communities.
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion, and role modelling.
- Always listen to children.
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help, they need.
- Share information with other agencies as appropriate.
- Understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families’ lives

The nursery staff are aware that abuse does occur in our society, and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Staff working on the frontline with children and families are often the first people to identify a concern, observe changes in a child’s behaviour or receive information relating to indicators of abuse. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child’s behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents, and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children’s social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The nursery aims to:

- Keep the child at the centre of all we do, providing sensitive interactions that develops and builds children's well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships.
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour.
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children.
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need.
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Cumbria Safeguarding Children Partnership (CSCP)
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest.
- Keep the setting safe online, we refer to 'Safeguarding children and protecting professionals in early years settings: online safety considerations and use appropriate filters, checks and safeguards, always monitoring access at all times and maintaining safeguards around the use of technology by staff, parents and visitors in the setting.
- Ensure that children are never placed at risk while in the care of nursery staff.
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities.
- Ensure parents are fully aware of our safeguarding and child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur.
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Cumbria Local Safeguarding Board at www.cumbrialscb.com.

We will support children by offering reassurance, comfort, and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

Contact telephone numbers

Local authority children's social care team **033 240 1727**

Local authority Designated Officer (LADO): **03003 033892**

NSPCC **0808 800 5000**

Local Early Help Services **03332 401727**

Ofsted **0300 123 1231**

Emergency police **999**

Non-emergency police **101**

Government helpline for extremism concerns **020 7340 7264**

Child exploitation and Online protection command (CEOP)

<https://www.ceop.police.uk/safety-centre/>

Anti-terrorist hotline **0800 789 321**

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

What to do if you're worried a child is being abused, advice for practitioners (2015) and Working together to Safeguard Children (2018)

The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse

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

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Low self-esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention.

Peer on peer abuse

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children and will take advice from the appropriate bodies on this area.

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

All children can suffer injuries during their early years as they explore and develop. If an explanation of how a child received their injury doesn't match the injury itself or if a child's injuries are a regular occurrence or there is a pattern to their injuries, then we will report our concerns.

Female genital mutilation

FGM can also be known as Female Genital Cutting. FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death (definition taken from the Multi-agency Statutory Guidance on Female Genital Mutilation)

The procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community.

FGM is child abuse and is illegal in the UK. It can be extremely dangerous and can cause:

- Severe pain
- Shock
- Bleeding
- Infection such as tetanus, HIV and hepatitis B and C
- Organ damage
- Blood loss and infections
- Death in some cases

Breast Ironing / Flattening

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down using hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction, and early forced marriage. Although this is unlikely to happen to children in the nursery due to their age, we will ensure any signs of this in young adults or older children are followed up using the usual safeguarding referral process.

Breast Ironing/Flattening is a form of physical abuse and can cause serious health issues such as:

- Abscesses
- Cysts
- Itching
- Tissue damage
- Infection
- Discharge of milk
- Dissymmetry of the breasts
- Severe fever.

Any concerns about a child or family, will be reported to the Childrens social care team in the same way as other types of physical abuse.

Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms,

complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Sexual abuse

Sexual abuse involves forcing, or enticing, a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Adult males do not solely perpetrate sexual abuse; women can also commit acts of sexual abuse, as can other children.

Action must be taken if a staff member witnesses an occasion(s) where a child indicates sexual activity through words, play, drawing, has an excessive preoccupation with sexual matters; or has an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age. This may include acting out sexual activity on dolls/toys or in the role-play area with their peers; drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words.

If a child is being sexually abused, you may see both emotional and physical symptoms.

Emotional signs:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Personality changes such as becoming insecure or clingy.
- Regressing to younger behavior patterns such as thumb sucking or bringing out discarded cuddly toys.
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate.
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer.
- Becoming worried about clothing being removed
- Suddenly drawing sexually explicit pictures or acting out actions inappropriate for their age
- Using sexually explicit language

Physical Signs:

- Bruises
- Bleeding, discharge, pains or soreness in their genital or anal area
- Sexually transmitted infections
- Pregnancy

Child sexual exploitation (CSE)

Keeping Children Safe in Education (2020) describes CSE as: CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may

have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16- and 17-year-olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).

Signs and indicators may include:

- Physical injuries such as bruising or bleeding.
- Having money or gifts they are unable to explain.
- Sudden changes in their appearance
- Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women.
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)
- Using sexual language that you wouldn't expect them to know.
- Engaging less with their usual friends
- Appearing controlled by their phone
- Switching to a new screen when you come near the computer.
- Nightmares or sleeping problems.
- Running away, staying out overnight, missing school
- Changes in eating habits
- Talk of a new, older friend, boyfriend, or girlfriend
- Losing contact with family and friends or becoming secretive
- Contracting sexually transmitted diseases.

Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions.
- Children who associate with other young people involved in exploitation.
- Children who suffer from changes in emotional well-being.
- Children who misuse drugs and alcohol.
- Children who go missing for periods of time or regularly come home late; and

Children who regularly miss school or education or do not take part in education.

If staff have any concerns regarding CSE or CCE, they will be reported in the usual way.

Emotional abuse

Working Together to Safeguard Children (2018) defines emotional abuse as the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Signs and indicators may include:

- Physical, mental and emotional development lags
- Sudden speech disorders
- Overreaction to mistakes
- Extreme fear of any new situation
- Neurotic behavior (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression
- Appear unconfident or lack self-assurance.

Action will be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection. Children may also experience emotional abuse through witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

Neglect

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

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

Action will be taken if the staff member has reason to believe that there has been any type of neglect of a child.

The NSPCC statistics briefing for 2024 has found neglect continues to be the most common form of abuse, with one in ten children in the UK having been neglected. Concerns around neglect have been identified for half of children who are the subject of a child protection plan or on a child protection register in the UK. Younger children are more likely than older children to be the subject of a child protection plan in England because of neglect, although research suggests that the neglect of older children is more likely to go overlooked.

County Lines

The National Crime Agency (NCA) describe county lines as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and indicators to be aware of include:

- Changes in the way young people you might know dress.
- Unexplained, sometimes unaffordable new things (e.g. clothes, jewellery, cars etc.)
- Missing from home or schools and/or significant decline in performance
- New friends or relationships with those who don't share any mutual friendships with the victim or anyone else.
- May be carrying a weapon.
- Receiving more texts or calls than usual.
- Sudden influx of cash, clothes or mobile phones
- Unexplained injuries
- Significant changes in emotional well-being
- Young people seen in different cars/taxis driven by unknown adults.
- Young people seeming unfamiliar with your community or where they are.
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries
- Gang association or isolation from peers or social networks.

Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving a property, an increase in cars or bikes outside the home; windows covered, or curtains closed for long periods, family not been seen for extended periods; signs of drug use or an increase in anti-social behavior at the home. If we recognize any of these signs, we will report our concerns as per our reporting process.

If staff have any concerns regarding county lines/cuckooing, they will be reported in the usual way.

Contextual safeguarding-

As young people grow and develop, they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures, we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

Domestic Abuse / Honour Based Abuse / Forced Marriages

We look at these areas as a child protection concern. Please refer to the separate policy for further details on this.

Extremism – the Prevent Duty

Under the Counter Terrorism and Security Act 2015 we have a duty to safeguard at risk or vulnerable children under the Counter Terrorism and Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism and refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism. It's a gradual process so young people who are affected may not realise what's happening.

Radicalisation is a form of harm. The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts

We have a Prevent Duty and Radicalisation policy in place. Please refer to this for specific details.

Online Safety

We take the safety of our children very seriously and this includes their online safety. Please refer to the Online Safety policy for further details.

Report online safety concerns to the DSL and to the Child Exploitation and Online Protection Centre (CEOP): <https://www.ceop.police.uk/Safety-Centre/>

Inappropriate content received via email must be reported to the DSL and to the Internet Watch Foundation (IWF): <https://www.iwf.org.uk/en/uk-report/>

Human Trafficking and Slavery

Please refer to our Human Trafficking and Slavery policy for detail on how we keep children safe in this area.

Adult sexual exploitation

As part of our safeguarding procedures, we will also ensure that staff and students are safeguarded from sexual exploitation.

Up skirting

Up skirting involves taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual. This is a criminal offence, and any such action would be reported following our reporting procedures.

Child abuse linked to faith or belief (CALFB)

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies.
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

Reporting Procedures

All staff have a responsibility to report safeguarding/child protection concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

- Staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the Deputy DSL)
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- For children who arrive at nursery with an existing injury, a form will be completed along with the parent's/carer's explanation as to how the injury happened. Staff will have professional curiosity around any explanations given, any concerns around existing injury's will be reported.
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded, and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given, then the following procedures will take place:

The designated safeguarding lead will:

- Contact the local authority children's social care team to report concerns and seek advice (if it is believed a child is in immediate danger, we will contact the police) If the safeguarding concern relates to an allegation against an adult working or volunteering with children then the DSL will follow the reporting allegations procedure
- Inform Ofsted
- Record the information and action taken relating to the concern raised.
- Speak to the parents (unless advised not to do so by LA children's social care team)

- The designated safeguarding lead will follow up with the Local Authority children's social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2018). We will never assume that action has been taken,

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the Local Authority children's social care team or the NSPCC and report their concerns anonymously.

These contact numbers are displayed **Social Services – 033 240 1727**
NSPCC – 01228 521829

Responding to a spontaneous disclosure from a child

If a child starts to talk openly to a member of staff about abuse, they may be experiencing, then staff will:

- Give full attention to the child or young person.
- Keep body language open and encouraging.
- Be compassionate, be understanding and reassure them their feelings are important using phrases such as 'you've shown such courage today'.
- Take time and slow down: show respect, pause, and will not interrupt the child – let them go at their own pace.
- Recognise and respond to their body language.
- Show understanding and reflect back.
- Make it clear you are interested in what the child is telling you.
- Reflect back what they have said to check your understanding – and use their language to show it's their experience.
- Reassure the child that they have done the right thing in telling you. Make sure they know that abuse is never their fault.
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

Any disclosure will be reported to the nursery manager or DSL and will be referred to the local authority children's social care team immediately, following our reporting procedures.

Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or designated safeguarding lead (DSL). This record should include:

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

These records should be signed by the person reporting this and the *manager/*DSL, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly, and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

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

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

Informing parents

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

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority. All staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work, or this will become a disciplinary matter.

The Nursery has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR)¹. These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk. We will follow the principles around data collection and information sharing, and ensure any information is recorded and shared in an appropriate way.

Support to families

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

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

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

Record Keeping

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate and in line with guidance of the local

authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

The nursery keeps appropriate records to support the early identification of children and families that would benefit from support. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children's needs.

Allegations against adults working or volunteering with children.

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

An allegation against a member of staff/student/volunteer/supply staff or any other person may relate to a person who has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation, then this should be reported to the nursery owner, DSL or deputy manager instead.

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

- The LADO will be informed immediately for advice and guidance.
- If as an individual, you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted) to determine how this will be handled.
- The nursery will follow all instructions from the LADO and Ofsted and ask all staff members to do the same and co-operate where required.
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice.
- The nursery reserves the right to suspend any member of staff during an investigation.
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities.
- Unfounded allegations will result in all rights being reinstated.
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated.

- All records will be kept until the person reaches normal retirement age or for 22 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation.
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry.
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

We ask Parents to inform the nursery prior to their children taking holidays or days off, and all sickness should be called into the nursery on the day, so the nursery management are able to account for a child's absence.

If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe.

Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family. It is a parent's responsibility to keep their emergency contact details updated. If contact cannot be established, then we would assess if a home visit is required to establish all parties are safe. If contact is still not established, we would assess if it would be appropriate to contact relevant authorities in order to for them to investigate further.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safeguarded.

This should not stop parents taking precious time with their children but enables children's attendance to be logged so we know the child is safe.

Looked after children.

As part of our safeguarding practice, we will ensure our staff are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.
- The details of the child's social worker and any other support agencies involved.
- Any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced

clearance from the Disclosure and Barring Service (DBS) to be left alone with children. We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's social care team and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

Designated Safeguarding Lead

We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL), there is always at least one designated person on duty during all opening hours of the setting.

These designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The nursery DSL's liaise with the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to ensure cover at all times, we have two/three designated leads in place. This enables safeguarding to stay high on our priorities at all times. There will always be at least one designated lead on duty at all times our provision is open. This will ensure that prompt action can be taken if concerns are raised.

The Designated Safeguarding Leads (DSL) at the nursery are: Samantha Strong and Amy Symes.

- We provide adequate and appropriate staffing resources to meet the needs of all children.
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as child protection plans for their own children.
- This information is also stated within every member of staff's contract.
- We request DBS checks every three years or we use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children.
- We abide by the requirements of the EYFS, welfare requirements and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so.
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us.

- All students will have enhanced DBS checks conducted on them before their placement starts.
- Volunteers, including students, do not work unsupervised.
- We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.
- All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use.
- As a staff team we will be fully aware of how to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times.
- The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management, so we are able to support the individual staff member and ensure the safety and care of the children is not compromised.
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner.
- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately.
- All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support.
- We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner.
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

We also operate a Phones and Other Electronic Devices and Social Media policy which states how we will keep children safe from these devices whilst at nursery. This also links to our Online Safety policy.

Early help services

When a child and/or family would benefit from support but do not meet the threshold for Local Authority Social Care Team, a discussion will take place with the family around early help services.

Early help provides support as soon as a concern/area of need emerges, helping to improve outcomes and prevent escalation onto local authority services. Sometimes concerns about a child may not be of a safeguarding nature and relate more to their individual family circumstances. The nursery will work in partnership with parents/carers to identify any early help services that would benefit your child or your individual circumstances, with your

consent, this may include family support, foodbank support, counselling or parenting services.

This policy was adopted n	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Low-Level Concerns Policy

EYFS: Section 3- Safeguarding and welfare requirements

Introduction

At Abacus Children's Day Nursery, we are committed to safeguarding children and promoting their welfare at all times.

This policy applies to all concerns (including allegations) about members of staff, including students, volunteers and agency staff. We ensure that all those working with children behave appropriately and the early identification and prompt and appropriate management of concerns about adults is critical to effective safeguarding. This section is based on concerns that do not meet the harm threshold, as defined in Keeping Children Safe in Education.

We recognise the importance of responding to and dealing with any concerns in a timely manner to safeguard the welfare of children.

Concerns may arise through, for example:

- Suspicion
- Complaint
- Disclosure made by a child, parent or other adult within or outside the nursery.
- Pre-employment vetting checks.

Definition of 'low-level' concerns

The term 'low-level' concern is any concern – no matter how small – that an adult working in, or on behalf of, the nursery may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of nursery.
- Does not meet the harm threshold or is otherwise not considered serious enough to consider a referral to the local authority designated officer (LADO).

The behaviour of the staff, student or volunteer may not relate directly to a particular child or children but may raise an issue or issues of concern with respect to safeguarding a child/children. This may potentially call into question the adult's suitability to work with children.

Examples of such behaviour could include, but are not limited to:

- Being overly friendly with children
- Having favourites
- Taking photographs of children on their mobile phone
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Using inappropriate sexualised, intimidating, or offensive language.

Sharing low-level concerns

We recognise the importance of creating a culture of openness, trust, and transparency to encourage all staff to share low-level concerns so that they can be addressed appropriately.

We create this culture by:

- Ensuring all staff are clear about what appropriate behaviour is and are confident in differentiating expected and appropriate behaviour from concerning, challenging or inappropriate behaviour, in themselves and other adults.
- Having clear policies and procedures
- Empowering staff to share any low-level concerns.
- Empowering staff to self-refer.
- Addressing unprofessional behaviour and supporting the individual to correct it at an early stage.
- Providing a responsive, sensitive and proportionate handling of such concerns when they are raised.
- Helping to reflect on and identify any weakness in the nursery safeguarding procedure.

A low-level concern about a member of staff should be reported to the Designated Safeguarding Lead (DSL) and the manager following the nursery Safeguarding children and child protection procedures. Staff should use the nursery Low-Level Concerns Reporting Form (below).

Responding to low-level concerns

- If the concern is raised via a third party, the DSL/manager will collect evidence where necessary by speaking directly to the staff who raised the concern, unless it has been raised anonymously, regardless of whether a written summary or low-level concerns form has been provided.
- If the staff member who raises the concern does not wish to be named, then the nursery should respect that person's wishes as far as possible. However, there may be circumstances where the staff member who raises the concern will need to be named (for example, where it is necessary in order to carry out a fair disciplinary process) and, for this reason, anonymity should never be promised to members of staff who share low-level concerns. Where possible, we will encourage staff to consent to be named, as this will help to create a culture of openness and transparency.
- The DSL/manager will speak to any potential witnesses, unless advised not to do so by the LADO/other relevant external agencies, where they have been contacted.
- The DSL/manager will speak to the staff member about whom the low-level concern has been raised, unless advised not to do so by the LADO/other relevant external agencies, where they have been contacted.
- The DSL/manager will use the information collected to categorise the type of behaviour and determine any further action, in line with our staff Code of conduct.
- Allegations that meet the harm threshold will be referred to the LADO for advice.
- Low-level concerns that the nursery feel may need further guidance on will be referred to the LADO for advice.
- Low-level concerns that the nursery feel we can deal with internally will be dealt with via the nursery Safeguarding children and child protection procedures and/or Disciplinary procedures.
- Where a low-level concern relates to agency staff, we will notify the agency, so any potential patterns of inappropriate behaviour can be identified.

Record keeping

All low-level concerns will be recorded in writing. In addition to details of the concern raised, records will include the context in which the concern was raised, any action taken and the reasons for decisions and action taken.

Records will be:

- Reviewed so that potential patterns of concerning, difficult or inappropriate behaviour can be identified.
- Retained at least until the volunteer, student or staff leaves employment at the nursery.
- Kept confidentially, held securely and comply with Data Protection Act 2018 (DPA 2018) and UK GDPR procedure.

Reviewing low-level concerns

When reviewing records of low-level concerns, patterns of concerning, challenging or inappropriate behaviour may be identified. When this occurs, the DSL/manager will decide on a course of action, which may include:

- Disciplinary investigation and/or proceedings
- Management advice, including recommendations for training.
- Referral to the LADO (where a pattern of behaviour moves from a concern to meeting the harm threshold).

Pre-employment references

We will not include low-level concerns in references unless:

- The concern (or group of concerns) has met the threshold for referral to the designated officer at the local authority (LADO) and is found to be substantiated.

and/or

- The concern (or group of concerns) relates to issues which would be included in a reference, such as misconduct or poor performance.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Online Safety Policy

EYFS: 3.1-3.8

This policy should be read in conjunction with the Data protection and confidentiality policy, Acceptable internet use policy and General Data Protection Regulation (GDPR) privacy notice.

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

We refer to *'Safeguarding children and protecting professionals in early years settings: online safety considerations'* to support this policy.

Keeping Children Safe in Education states *"The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:*

- ✓ *content: being exposed to illegal, inappropriate or harmful material.*
- ✓ *contact: being subjected to harmful online interaction with other users; and*
- ✓ *conduct: personal online behaviour that increases the likelihood of, or causes, harm"*

The Designated Safeguarding Lead is ultimately responsible for online safety concerns. All concerns need to be raised as soon as possible to Samantha Strong.

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

Content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views.

Contact: being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and

Conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

Within the nursery we aim to keep children (and staff) safe online by:

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and update them regularly.
- Ensuring content blockers and filters are on all our devices, e.g. computers, laptops and any mobile devices Ensuring all devices are password protected and screen locks. Practitioners are reminded to use complex strong passwords and they are kept safe and secure, changed regularly and are not written down.
- Ensure management monitor all internet activities in the setting.
- Locking away all nursery devices at the end of the day.
- Ensuring no social media or messaging apps are installed on nursery devices.
- Management reviewing all apps or games downloaded to tablets to ensure all are age appropriate for children and safeguard the children and staff.
- Using approved devices to record/photograph in the setting.
- Ensuring that staff do not to use personal electronic devices with imaging and sharing capabilities, including mobile phones, smart watches and cameras.
- Never emailing personal or financial information

- Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)
- Ensuring children are supervised when using internet devices.
- Using tracking software to monitor suitability of internet usage (for older children)
- Integrating online safety into nursery daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online.
- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'.
- When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them.
- Provide training for staff who need this to keep children safe online. We encourage staff to complete a online safety course which can be found at <https://moodle.ndna.org.uk>
- Staff model safe practice when using technology with children and ensuring all staff abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care.
- Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.
- Making sure physical safety of users is considered including the posture of staff and children when using devices.
- Being aware of the need to manage our digital reputation, including the appropriateness of information and content that we post online, both professionally and personally. This is continually monitored by the setting's management.
- Ensuring all electronic communications between staff and parents is professional and takes place via the official nursery communication channels, e.g. the setting's email addresses and telephone numbers. This is to protect staff, children and parents.
- Signposting parents to appropriate sources of support regarding online safety at home

If any concerns arise relating to online safety, then we will follow our safeguarding policy and report all online safety concerns to the DSL.

The DSL will make sure that:

- All staff know how to report a problem and when to escalate a concern, including the process for external referral.
- All concerns are logged, assessed and actioned in accordance with the nursery's safeguarding procedures.
- Parents are signposted to appropriate sources of support regarding online safety at home and are fully supported to understand how to report an online safety concern.
- Staff have access to information and guidance for supporting online safety, both personally and professionally
- Under no circumstances should any member of staff, either at work or in any other place, make, deliberately download, possess, or distribute material they know to be illegal, for example child sexual abuse material.

Cyber Security

This policy should be read in conjunction with your Data protection and Confidentiality Policy, Acceptable IT Use Policy and GDPR Privacy statement.

Good cyber security means protecting the personal or sensitive information we hold on children and their families in line with the Data Protection Act. We are aware that Cyber criminals will target any type of business including childcare and ensure all staff are aware of the value of the information we hold in terms of criminal activity e.g. scam emails. All staff are reminded to follow all the procedures above including backing up sensitive data, using strong passwords and protecting devices to ensure we are cyber secure.

To prevent any attempts of a data breach (which is when information held by a business is stolen or accessed without authorisation) that could cause temporary shutdown of our setting and reputational damage with the families we engage with we inform staff not to open any suspicious messages such as official-sounding messages about 'resetting passwords', 'receiving compensation', 'scanning devices' or 'missed deliveries'.

Staff are asked to report these to the manager as soon as possible and these will be reported through the National Cyber Security Centre (NCSC). Suspicious email reporting Service at report@phishing.gov.uk .

Further information can be found at [Online Safety Bill - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Modern Slavery and Human Trafficking Policy

EYFS: 3.1-3.15

Legislation

The Modern Slavery Act received Royal Assent on 26 March 2015. The act consolidates slavery and trafficking offenses and introduces tougher penalties and sentencing rules.

Background

Child trafficking and modern slavery is form of child abuse. Children are recruited, moved, transported and then exploited, forced to work or are sold on.

Modern slavery is a term that covers:

- Slavery
- Servitude and forced or compulsory labour.
- Human trafficking.

Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional abuse. This policy should be used alongside the following policies to ensure all children, staff, parents, and visitors are fully safeguarded:

- Safeguarding and child protection
- Whistleblowing
- Equality and inclusion

For an adult or child to have been a victim of human trafficking there must have been:

- *Action* (e.g. recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation)
- *Means* (threat or use of force, coercion, abduction, abuse of power or vulnerability) There does not need to be "means" for children as they are not able to give informed consent.
- *Purpose* (e.g. sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs).

Signs of abuse:

Action should be taken if they appear to have some of these possible signs including; under the control of someone else and reluctant to interact with others, the victim has few personal belongings and wear the same clothes every day or wear unsuitable clothes for work. The victim is not able to move around freely and is reluctant to talk to strangers or the authorities including appearing frightened, withdrawn, or show signs of physical or psychological abuse.

Procedure:

When a concern is raised about slavery or trafficking then we will follow our safeguarding procedure. If the child (or adult) is at risk of immediate harm then the police will be called, otherwise the local authority will be contacted, and the referral process will be followed as per the safeguarding procedure.

If we suspected and it wasn't possible to have a confidential conversation, we wouldn't confront them or cause a scene, as this will likely lead to increased harm for them. Instead, we would inform the relevant authorities, or organisations, working in the field.

If you are in the UK and suspect someone might be in slavery, you have several options:

- Call the Modern Slavery Helpline on 08000 121 700 or fill out an online form.
- Contact Crimestoppers on 0800 555 111
- Contact the Police or local children social care teams.

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Escalation Policy

EYFS: Section 3- Safeguarding and welfare requirements

This policy has been developed in line with the guidance set out in Working Together to Safeguard Children, 2013. This policy is to ensure partner agencies have a quick and straightforward means of resolving professional differences in view of specific cases, in order to safeguard the welfare of children and young people.

Effective working together depends on resolving disagreements to the satisfaction of workers and agencies, and a belief in a genuine partnership and joint working to safeguard children.

Problem resolution is an integral part of professional cooperation and joint working to safeguard children. Professional disagreement is only dysfunctional if not resolved in a constructive and timely fashion.

WHEN ANY PROFESSIONAL CONSIDERS A CHILD IS AT IMMEDIATE RISK OF SIGNIFICANT HARM, THEN THE INDIVIDUAL MUST ENSURE THEIR CONCERNS ARE ESCALATED ON THE SAME WORKING DAY USING ESTABLISHED SAFEGUARDING PROCEDURES.

At no time must professional disagreement detract from ensuring a child is safeguarded. The child's welfare and safety must remain paramount throughout.

Attempts at problem resolution may leave one worker/agency believing that a child/children may be at risk of significant harm. This person/agency has responsibility for communicating such concerns through agreed child protection procedures.

Disagreements could arise in a number of areas but are most likely to arise around determining levels of need, roles and responsibilities, and the need for action and communication.

Resolving Disagreements

Initial attempts should be taken to resolve the problem; the aim should be to resolve difficulties at practitioner/case worker level between agencies.

When there is recognition that there is a disagreement over a significant issue, which impacts on the safety and welfare of a child, the respective workers must identify explicitly what the problem is and have absolute clarity about the nature of the disagreement and what the respective workers aim to achieve.

It should be recognised that differences in status and/or experience may affect the confidence of some workers to pursue this unsupported.

If unresolved, the problem should be referred by each worker to their respective line manager, for Abacus Children's Day Nursery this is the designated safeguarding officer, who in turn is expected to discuss with their opposite number in the other agency.

Some examples below:

Social Worker - Line Manager,
Health Visitor - Family Health Co coordinator,
Community Midwife – Manager or Matron,

GP- CCG Named Doctor for Safeguarding,
Paediatric Staff - Sister.

This is not an exhaustive list; it is meant to be used as a guide should you need to escalate concerns with an organisation not identified on the list.

A clear record must be kept at all stages, by all parties, in particular this must include written confirmation between the parties about an agreed outcome of the disagreements and how any outstanding issues will be pursued.

Where professional disagreements remain

If professional disagreements remain unresolved following discussions between respective managers. The matter must be referred to the LSCB representative for each agency involved for resolution.

In the unlikely event that the steps described above do not resolve the issue and /or the discussion has raised significant policy issues, it should be referred to the Hub, here they will offer mediation and determine a course of action. This will include reporting to the LSCB Chair.

Following the use of the Escalation Policy

It may be useful for individuals to debrief following some disputes in order to promote continuing good working relationships.

When the issue is resolved, any general issues should be identified and referred to the Safeguarding Hub for consideration to inform future learning.

The safeguarding officer is responsible for discussing any concern/responding to the opposite person in the other agency. All actions, communications and decisions must be in writing and shared with all relevant personnel.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Prevent Duty and Radicalisation Policy.

EYFS: 3.1-3.8

Extremism – the Prevent Duty

Working Together to Safeguard Children (2018) defines extremism. It states "*Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.*

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist".

Under the Counter-Terrorism and Security Act 2015 we have a duty to safeguard at risk or vulnerable children under the Counter-Terrorism and Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism and refer any concerns of extremism to the police. If you are in a Prevent priority areas the local authority will have a Prevent lead who can also provide support, this is CSCP.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism. It's a gradual process so young people who are affected may not realise what's happening.

Radicalisation is a form of harm. The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act, and document all concerns when reporting further.

The NSPCC states that signs of radicalisation may be:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views.
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

We will tackle radicalisation by:

- Training all staff to understand what is meant by the Prevent Duty and radicalisation.
- Ensuring staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures.
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate.

- Ensure our nursery is an inclusive environment, tackle inequalities and negative points of view and teach children about tolerance through British Values
- Using the Government document Prevent Duty Guidance for England and Wales²

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Domestic Abuse, Honour Based Abuse and Forced Marriage policy

EYFS: 3.1-3.15

The UK's cross-government definition of domestic abuse is:

"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This abuse can encompass but is not limited to

- ✓ *psychological*
- ✓ *physical*
- ✓ *sexual*
- ✓ *financial*
- ✓ *emotional."*

The Serious Crime Act 2015 section 76 created a new offence of "controlling or coercive behaviour in an intimate or family relationship".

Where domestic abuse is taking place in a child's home the child is at risk of harm, whether they witness the abuse or not. This may take the form of physical abuse, sexual abuse, emotional abuse or neglect. At Abacus Children's Day Nursery, we ensure that if there are any signs or symptoms that domestic abuse may be occurring we act without haste and follow our main safeguarding / child protection policy

Signs may include:

- Visible signs of injury on the adult being abused.
- Changes in behaviour of the adult(s) and child – e.g. the abused adult may become withdrawn, show low levels of self-esteem.
- One adult being visibly worried about what their partner may say in a certain situation (e.g. if the child has become dirty or injured at nursery)
- One adult becoming scared of their partner.
- Adults becoming isolated from their friends or family.
- Signs of abuse in the child (as per the main safeguarding policy).

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children.

Signs that children may have witnessed domestic abuse include:

- Anxiety
- Regressive behaviours
- Constant or regular sickness, such as colds or headaches
- Difficulties with concentration
- Emotional and behavioural difficulties
- Withdrawal
- Low self-esteem.

We will raise awareness of domestic abuse within our setting by:

- Ensuring all staff can identify the signs and symptoms of domestic abuse and know how to report concerns.
- Sharing information with external organisations that can offer support with incidents of domestic **abuse**. The information will be displayed in visible spaces within the setting.
- Providing all stakeholders with the telephone number for the free 24 hour National Domestic Abuse Helpline (0808 2000 247)
- Sharing our domestic abuse policy and Child Protection and Safeguarding policies with all stakeholders.

If we are concerned that domestic abuse is happening within a home and a child is at risk, we will follow our safeguarding policies' reporting procedures (see Safeguarding Children/ Child Protection policy).

Where incidents of domestic **abuse** are shared by an employee or parent/carer, we will respect confidentiality at all times and not share information without their permission. However, we will share this information, without permission, in cases of child protection or where we believe there is an immediate risk of serious harm to the person involved.

Honour Based Abuse

Honour based abuse (HBA) can be described as 'a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour'; such as being held against their will, sexual or psychological abuse, threats of violence, assault or forced marriage.

Such abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is a violation of human rights and may be a form of domestic and/or sexual abuse. There is no honour or justification for abusing the human rights of others.

We aim to develop staff knowledge of recognising the signs and symptoms of HBA. These signs may include:

- Changes in how they dress or act, they may stop wearing 'western' clothing or make-up.
- Visible injuries, or repeated injury, with unlikely explanations.
- Signs of depression, anxiety or self-harm
- Frequent absences
- Restrictions on friends or attending events.

We will raise awareness of domestic abuse within our setting by:

- Sharing information with external organisations that can offer support with incidents of HBA. The information will be displayed in visible spaces within the setting.
- Sharing our HBA, child protection and safeguarding policies with all stakeholders.

Where incidents of HBA are shared by an employee or parent/carer, we will respect confidentiality at all times and not share information without their permission. However, we will share this information without permission in cases of child protection, or where we believe there is an immediate risk of serious harm to the person involved.

Forced Marriage

We are aware arranged marriages are part of some cultural practices. We also recognise there is a clear distinction between a marriage in which the both parties are willing and able to give an informed consent to, and a marriage which is forced. Forced marriage is a criminal offence.

A forced marriage is a marriage in which one or both spouses do not and/or cannot consent to the marriage and duress is involved. If we become aware of a forced marriage occurring, then we will report it to the appropriate body. If the person is under the age of 18 then we will report it to the children's social care team as this is a child protection issue. We will follow our safeguarding reporting procedure.

If we suspect or receive information about a forced marriage being planned, then we will follow our safeguarding reporting procedures. If the person concerned is under the age of 18 years, then we will report the incident to the children's social care team.

If we believe a person is in imminent danger of being forced into a marriage, we may contact the Police and the Governments Forced Marriage Unit (FMU) on 020 7008 0151.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Intimate care Policy

EYFS: Section 3 – The
Safeguarding and Welfare
Requirements

At Abacus Children's Day Nursery, we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. At times children need to be cuddled, encouraged, held, and offered physical reassurance.

Intimate care routines are essential throughout the day to meet children's basic needs. This may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required.

In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis, wherever possible, by the child's key person with the exception of first aid treatment which must be carried out by a qualified first aider.

We wish to ensure the safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works.
- A secondary key person is identified and ensures the child feels safe, secure and forms an attachment in the absence of the main key person.
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks.
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. paediatric first aid training, specialist medical support.
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines.
- Following up procedures through supervision meetings to identify any areas for development or further training.
- Working closely with parents on all aspects of the child's care and education as laid out in the parent and carers as partner's policy. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.
- Ensuring all staff have an up-to-date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the safeguarding/child protection policy.
- Operating a whistleblowing policy to help staff raise any concerns about their peers or managers; and helping staff develop confidence in raising worries as they arise in order to safeguard the children in the nursery.
- Conducting working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines.
- Conducting regular risk assessments on all aspects of the nursery operation including intimate care and reviewing the safeguards in place. The nursery has assessed all

the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see the manager at the earliest opportunity.

Management will challenge inappropriate behaviour in line with the Supervisions policy, Disciplinary procedure or Whistleblowing policy.

If the concern relates to the manager and/or nursery owner then parents should contact Ofsted [insert contact number] or the local safeguarding partner (LSP) [insert contact number].

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Nappy Changing Policy

EYFS: 3.27, 3.60, 3.71, 3.73

At Abacus Children's Day Nursery, we aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Wherever possible, each child's key person will change nappies according to the child's individual needs and requirements.

Our procedures meet best practice identified by the Health Protection Agency (2011) in 'Best practice advice for nurseries and childcare settings'.

We will enable a two-way exchange between parents and key persons so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs. Parents will be engaged in the process of potty training and supported to continue potty training with their child at home.

When developmentally appropriate, we work closely with parents/carers to sensitively support toilet training in a way that suits the individual needs of the child and ensures consistency between home and nursery.

We have appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation and serving areas and children's play areas.
- Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded.
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a 'nappy sack' or plastic bag before being placed in the bin. Bins are foot-pedal operated, regularly emptied and placed in an appropriate waste collection area.
- We provide Sudocream which parents give prior written permission to be used on their child. This is clearly labelled with the use by date identified. If a child has their own creams and/or lotions which are non-prescription e.g. metanium, these are supplied by the parent/guardian and are clearly labelled with the child's name. When applying creams for any reason, gloves are used to prevent cross-contamination.
- All creams are securely stored and out of the reach of children, special requirements are displayed in all bathrooms identifying the children who have their own creams in addition to any other guidelines given by the parents/carers.

Staff changing nappies will:

- Use a new disposable apron and pair of gloves for each nappy change and always wash hands before and after using gloves.
- Clean disinfect and dry mats thoroughly after each nappy change.
- Ensure they have all the equipment they need and access to fresh water before each nappy change.
- Keep nappy bags, gloves, and aprons out of reach of babies and children.

Reusable Nappies

The procedures above are followed where children wear useable nappies, in addition we:

- Ask the parents for a demonstration for fitting the nappy correctly.
- Dispose of any soiling by flushing straight down the toilet
- Dispose the reusable nappies liner, and place in a nappy bag (and disposed of as per disposable nappies in a nappy bin)
- Store the used nappies in a sealable wet bag (including a waterproof interior and sealed prevents any smells escaping) away from children.
- Provide the parents with the wet bag at the end of the day to clean the used nappies.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm, as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works and who is caring for their child.
- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change.
- Ensuring that the nappy changing area is inviting and stimulating.
- Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks.
- Training all staff in the appropriate methods for nappy changing
- Ensuring that no child is ever left unattended during the nappy changing time.
- Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted; and that students only change nappies with the support and close supervision of a qualified member of staff.
- Ensuring suitably competent and responsible students only change nappies with the support and supervision of a qualified member of staff
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing.
- Ensuring hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training.
- Working closely with parents on all aspects of the child's care and education as laid out in the parent and carers as partner's policy. This is essential for any intimate care routine which may require specialist training or support. If a child requires specific support, the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.
- Ensuring all staff have an up-to-date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in the child protection policy.
- Balancing the right for privacy for the children with the need for safeguarding children and adults by making sure intimate care routines do not take place behind closed doors.

- Cameras, tablets, and mobile phones are not permitted within toilet and intimate care areas.
- Operating a whistleblowing policy to help staff raise any concerns relating to their peers or managers and helping staff develop confidence in raising concerns as they arise in order to safeguard the children in the nursery.
- Conducting working practice observations of all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes all intimate care routines.
- Conducting regular risk assessments of all aspects of nursery operations including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about nappy changing procedures or individual routines, please see the manager at the earliest opportunity.

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<i>June 2024</i>		<i>June 2025</i>

Safe and respectful care policy

The safe and respectful care policy complements the intimate care policy.

EYFS: 3.1, 3.2, 3.4, 3.6, 3.7, 3.9

At Abacus Children’s Day Nursery, we believe that all children need to feel safe, secure and happy. This involves nursery staff being responsive to children’s needs, whilst maintaining professionalism. This includes giving children cuddles and changing children’s nappies or clothes.

To promote good practice and to minimise the risk of allegations we have the following guidelines:

- Although we recognise it is appropriate to cuddle children, we give cuddles only when sought by children needing comfort to support their emotional development. Staff are advised to do this in view of other children and practitioners, whenever possible. We recognise that there may be occasions where it is appropriate for this to happen away from others, such as when a child is ill. In these circumstances, staff are advised to leave the door open. It is the duty of all staff and the manager to ensure that children are appropriately comforted and to monitor practice.
- All doors have glass panels in them, therefore when changing cots, nappies and toileting staff are always visible.
- We discourage inappropriate behaviour such as over tickling, over boisterous play or inappropriate questions such as asking children to tell them they love them, and we advise staff to report any such observed practice.
- Staff are respectful of each other and the children and families in the nursery and do not use inappropriate language or behaviour, including during breaks.
- All staff are aware of the whistleblowing procedures and the manager visits the rooms throughout the day to ensure safe practices.

If a parent or member of staff has concerns or questions about safe care and practice procedures or behaviour they consider as inappropriate, including between staff members, they are urged to see the manager at the earliest opportunity. Management will challenge inappropriate behaviour in line with the supervision/ disciplinary or whistleblowing procedures. If the concern relates to the manager and/or nursery owner, then parents should contact Ofsted 0300 123 1231 or the Cumbria Safeguarding Hub on 0333 240 1727

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Whistleblowing Policy

EYFS: 3.2,3.4 – 3.18

At Abacus Children's Day Nursery, we expect all our colleagues, both internal and external, to be professional at all times and hold the welfare and safety of every child as their paramount objective.

We recognise that there may be occasions where this may not happen, and we have in place a procedure for staff to disclose any information that suggests children's welfare and safety may be at risk.

We expect all staff members to talk through any concerns they may have with the Officer in Charge at the earliest opportunity to enable any problems to be resolved as soon as they arise.

Whistleblowing definition

Whistleblowing is the term used when a worker passes on information concerning wrongdoing.

Legal framework

The Public Interest Disclosure Act 1998, commonly referred to as the 'Whistleblowing Act', amended the Employment Rights Act 1996 to provide protection for employees who raise legitimate concerns about specified matters. These are called 'qualifying disclosures'. On 25 June 2013, there were some legal changes to what constitutes a qualifying disclosure.

A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that:

- A criminal offence
- A miscarriage of justice
- An act creating risk to health and safety.
- An act causing damage to the environment.
- A breach of any other legal obligation or
- Concealment of any of the above
- Any other unethical conduct
- An act that may be deemed as radicalised or a threat to national security.

Is being, has been, or is likely to be, committed.

Qualifying disclosures made before 25 June 2013 must have been made 'in good faith' but when disclosed, did not necessarily have to have been made 'in the public interest.'

Disclosures made after 25 June 2013 do not have to be made 'in good faith'; however, they must be made in the public interest. This is essential when assessing a disclosure made by an individual.

The Public Interest Disclosure Act has the following rules for making a protected disclosure:

- You must believe it to be substantially true.
- You must not act maliciously or make false allegations.
- You must not seek any personal gain.

It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be, committed; a reasonable belief is sufficient.

Disclosure of information

If, in the course of your employment, you become aware of information which you reasonably believe indicates that a child is/may be or is likely to be in risk of danger and/or one or more of the following may be happening, you MUST use the nursery's disclosure procedure set out below:

- That a criminal offence has been committed or is being committed or is likely to be committed
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. EYFS)
- That a miscarriage of justice has occurred, is occurring, or is likely to occur.
- That the health or safety of any individual has been, is being, or is likely to be endangered.
- That the environment, has been, is being, or is likely to be damaged.
- That information tending to show any of the above, has been, is being, or is likely to be deliberately concealed.

Disclosure procedure

- If this information relates to child protection/safeguarding then the nurseries safeguarding children policy should be followed, with particular reference to the staff and volunteering section.
- Where you reasonably believe one or more of the above circumstances listed above has occurred, you should promptly disclose this to your manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to your manager (i.e. because it relates to your manager) you should speak to Mrs Laura Graham, nominated person, contactable on 01228 712888.
- Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, employees should speak in confidence to the nursery manager.
- Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner and will be followed through in a detailed and thorough manner.
- Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations in bad faith will be subject to potential disciplinary action which may result in dismissal.
- Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal.
- Any management employee who inappropriately deals with a whistleblowing issue (e.g. failing to react appropriately by not taking action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal.
- We give all of our staff the telephone numbers of the Local Authority Designated Officer (LADO), the Cumbria Safeguarding Hub, the Local Safeguarding Children Board (LSCB) and Ofsted so all staff may contact them if they cannot talk to anyone internally about the issues/concerns observed.

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Mobile Phone and Electronic device use Policy

EYFS: 3.1-3.8

This policy refers to how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting. Providers may find it helpful to read 'Safeguarding children and protecting professionals in early years settings: online safety considerations'.

Mobile phones and other electronic devices with imaging and sharing capabilities

At Abacus Children's Day Nursery, we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or fitbits or other personal devices with imaging and sharing capabilities during working hours.

We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings. Alexa's are used in the nursery to allow communication throughout the day.

We require our staff to be responsible in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents, or children. We ask parents and visitors to respect and adhere to our policy.

This policy should be used in conjunction with our online safety policy to ensure children are kept safe when using the nursery devices online.

Staff must adhere to the following:

- Mobile phones/smartwatches/fitbits or other personal devices with imaging and sharing capabilities are either turned off or on silent and not accessed during your working hours.
- Mobile phones/smartwatches/fitbits or other personal devices with imaging and sharing capabilities can only be used on a designated break and then this must be away from the children.
- Mobile phones or other personal devices with imaging and sharing capabilities should be stored safely in staff lockers at all times during the hours of your working day.
- The use of nursery devices, such as tablets, must only be used for nursery purposes.
- Any apps downloaded onto nursery devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them.
- Passwords / passcodes for nursery devices must not be shared or written down.
- During outings, staff only use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only nursery owned devices will be used to take photographs or film videos.
- Nursery devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances, then the person taking this device home must ensure it is securely stored and not accessed by another other individual and returned to nursery as soon as practically possible

Parents' and visitors' use of mobile phones and smartwatches

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day. However, parents and visitors are kindly asked to refrain from using their mobile telephones or other personal devices with imaging and sharing capabilities whilst in the nursery or when collecting or dropping off their children.

If you are found to be using your phone inside the nursery premises you will be asked to finish the call or take the call outside.

We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Parents are requested not to allow their child to wear or bring in devices with imaging and sharing capabilities that may take photographs or record videos or voices. This includes smart watches with these capabilities, such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the nursery.

Visitors' use of mobile phones or other personal devices with imaging and sharing capabilities

Visitors are requested to leave their mobile phones or smart watches other personal devices with imaging and sharing capabilities in the safety of the office where they will be locked away safely.

Photographs and videos

At Abacus Children's Day Nursery, we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings (including CCTV) taken of children in our nursery are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered, and we update it on a regular basis to ensure that this permission still stands. Abacus reviews all stored images every January and removes any over one year old.

We ask for permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our nursery website, brochure and the local press; and for security in relation to CCTV and the different social media platforms we use. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices personal devices with imaging and sharing capabilities e.g. cameras, mobiles, tablets, or smartwatches and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parents' wishes are met, and children are safeguarded.

Photographs or videos recorded on nursery mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents and children are not permitted to use any personal devices with imaging and sharing capabilities such as recording device or camera (including those on mobile phones or smartwatches) on the nursery premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

Applicable for settings using Online Learning Journals only.

At Abacus we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose. We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Social Networking Policy

EYFS: 3.1-3.8

Social media is becoming a large part of the world we live in and as such at Abacus Children's Day Nursery we need to make sure we protect our children by having procedures in place for safe use.

We use Facebook to share posts/pictures of the experiences/ activities the children have accessed at nursery, as well as to post updates/reminders and links to best practice.

In order to safeguard children, we will:

- Ensure all children in the photographs or posts have the correct permissions in place from their parent / carer before posting.
- Do not allow others to post on our Facebook page, i.e. only nursery staff can post on the page.
- Have separate permission to use any images for any open public pages that we use for marketing purposes.
- Monitor comments on all posts and address any concerns immediately.

Staff use of social media

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents, or children.

- When using social networking sites such as Facebook or Instagram we ask staff:
 - Not to name the setting they work at
 - Not to make comments relating to their work or post pictures in work uniform
 - Not to send private messages to any parents/family members
 - Not to post anything that could be construed to have any impact on the nursery's reputation or relate to the nursery of any children attending the nursery in any way.
 - Not post anything on to sites that could offend any other member of staff or parent using the nursery.
 - If a parent asks questions relating to work via social networking sites, then staff should reply asking them to come into the setting or contact the manager.
 - Ensure any posts reflect their professional role in the community (e.g. no inappropriate social event photos or inappropriate comments i.e. foul language)
 - Report any concerning comments or questions from parents to the manager/safeguarding lead.
 - Follow the staff behaviour policy.
 - Not post anything that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way.
 - To follow this in conjunction with the whistle blowing policy.
 -
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents and visitors' use of social networking

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publically or privately, information about any child on social media sites such as Facebook, Instagram, and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

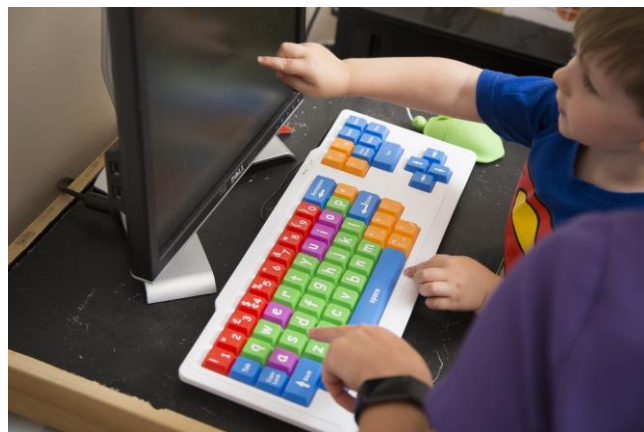
We ask parents **not to:**

- Screen shot or share any posts or pictures from the nursery on social media platforms (these may contain other children in the pictures)
- Post any photographs to social media that have been supplied by the nursery with other children in them (e.g. Christmas concert photographs or photographs from an activity at nursery)

We ask parents to:

- Share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents policy, complaints procedures and grievance policy).

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Staff Code of Conduct

EYFS: 3.1-3.19

At Abacus Children's Day Nursery, we take the safety and welfare of our children and staff seriously. This policy ensures staff behave in an appropriate manner to act as a role model for and protect all children in their care. Within this policy we will also ensure that any changes to staff behaviours or ways of working are closely monitored, discussed and supported to ensure all children are safeguarded throughout their time here.

Expected staff behaviour

Within our nursery we expect our staff to:

- Put our children first, their safety, welfare and ongoing development is the most important part of their role.
- Behave as a positive role model for the children in their care by remaining professional at all times and demonstrating caring attitudes to all.
- Work as part of the wider team, cohesively and openly.
- Be aware of their requirements under the EYFS Statutory Framework for the EYFS and the nursery policies and procedures designed to keep children safe from harm whilst teaching children and supporting their early development.
- React appropriately to any safeguarding concerns quickly and concisely in accordance with the nursery / Local authority procedures and training received.
- Not share any confidential information relating to the children, nursery or families using the nursery
- Maintain the public image of the nursery and do nothing that will put the setting into disrepute.
- Ensure that parental relationships are professional and external social relationships are not forged. If a relationship exists prior to the child starting at the setting, discussions with management will be held to ensure the relationship remains professional.
- Adhere to the Mobile Phone, Smartwatches, fit bits and Social Networking policy.
- Report to management immediately any changes in their personal life that may impact on the ability to continue the role. These may include (but not limited to) changes in police record, medication, any social service involvement with their own children.

Monitoring staff behaviour

Within the nursery we:

- Conduct regular peer observations using all staff and management, during which we observe interactions between staff and children.
- Have regular supervisions with all staff in which ongoing suitability is monitored and recorded.
- Have a whistleblowing policy that enables team members to discuss confidentially any concerns about their colleagues.
- Operate staff suitability forms and clauses in staff contracts to ensure any changes to their suitability to work with children are reported immediately to management.
- Ensure all new staff members are deemed suitable with the appropriate checks as detailed in the safeguarding policy.

Some behaviours that may cause concern and will be investigated further:

- Change in moods.
- Sudden change in religious beliefs / cultural beliefs (may be a sign of radicalisation)
- Changes in the way they act towards the children or the other members of the team (becoming more friendly and close, isolation, avoidance, agitation etc.)

- Sudden outbursts
- Becoming withdrawn
- Secretive behaviours
- Missing shifts, calling in sick more often, coming in late
- Standards in work slipping.
- Extreme changes in appearance.

Procedures to be followed:

If we have a concern about changes in staff behaviour within the nursery, an immediate meeting will be called with the individual and a member of management to ascertain how the person is feeling. We will aim to support the staff wherever possible and will put support mechanisms in place where appropriate.

Ultimately we are here to ensure all staff are able to continue to work with the children as long as they are suitable to do so, but if any behaviours cause concern about the safety or welfare of the children then the safeguarding/ child protection procedure will be followed as in the case of allegations against a team member and the Local Authority Designated officer (LADO) will be called.

All conversations, observations and notes on the staff member will be logged and kept confidential.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Lone Working Policy

EYFS: 3.1-3.8, 3.20-3.44

At Abacus Children's Day Nursery, we aim to ensure that no member of the team is left alone working in either a room alone or within the building at any time. However, there may be occasions when this isn't always possible due to:

- Toilet breaks
- Lunch cover.
- Nappy changes
- Comforting a child that may be unwell in a quiet area.
- Following a child's interest, as this may lead staff away with a child to explore an area.
- Supporting children in the toilet area that may have had an accident.
- The duties some team members have, e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the settings and staff working outside operating hours.

We always ensure that our staff: child ratios are maintained.

It is the responsibility of both the employee and their manager to identify the hazards and minimise the risks of working alone.

Considerations when deciding on lone working include how lone workers manage with a variety of tasks such as talking to parents and supervising activities whilst maintaining the safety and welfare of children and ensuring that each member of staff required to work alone has the training and/or skills for the role; e.g. paediatric first aid certificate, child protection/safeguarding training and competency, food hygiene training and if children younger than school reception age are present; hold a level 3 qualification.

Public liability insurance for lone working will be sought where applicable.

Employees/managers' responsibilities when left in a room alone including ensuring that:

- To complete a risk assessment for staff working alone
- Ratios are maintained.
- There is someone to call on in an emergency if required.
- The member of staff and children are safeguarded at all times (relating to additional policies as above).

Employee's responsibilities when left in the building alone:

- Make a member of the management aware of when they are working and make plans to check in at their expected time of completion of the work.
- Ensure they have access to a telephone at all times in order to call for help if they need it, or for management to check their safety if they are concerned.
- Ensure that the building remains locked so no one can walk in unidentified.
- Report any concerns for working alone to the management as soon as is practicably possible.

Management's responsibilities when left in the building alone:

- Ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation.
- Ensure that the employee has the ability to contact them or a member of the team even if their lone working is outside normal office hours (i.e. access to a phone, contact numbers of someone they can call)

- Check that the employee has someone they can contact in the event of an emergency, and the numbers to call.
- Ensure that employees have the ability to access a telephone whilst lone working.
- If reporting in arrangements have been made and the employee does not call in, to follow it up.

Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Communications and Surveillance Policy

EYFS: 3.72 and 3.77-3.79

Introduction

This policy has been put in place by Abacus Children's Day Nursery and sets out guidelines for the proper use of internal and external electronic mail and the internet by our employees.

References to email include both internal and external email.

External email is any email message sent from any of the nursery equipment to any destination outside the system or sent from any destination outside the system to any of this nursery's equipment.

Internet means the World Wide Web.

System is our nursery's computer network including but not limited to email and internet.

User is any person, including but not limited to any employee, agent, contractor, temporary staff or any other individual whatsoever having access to or use of electronic facilities including email and the internet.

Work hours means the hours agreed between the nursery and employee for which the employee is paid.

Security

Neither internal nor external email is private. All messages are classed as nursery records and managers may routinely access email messages without the permission of the user.

All users of email and the internet have a responsibility to support and adhere to this policy. All users must be authorised.

Appropriate use and Material

The use of the system is for business purposes and personal use of the system must be agreed by the Officer in Charge.

Email should always be appropriate in terms of content and neither email nor the internet should be used to:

- transmit, store or display material which could be considered to be racially offensive, sexually orientated, biased or discriminatory in any way;
- transmit, store or display material which could be considered to be abusive, obscene, indecent, threatening or blasphemous;
- transmit, display or store material which could be considered to be false, inaccurate or a violation or infringement of any other persons right to privacy;
- restrict, reduce or affect the efficiency of the system or affect other users in their use of the system including but not limited to the sending of mass unsolicited email messages;
- for any criminal or otherwise illegal activity;
- for personal gain or personal business transactions;

- for unauthorised and unapproved business which would or could affect the nursery in any way or which constitutes a binding agreement on the nursery;
- for personal reasons.

The use of social media including using social networking, video sharing websites and blogs, including personal use outside the workplace, is fully covered in our Social Media Policy but employees must not:

- conduct themselves in a way that is detrimental to the nursery or brings the nursery into disrepute;
- allow their interaction on these sites to damage working relationships between families of the nursery;
- include personal information about the nursery's employees, contractors, suppliers, families and children;
- make any derogatory, offensive, discriminatory or defamatory comments about the nursery, its employees, contractors, suppliers, families and children.

Any employee who is discovered contravening any of these rules, whether inside or outside the workplace, may face disciplinary action under the nursery's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee's summary dismissal.

Confidentiality

Emails incorporating confidential information or personal data must not be disclosed to unauthorised persons. If a user is in any doubt about the confidential nature of any material and/or whether or not such information should be sent by email, then the email should not be sent and the individual concerned should refer to the Officer in Charge.

All external emails should clearly contain the warning below:

"The information contained in this email is intended for the named recipient only. It may contain confidential information and if you are not the intended recipient you must not copy, distribute or take any action in reliance on it. Please note that neither Abacus Children's Day Nursery nor the sender accepts any responsibility for viruses, and it is your responsibility to scan attachments (if any)".

All external email messages should contain the name and job title of the sender, the nursery address, telephone number, and website address.

Legal Responsibilities

Users shall not:

- download material from the internet;
- copy extracts or whole documents downloaded from the internet into emails;
- access or modify software or data held on a computer without authorisation.

Viruses

Viruses are programs written specifically to corrupt other programs or data files and can cause disruption and damage to the system before they are detected. A large proportion are introduced by way of email and attachments. Viruses are also introduced through data storage and CD's from outside the firm. Any such items should be checked prior to use.

Users should be aware of the potentially harmful effects of computer viruses on the nursery's system, or networks belonging to third parties. If you are concerned that you may have a virus refer to the Officer in Charge.

If you discover a virus, IT support should be contacted immediately.

Data Protection

The user acknowledges its obligations arising under the Data Protection Act 1998 ("the Act"). It acknowledges the importance of its compliance with the governing principles of the Act which are that personal data must:

- be obtained only for one or more specified and lawful purpose;
- be adequate, relevant and not excessive in relation to the purposes for which it is processed;
- be accurate and where necessary kept up to date;
- not be kept for longer than is necessary and should be processed in accordance with the rights of data subjects;
- be safeguarded by appropriate technical and organisational measures;
- not be transferred to countries outside the EEA, unless that country provides an adequate level of protection.

If users are dealing with personal data they should ensure that it is kept secure and confidential and treated in accordance with the Act.

Hacking and Computer Misuse Act 1990 (CMA)

The user acknowledges its obligations and agrees to abide by the terms of the CMA and in particular it acknowledges that it is an offence under the CMA to:

- use a computer to obtain or facilitate access to any program or data without specific authority to obtain such access from the program or data owner;
- do any act which causes the modification of the contents of any computer with the result of impairing the operation of the computer or preventing or hindering access to any program or the reliability of any such data.

Telecommunications

You may not make personal use of any of the nursery's communication channels without having first obtained approval by the Manager.

You must ensure that any use of the telecommunication system is in accordance with the spirit of appropriate use as detailed above.

Breach

Any breach of the terms of this policy will constitute a breach of contract and will result in disciplinary action being taken in accordance with the user's terms of employment.

Surveillance

The nursery reserves the right to monitor employees and their communications in order to detect and prevent crime, to detect the unauthorised use of any of the nursery's systems, to monitor health and safety, and for such other purposes as the firm considers reasonable.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Equal Opportunities Policy

EYFS: 3.1-3.8, 3.20-3.44

Introduction

Abacus Children's Day Nursery values the rich diversity, skills and abilities, and creative potential that men and women from differing backgrounds bring to the workplace.

Equal opportunities is about removing the bias, prejudice and stereotyping so that the only acceptable form of discrimination is on the basis of ability.

Equal opportunities policies are important for business success and every employee has a part to play in promoting an equal opportunities culture.

The key points of our Equal Opportunities Policy are:

- we seek to employ a workforce which reflects the diverse community at large, because we value the individual contribution of people, irrespective of sex, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin;
- we will treat all employees with dignity and respect, and we will provide a working environment free from unlawful discrimination, victimisation, or harassment on the grounds of sex, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin;
- we will not tolerate acts which breach this policy and all instances of such behaviour, or alleged behaviour, will be taken seriously, be properly investigated and may be subject to our disciplinary procedures;
- we will make every effort, if an existing employee becomes disabled, to retain them within the workforce, wherever reasonable and practicable and we will provide reasonable adjustments to the workplace or environment for disabled people as appropriate; and
- we will install facilities for people with disabilities in our premises, whenever practicable to do so and every effort will be made to provide for the needs of employees and clients with disabilities.

Objectives of Equal Opportunities Policy

Our Equal Opportunities Policy helps us to:

- make full use of the talents of all our employees;
- provide the same opportunities for everyone;
- improve our management practice;
- enhance our caring employer reputation;
- show clients we are a fair business;
- ensure our employment and business practices are lawful; and
- show our commitment to being an equal opportunities employer.

Discrimination

Unfair discrimination in employment results from prejudice, misconception and stereotyping and prevents individuals realising their full potential. It can be direct, indirect, intentional or unintentional.

Support for Disabled Employees

At Abacus, we value the individual contribution of all employees, irrespective of any disability.

When an employee becomes disabled, or an existing disability deteriorates, every effort is made to retain the individual in employment. The Rehabilitation Policy is designed to assist managers and employees, through employment assessment and consultation.

Dignity at Work

All colleagues and clients should be treated with dignity and respect, and we all have a responsibility to provide a supportive working environment.

No form of harassment, victimisation or bullying will be tolerated or condoned, and all complaints of such behaviour will be properly investigated. Any unacceptable behaviour will be considered under our disciplinary procedures.

Harassment

Harassment is any form of behaviour that is unwanted, unwelcome and unreciprocated by the recipient, irrespective of the intentions of the perpetrator. It takes many forms; jokes, comments, suggestions, actions, abuse, ridicule, physical contact, verbal or non-verbal (e.g. printed material). Such behaviour may be persistent or an isolated incident.

What matters is how it feels to the individual. Unwanted behaviour of this kind is never a joke or harmless fun.

Harassment may be related to sex, race, disability, age, sexuality, or religion. It can occur for no identifiable reason because someone takes a personal dislike to another person. Bullying behaviour (e.g. using an intimidating, or destructive management style) may also be considered to be harassment.

Bullying

Bullying usually results from the misuse of status power. However, it can also result from the misuse of any form of individual power (such as physical strength, personality, or age), or collective power (e.g. through strength of numbers).

It is recognised that there is a difference between feeling bullied and being bullied. An individual may experience feelings similar to those of harassment, for example feeling compromised or threatened, if they are being corrected or reprimanded by management. However, provided that the correction or reprimand is carried out reasonably, and in an appropriate and constructive manner, this would not constitute bullying.

Bullying is more than a strong, firm, or authoritarian management style: it is destructive rather than constructive; it is criticism of the person rather than their mistakes; it publicly humiliates rather than privately corrects; and results in the individual feeling threatened or compromised.

Victimisation

Victimisation is treating an individual less favourably than others because they have complained about, brought proceeding/given evidence against, or rejected the advances of, someone who has harassed or discriminated against them.

What to do about Problems at Work

All employees have the right to a working environment free from discrimination, harassment or victimisation of any kind. If you are experiencing any of these types of behaviour, you should first tell the individual you find their behaviour offensive and ask them to stop it. Ask a colleague to be present, if this helps you, and make a diary note of this conversation. Please ensure that this is not whist in the children's environment.

If the problem persists, or you feel unable to approach the offender, then ask the nursery manager to investigate/resolve the matter. If this is not possible because, for example, they are the offender, inform nursery owner/nominated person. It is important that you tell someone who is able to deal with the matter. It is important not to ignore the problem or blame yourself. Making a complaint is a serious matter and will be treated as such.

Do not be put off because you do not want to be seen as making a fuss.

Maintaining the Policy

We will regularly monitor the effectiveness of this policy to ensure it is achieving the stated objectives and keep you up to date of any changes.

This policy was adopted on	Signed on behalf of the Nursery	Date for review
June 2024		June 2025

Inclusion and equality Policy

EYFS: 1.1-1.19, 2.1-2.10, 3.1-3.71, 3.80

Inclusion is a process of identifying, understanding, and breaking down barriers to participation and belonging. Inclusive early years practice is about anticipating, paying attention, responding to and reflecting on the needs and interests of all children. A commitment to inclusion should permeate all aspects of the design of educational programmes and the structuring of environments, as well as shaping every interaction with children, parents, and other professionals (Birth to 5 Matters, 2021).

Statement of intent

At Abacus Children's Day Nursery, we take great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or a child. We are committed to providing equality of opportunity and anti-discriminatory practice for all staff, children, and families according to their individual needs. Discrimination on the grounds of gender, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy, or maternity, ethnic or national origin, or political belief has no place within our nursery.

A commitment to implementing our inclusion and equality policy is part of each employee's job description. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the Officer in Charge at the earliest opportunity. Appropriate steps will then be taken to investigate the matter and if such concerns are well-founded, disciplinary action will be invoked under the nursery's disciplinary policy.

The legal framework for this policy is based on:

- Special Education Needs and Disabilities Code of Practice 2015
- Children and Families Act 2014
- Equality Act 2010
- Childcare Act 2006
- Children Act 2004
- Care Standards Act 2002
- Special Educational Needs and Disability Act 2001.

The nursery and staff are committed to:

- Recruiting, selecting, training, and promoting individuals based on occupational skills requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment because of age, sex, gender reassignment, disability, marriage or civil partnership, race, religion or belief, sexual orientation, pregnancy, or maternity.
- Creating a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Providing a childcare place, wherever possible, for children who may have special educational needs and/or disabilities or are deemed disadvantaged according to their individual circumstances, and the nursery's ability to provide the necessary standard of care.
- Making reasonable adjustments for children with special educational needs and disabilities.
- Striving to promote equal access to services and projects by taking practical steps (wherever possible and reasonable), such as ensuring access to people with

additional needs and by producing materials in relevant languages and media for all children and their families.

- Providing a secure environment in which all our families are listened to, children can flourish, and all contributions are valued.
- Including and valuing the contribution of all families to our understanding of equality, inclusion and diversity.
- Providing positive non-stereotypical information.
- Continually improving our knowledge and understanding of issues of equality, inclusion and diversity and training all staff about their rights and responsibilities under the inclusion and equality policy.
- Regularly reviewing, monitoring and evaluating the effectiveness of inclusive practices to ensure they promote, and value diversity and difference and that the policy is effective and practices are non-discriminatory.
- Making inclusion a thread, which runs through the entirety of the nursery, for example, by encouraging positive role models through the use of toys, imaginary play and activities, promoting non-stereotypical images and language and challenging all discriminatory behaviour.

Note: The Act uses the term 'transsexual' which covers those who are 'transgender' or 'trans'. When reviewing discrimination in the setting, seek specialist advice regarding recruitment and promotion processes, the use of toilet facilities, managing absences for transitioning employees, recording employee gender identity and chosen pronouns and correct information sharing for personal details. It is also recommended to plan how to address any questions or concerns raised by other employees or parents so that they are handled in a respectful and sensitive way.

Admissions/service provision

The nursery is accessible to all children and families in the local community and further afield through a comprehensive and inclusive admissions policy.

The nursery will strive to ensure that all services and projects are accessible and relevant to all groups and individuals in the community within targeted age groups.

Recruitment

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination.

Redundancy selection will take account of the legal protections from redundancy, as described below.

Shortlisting will be done by more than one person where possible.

All members of the selection group are committed to the inclusive practice set out in this policy and will have received appropriate training in this regard.

Application forms are sent out along with a copy of the equal opportunities monitoring form. Application forms do not include questions that potentially discriminate on the grounds specified in the statement of intent.

Vacancies are generally advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

At interview, no questions are posed which potentially discriminate on the grounds specified in the statement of intent. All candidates are asked the same questions and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates are given the opportunity to receive feedback on the reasons why they were not successful.

We may ask questions (Under the Equality Act 2010) prior to offering someone employment in the following circumstances:

- To establish whether the applicant will be able to comply with a requirement to undergo an assessment (i.e. an interview or selection test)
- To establish whether the applicant will be able to carry out a function that is intrinsic to the work concerned.
- To monitor diversity in the range of people applying for work
- To take positive action towards a particular group – for example offering a guaranteed interview scheme
- You require someone with a particular disability because of an occupational requirement for the job.

Protection from redundancy

We recognise that employees on maternity leave, adoption leave and shared parental leave must be given priority over other employees in being offered any suitable alternative employment should their existing role be made redundant. While these do not prevent the employee being selected for redundancy, it ensures that they have priority under these circumstances.

Under maternity leave regulations, the protection against redundancy is from the point the employer is made aware of the pregnancy and up to 18 months after the birth of the child.

For those on adoption leave, the redundancy protection is extended to 18 months from the date of the placement of the adopted child(ren).

For employees taking less than 6 weeks shared parental leave, they are protected during their period of leave. Employees taking more than 6 continuous weeks of shared parental leave are protected for 18 months from the birth of the child or placement of the adopted child/ren.

If the pregnancy ends and the employee is not entitled to statutory maternity leave then the protected period will end two weeks after the pregnancy.

The national College for Teaching and Leadership provides further guidance specific to working with children, which we follow:

Providers have a responsibility to ensure that practitioners have the health and physical capacity to teach and will not put children and young people at risk of harm. The activities that a practitioner must be able to perform are set out in the Education (Health Standards England) Regulations 2003. Providers are responsible for ensuring that only practitioners who have the capacity to teach remain on the staff team.

People with disabilities or chronic illnesses may have the capacity to teach, just as those without disabilities or medical conditions may be unsuitable to teach. Further information on training to teach with a disability is available from the DfE website.

Successful applicants offered a position may be asked to complete a fitness questionnaire prior to commencing the programme. Providers should not ask all-encompassing health questions but should ensure that they only ask targeted and

relevant health-related questions, which are necessary to ensure that a person is able to teach.

Staff

It is our policy of Abacus Children's Day Nursery not to discriminate in the treatment of individuals. All staff are expected to co-operate with the implementation, monitoring and improvement of this and other policies. They are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the grounds specified in this policy and recognise and celebrate other cultures and traditions. All staff are expected to participate in equality and inclusion training.

Staff will follow the Dealing with Discriminatory Behaviour policy where applicable to report any discriminatory behaviours observed.

Training

The nursery recognises the importance of training as a key factor in the implementation of an effective inclusion and equality policy. All new staff receive induction training including specific reference to the inclusion and equality policy. The nursery strives towards the provision of inclusion, equality and diversity training for all staff on a monthly basis at staff meetings, supervisions, one to one meetings, in house training etc.

Early learning framework

We follow the Early Years Foundation Stage and ensure that all early learning opportunities offered in the nursery encourage children to develop positive attitudes to people who are different from them. Our curriculum encourages children to empathise with others and to begin to develop the skills of critical thinking.

We do this by:

- Making children feel valued and good about themselves.
- Ensuring that we know what each child knows and "can do" and have equal access to tailored early learning and play opportunities.
- Reflecting the widest possible range of communities in the choice of resources.
- Avoiding stereotypical or derogatory images in the selection of materials.
- Acknowledging and celebrating a wide range of religions, beliefs and festivals.
- Creating an environment of mutual respect and empathy.
- Supporting children to talk about their feelings and those of others, manage emotions and develop empathy.
- Helping children to understand that discriminatory behaviour and remarks are unacceptable.
- Knowing children well, being able to meet their needs and know when they require further support.
- Ensuring that all early learning opportunities offered are inclusive of children with special educational needs and/or disabilities and children from disadvantaged backgrounds.
- Ensuring that children whose first language is not English have full access to early learning opportunities and are supported in their learning.
- Working in partnership with all families to ensure they understand the policy and challenge any discriminatory comments made.
- Ensuring the medical, cultural, and dietary needs of all children are met.
- Identifying a key person to each child who will continuously observe, assess and plan for children's learning and development.
- Helping children to learn about a range of food and cultural approaches to mealtimes and to respect the differences among them.

Parent Information and meetings

Information about the nursery, its activities, experiences, resources are shared with parents as well as their children's development. This is given in a variety of ways according to individual needs (written, verbal and translated), to ensure that all parents can access the information they need.

Wherever possible, meetings will be arranged to give all families opportunities to attend and share information about their child.

We also consult with parents regularly about the running of the nursery and ask them to contribute their ideas.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Special Consideration for Employees Policy

EYFS: 3.9-3.15, 3.23, 3.76

At Abacus Children’s Day Nursery we recognise that certain employees such as young persons, new and expectant mothers and persons with special educational needs and/or a disability may require special consideration.

Legal requirements

The nursery follows the legal requirements set out in The Management of Health and Safety at Work Regulations 1992 and the Equality Act 2010. This policy should be read in conjunction with our Health and Safety Policy which has regard to any employees requiring special consideration at the commencement of employment and during the course of it. The following procedure is followed.

Procedure

The nursery manager:

- Assesses any employee requiring special consideration in conjunction with the individual on induction to the nursery or when their condition or special educational needs and/or disability is obtained.
- Carries out necessary risks assessments relating to the occupation of such workers.
- Agrees with the staff member any necessary special measures such as training and supervision, arrangements, modifications and medical surveillance.
- Carries out further assessments and reviews at least annually, or if and when any changes to the special circumstances or environment occur.

Special educational needs/Disabilities

If a member of staff has a special educational needs and/or a disability, we encourage them to tell us about their condition so that we can consider what reasonable adjustments or support may be appropriate.

Part-time and fixed-term work

Part-time and fixed-term employees are treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Transgender (transexual) employees

If an employee proposes to change their gender, has started to do so or has already done so, they are protected by the Equality Act (changing gender does not have to include medical processes or intervention).

When reviewing special considerations for transgender employees, we will seek specialist advice and liaise directly with the employee regarding their requirements. For example, we enable employees to inform us of their preferred gender and pronouns, we enable trans employees to select the toilet facilities appropriate to the gender in which they present and we treat absence for transitioning in line with our general absence procedures.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Special Educational Needs and Disabilities (SEND) Policy

EYFS: 1.1-1.17, 2.1-2.14, 3.1-3.8, 3.23, 3.34, 3.45- 3.47, 3.53-3.54, 3.65, 3.68, 3.69, 3.71, 3.76, 3.80.
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This policy has been created with regard to:

- The SEND Code Of Practice 2015
- Children and Families Act 2014 (Part 3)
- Equality Act 2010
- Working Together to Safeguard Children (2018)
- Statutory Framework for the EYFS (2021)

Special Educational Needs and Disability (SEND) code of practice.

The nursery has regard to the statutory guidance set out in the Special Educational Needs and Disability code of practice (DfE 2015) to identify, assess, and make provision for children's special educational needs.

At Abacus Children's Day Nursery, we use the SEND Code of Practice (2015) definition of Special Educational Needs and Disability:

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- *has a significantly greater difficulty in learning than the majority of others of the same age, or*
- *has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.*

Statement of intent

At Abacus we are committed to the inclusion of all children at our nursery. We ensure that all children are cared for and educated to develop to their full potential alongside their peers through positive experiences, We enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs, and we work hard to ensure no children are discriminated against or put at a disadvantage as a consequence of their needs. Each child's needs are unique, and we do not attempt to categorise children is inappropriate.

We are committed to working in partnership with parents in order to meet each child's individual needs and develop to their full potential. We are committed to working with any child who has a special educational need and/or disability and making reasonable adjustments to enable every child to make full use of the nursery's facilities. All children have a right to a broad and well-balanced early learning environment.

The nursery undertakes a Progress Check of all children at age two in accordance with the Code of Practice (2015) and the statutory framework EYFS. The early years provider will also

undertake an assessment at the end of the Early Years Foundation Stage (in the final term of the year in which a child turns five) to prepare an EYFS Profile of the child.

We will also undertake the Early Years Foundation Stage Profile (EYFSP) assessment for any children that remain with us in the final term of the year in which they turn five, as per the statutory framework for the EYFS.

Where we believe a child may have additional needs that have previously been unacknowledged, we will work closely with the child's parents and any relevant professionals if we identify any areas where a child's progress to establish if any additional action is required.

Where a child has additional needs, we feel it is paramount to find out as much as possible about those needs; any way that this may affect his/her early learning or care needs and any additional help he/she may need by:

- Liaising with the child's parents and, where appropriate, the child
- Liaising with any professional agencies
- Reading any reports that have been prepared.
- Attending any review meetings with the local authority/professionals
- Observing each child's development and monitoring such observations regularly.

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

We will:

- Recognise each child's individual needs and ensure all staff are aware of, and have regard for, the Special Educational Needs Code of Practice (2015)
- Ensure that all children are treated as individuals/equals and are supported to take part in every aspect of the nursery day according to their individual needs and abilities.
- Include all children and their families in our provision.
- Identify the specific needs of children with special educational needs and/or disabilities and meet those needs through a range of strategies.
- Ensure that children who learn at an accelerated pace e.g. 'most able' are also supported.
- Encourage children to value and respect others.
- Provide well informed and suitably trained practitioners to help support parents and children with special educational difficulties and/or disabilities.
- Develop and maintain a core team of staff who are experienced in the care of children with additional needs and identify a Special Educational Needs and Disabilities Co-ordinator (SENCO) who is experienced in the care and assessment of children with additional needs. Staff will be provided with specific training relating to SEND and the SEND Code of Practice
- Monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services when required
- Challenge inappropriate attitudes and practices.
- Promote positive images and role models during play experiences of those with additional needs wherever possible.
- Celebrate diversity in all aspects of play and learning.
- Work in partnership with parents and other agencies in order to meet individual children's needs, including the education, health and care authorities, and seek advice, support and training where required.
- Share any statutory and other assessments made by the nursery with parents and support parents in seeking any help they or the child may need.

Our nursery Special Education Needs and Disabilities Co-ordinator (SENCO) is Samantha Strong.

The role of the SENCO In our setting includes:

- ensuring all practitioners in the setting understand their responsibilities to children with SEN and the setting's approach to identifying and meeting SEN
- advising and supporting colleagues
- ensuring parents are closely involved throughout and that their insights inform action taken by the setting.
- liaising with professionals or agencies beyond the setting
- taking the lead in implementing the graduated approach and supporting colleagues through each stage of the process.

We will:

- Designate a named member of staff to be the SENCO and share their name/role with all staff and parents.
- Have high aspirations for all children and support them to achieve to their full potential.
- Develop respectful partnerships with parents and families.
- Ensure parents are involved at all stages of the assessment, planning, provision and review of their child's care and education and where possible include the thoughts and feelings voiced by the child, where possible/appropriate.
- Signpost parents and families to our Local Offer in order to access local support and services.
- Undertake formal Progress Checks and Assessments of all children in accordance with the SEND Code of Practice January (2015)/ statutory framework for the EYFS (2021)
- Provide a statement showing how we provide for children with special educational needs and/or disabilities and share this with staff, parents and other professionals.
- Ensure that the provision for children with SEN and/or disabilities is the responsibility of all members of staff in the nursery through training and professional discussions.
- Set out in our inclusive admissions practice on how we meet equality of access and opportunity.
- Make reasonable adjustments to our physical environment to ensure it is, as far as possible suitable for children and adults with disabilities using the facilities.
- Provide a broad, balanced, aspirational early learning environment for all children with SEN and/or disabilities and differentiated activities to meet all individual needs and abilities.
- Liaise with other professionals involved with children with special educational needs and/or disabilities and their families, including transition arrangements to other settings and schools. (See our transitions policy).
- Use the graduated response system to assess, plan, do and review to ensure early identification of any SEND.
- Ensure that children with special educational needs and/or disabilities and their parents are consulted at all stages of the graduated response, taking into account their levels of ability.
- Review children's progress and support plans on a termly basis and work with parents to agree on further support plans.
- Provide privacy of children with special educational needs and/or disabilities when intimate care is being provided.

- Raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff.
- Ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. additional support reviews, Education and Health and care (EHC) plans, staff and management meetings, parental and external agencies' views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- Provide a complaints procedure and make available to all parents in a format that meets their needs e.g. Braille, audio, large print, additional languages.
- Monitor and review our policy and procedures annually.

Effective assessment of the need for early help

We are aware of the process for early help and follow the following procedure:

Local agencies should work together to put processes in place for the effective assessment of the needs of individual children who may benefit from early help services. Children and families may need support from a wide range of local agencies. Where a child and family would benefit from coordinated support from more than one agency (e.g. education, health, housing, police) there should be an inter-agency assessment. These early help assessments, such as the Common Assessment Framework, should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989.

The early help assessment should be undertaken by a lead professional who should provide support to the child and family, act as an advocate on their behalf and coordinate the delivery of support services. The lead professional role could be undertaken by a General Practitioner (GP), family support worker, teacher, health visitor and/or special educational needs coordinator. Decisions about who should be the lead professional should be taken on a case-by-case basis and should be informed by the child and their family.

For an early help assessment to be effective:

- The assessment should be undertaken with the agreement of the child and their parents or carers. It should involve the child and family as well as all the professionals who are working with them;
- A teacher, GP, health visitor, early years' worker or other professional should be able to discuss concerns they may have about a child and family with a social worker in the local authority. Local authority children's social care should set out the process for how this will happen; and
- If parents and/or the child do not consent to an early help assessment, then the lead professional should make a judgement as to whether, without help, the needs of the child will escalate. If so, a referral into local authority children's social care may be necessary.

If at any time it is considered that the child may be a child in need as defined in the Children Act 1989, or that the child has suffered significant harm, or is likely to do so, a referral should be made immediately to local authority children's social care. This referral can be made by any professional. *Working together to safeguard children 2018.*

Graduated Approach

We follow the SEND Code of Practice (2015) recommendation that, in addition to the formal checks above, nurseries adopt a graduated approach to assessment and planning, led and coordinated by a SENCO. Good practice of working together with parents, and the observation and monitoring of children's individual progress, will help identify any child with

special educational needs or disability This graduated approach will be led and coordinated by the SENCO and appropriate records will be kept according to the Code of Practice.

Assess

In identifying a child as needing SEND support, the key person, working with the SENCO and the child's parents, will carry out an analysis of the child's needs. This initial assessment will be reviewed regularly to ensure that support is matched to need. Where there is little or no improvement in the child's progress, more specialist assessment may be called for from specialist teachers or from health, social services, or other agencies beyond the setting. Where professionals are not already working with the setting, the SENCO will contact them, with the parents' agreement.

Plan

Where it is decided to provide SEND support, and having formally notified the parents, the key person and the SENCO, in consultation with the parent, will agree the outcomes they are seeking, the interventions and support to be put in place, the expected impact on progress, development or behaviour, and a clear date for review. Plans will take into account the views of the child.

The support and intervention provided will be selected to meet the outcomes identified for the child, based on reliable evidence of effectiveness, and provided by practitioners with relevant skills and knowledge. Any related staff development needs are identified and addressed. Parents will be involved in planning support and, where appropriate, in reinforcing the provision or contributing to progress at home.

Do

The child's key person will be responsible for working with the child on a daily basis. With support from the SENCO, they will oversee the implementation of the intervention agreed as part of SEN support. The SENCO will support the key person in assessing the child's response to the action taken, in problem solving and advising on the effective implementation of support.

Review

The effectiveness of the support and its impact on the child's progress will be reviewed in line with the agreed date. The impact and quality of the support will be evaluated by the key person and the SENCO in full consultation with the child's parents and taking into account the child's views. Information will be shared with parents about the impact of the support provided.

Assess The key person works with the setting SENCO and the child's parents and brings together all the information, then analyses the child's needs.

Plan – The key person and the SENCO will agree, in consultation with the parent, the outcomes they are seeking for the child, the interventions and support to be put in place, the expected impact on progress, development and behaviour and finally a date for review.

Do – The child's key person implements the agreed interventions or programmes.

Review – On the agreed date, the key person and SENCO working with the child's parents, and taking into account the child's views, will review the effectiveness of the support and the impact of the support on the child's progress. They will then evaluate the impact and quality of support on the child.

Education and Health Plan (EHC)

Some children and young people may require an EHC needs assessment in order to decide whether it is necessary to develop an EHC plan. The purpose of an EHC plan is to make

adjustments and offer support to meet the special educational needs of the child, to secure the best possible outcomes for them across education, health and social care.

The local authority will conduct the EHC needs assessment and take into account a wide range of evidence, including.

- evidence of the child’s developmental milestones and rate of progress
- information about the nature, extent and context of the child’s SEND.
- evidence of the action already being taken by us as the early years provider to meet the child’s SEND.
- evidence that, where progress has been made, it has only been as the result of much additional intervention and support over and above that which is usually provided.
- evidence of the child’s physical, emotional, and social development and health needs, drawing on relevant evidence from clinicians and other health professionals and what has been done to meet these by other agencies.

We will then work with the local authority and other agencies to ensure that the child receives the support they need to gain the best outcomes.

We will review this policy annually to ensure it continues to meet the needs of the children/parents and our nursery.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Looked after children Policy

EYFS: 3.-3.8, 3.20

At Abacus Children's Day Nursery, we are committed to providing a welcoming and inclusive quality environment for all children and families.

Definition and legal framework

The description 'looked after' is generally used to describe a child who is looked after by the local authority. This includes children who are subject to a care order or temporarily classed as looked after on a planned basis for short breaks or respite care. Most looked after children will be cared for by foster carers with a small minority in children's homes, looked after by family members or even placed back within the family home.

The term 'looked after child' denotes a child's current legal status. The nursery never uses this term to categorise a child as standing out from others or refers to a child using acronyms such as LAC.

The legal framework for this policy is underpinned by or supported through:

- Childcare Act 2006
- Children Act (1989 and 2004)
- Adoption and Children Act (2002)
- Children and Young Persons Act (2008)
- Children and Families Act (2014)
- Children and Social Work Act (2017)

Our policy

Our nursery treats each child as an individual. We recognise that for young children to get the most out of educational opportunities they need to be settled appropriately with their carer. We will discuss with the child's carer, and social worker where applicable, the length of time the child has been with the carer before they start nursery to establish how secure the child feels and whether they are ready to be able to cope with further separation, a new environment and new expectations made upon them.

We are aware that there a number of reasons why a child may go into care and these reasons may or may not include traumatic experiences or abuse. All our practitioners are committed to doing all they can to support all children to achieve their full potential. The nursery staff team are all trained to understand our safeguarding policy and procedures. Additional training to support children's individual needs will be planned for where appropriate. Practitioners are supported by management at all times, and we have an open door policy if they need to discuss any sensitive issues regarding the child.

Where applicable, we contribute to any assessment about the child, such as those carried out under local authorities' assessment frameworks or Early Help Assessment (EHA) and to any multi-agency meetings, case conferences or strategy meetings in relation to the child's learning and development. The designated person for looked after children and/or the child's key person will attend meetings as appropriate.

The designated person for 'looked after children' is **Miss Samantha Strong**.

Each child is allocated a key person. The key person will support the child initially with transition and settling in and then continue to support and build up a relationship with the child, carers and any other agencies involved. Regular contact will be maintained with the carers throughout the child's time at the nursery and with the social worker or other professionals (where applicable).

The key person will carry out regular ongoing practice such as observations to build up a picture of the child's interests, and plan activities accordingly to support the child's stage of learning and development and interests. This information will be shared with carers and other professionals as appropriate as well as any concerns surrounding their developmental stages.

Where necessary the key person/designated person/manager will develop a care plan with the child's carers and professionals. This will include:

- The child's emotional needs and how they are to be met.
- How any emotional issues and problems that affect behaviour are to be managed.
- The child's sense of self, culture, language/s and identity – how this is to be supported.
- The child's need for sociability and friendship.
- The child's interests and abilities and possible learning journey pathway.
- Where applicable, how any special educational needs and/or disabilities will be supported.

In addition the care plan may also consider:

- How information will be shared with the foster carer and local authority (as the 'corporate parent') as well as what information is shared with any other organisation or professionals and how it will be recorded and stored.
- What contact the child has with his/her birth parent(s) and what arrangements will be in place for supervised contact. If this is to be in the setting, when, where and what form the contact will take will be discussed and agreed.
- Who may collect the child from nursery and who may receive information about the child.
- What written reporting is required.
- Wherever possible, and where the plan is for the child to return to their home, the birth parent(s) should be involved in this planning.
- With the social worker's agreement, and as part of the plan, whether the birth parent(s) should be involved in the setting's activities that include parents, such as outings, fun days etc. alongside the foster carer.

Where applicable, we will complete a Personal Education Plan (PEP) for any children aged three to five in partnership with the social worker and/or care manager and carers. We will also attend all appropriate meetings and contribute to reviews.

The key person and designated 'looked after' person **Miss Samantha Strong** will work together to ensure any onward transition to school, or another nursery is handled sensitively to ensure that this is as smooth as possible and all necessary information is shared. The child's individual file, including observations, photographs and pieces of artwork and mark making will be passed on to the carer at this stage.

Key contact details:

Abacus Children's Day Nursery	01228 712 888
Local authority	01228 606 060
Children's social care team	01228 227 136

Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote their welfare.

A privately fostered child is a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation etc. for more than 28 days and where the care is intended to continue by someone other than:

- The parents
- A person who is not a parent but has parental responsibility.
- A close relative
- The Local Authority.

It is a statutory duty for us to inform the local authority where we are made aware of a child who may be subject to private fostering arrangements. We will do this by contacting the local authority children's social care team.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Dealing with discriminatory behaviour Policy

EYFS: 3.1-3.3, 3.59, 3.20,
3.68, 3.80

This policy runs alongside our Inclusion and Equality policy. This policy also links to safeguarding and child protection, prevent duty, radicalisation and whistleblowing policies.

At Abacus Children's Day Nursery, we do not tolerate discriminatory behaviour and take action to tackle discrimination. We believe that parents have a right to know if discrimination occurs and what actions the nursery will take to tackle it. We follow our legal duties in relation to discrimination and record all incidents any perceived or actual relating to discrimination on any grounds and report these where relevant to children's parents and the registering authority.

Definition and legal framework

Types of discrimination

- **Direct discrimination** occurs when someone is treated less favourably than another person because of a protected characteristic.
- **Discrimination by association** occurs when there is a direct discrimination against a person because they associate with a person who has a protected characteristic.
- **Discrimination by perception** occurs when there is a direct discrimination against a person because they are perceived to have a protected characteristic.
- **Indirect discrimination** can occur where a provision or criterion is in place which applies to everyone in the organisation but particularly disadvantages people who share a protected characteristic and that provision, criterion or practice cannot be justified as a proportionate means of achieving a legitimate aim.
- **Harassment** is defined as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.
- **Victimisation** occurs when an employee is treated badly or put to detriment because they have made or supported a complaint or raised grievance under the Equality Act 2010 or have been suspected of doing so.

Protected characteristics

The nine protected characteristics under the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage and civil partnership
- Pregnancy and maternity.

Note: The Act uses the term 'transsexual' which covers those who are 'transgender' or 'trans'. When reviewing discrimination in the setting, seek specialist advice regarding recruitment and promotion processes, the use of toilet facilities, managing absences for transitioning employees, recording employee gender identity and chosen pronouns and correct

information sharing for personal details. It is also recommended to plan how to address any questions or concerns raised by other employees or parents so that they are handled in a respectful and sensitive way.

The Disclosure and Barring Service (DBS) offers confidential checks for trans applicants through the 'sensitive applications' route which excludes gender/name information from the certificate (<https://www.gov.uk/guidance/transgender-applications>).

Incidents may involve a small or large number of persons; they may vary in their degree of offence and may not even recognise the incident has discriminatory implications; or at the other extreme their behaviour may be quite deliberate and blatant.

Examples of discriminatory behaviour are:

- Physical assault against a person or group of people
- Derogatory name calling, insults and discriminatory jokes.
- Graffiti and other written insults (depending on the nature of what is written)
- Provocative behaviour such as wearing badges and insignia and the distribution of discriminatory literature.
- Threats against a person or group of people because the nine protected characteristics listed above.
- Discriminatory comments including ridicule made in the course of discussions.
- Patronising words or actions.

Our procedures

- We tackle discrimination by: Providing inclusive early years practice where all staff are able to identify, understand and break down barriers to participation and belonging and create an ethos of equality.
- Consistently promoting the British Values of democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs to all practitioners, children and families in the setting. We value diversity and celebrate differences in children and families.
- Providing training and support around this subject to support staffs understanding and confidence in challenging discriminatory practice
- Challenging any observed instances of inequalities, discrimination and prejudice as they arise in play, conversation, books or other contexts from practitioners, children and families and follow this policy, as outlines below, to ensure that discriminatory behaviours against the protected characteristics are not tolerated within our setting
- Ensuring all children and families have a sense of belonging and they can see themselves and their family's identity reflected in the setting
- Expecting all staff in the nursery to be aware of and alert to any discriminatory behaviour or bullying taking place, stereotyping, bias or bullying taking place in person or via an online arena.
- Expecting all staff to intervene firmly and quickly to prevent any discriminatory behaviour or bullying, this may include behaviour from parents and other staff members.
- Expecting all staff to treat any allegation seriously and report it to the nursery manager. Investigating and recording each incident in detail as accurately as possible and making this record available for inspection by staff, inspectors and parents where appropriate, on request. The nursery manager is responsible for ensuring that incidents are handled appropriately and sensitively and entered in the record book. Any pattern of behaviour should be indicated. Perpetrator/victim's initials may be used in the record book as information on individuals is confidential to the nursery.

- Ensuring any online bullying or discriminatory behaviour is tackled immediately.
- Informing the, the parents of the child(ren) who are perpetrators and/or victims should be informed of the incident and of the outcome, where an allegation is substantiated following an investigation.
- Excluding or dismissing any individuals who display continued discriminatory behaviour or bullying but such steps will only be taken when other strategies have failed to modify behaviour. This includes any employees where any substantiated allegation after investigation will incur our disciplinary procedures (please see the policy on disciplinary procedures).

We record any incidents of discriminatory behaviour or bullying to ensure that:

- Strategies are developed to prevent future incidents.
- Patterns of behaviour are identified.
- Persistent offenders are identified.
- Effectiveness of nursery policies are monitored.
- A secure information base is provided to enable the nursery to respond to any discriminatory behaviour or bullying.

If the behaviour shown by an individual is deemed to be radicalised, we will follow our procedure as detailed in our Safeguarding and child protection, Prevent Duty and Radicalisation Policies in order to safeguard children and families concerned.

Nursery staff

We expect all staff to be alert and seek to overcome any ignorant or offensive behaviour based on fear or dislike of distinctions that children, staff, or parents may express in nursery.

We aim to create an atmosphere where the victims of any form of discrimination have confidence to report such behaviour, and that subsequently they feel positively supported by the staff and management of the nursery.

It is incumbent upon all members of staff to ensure that they do not express any views or comments that are discriminatory; or appear to endorse such views by failing to counter behaviour, which is prejudicial in a direct manner. We expect all staff to use a sensitive and informed approach to counter any harassment perpetrated out of ignorance.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Health and safety policy

EYFS: All safeguarding and welfare requirements, particular referencing to 3.51-3.69, 3.71.

At Abacus Children's Day Nursery, we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents and any visitors we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

- The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021.
- The regulations of the Health & Safety at Work etc. Act 1974 and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH).
- Any guidance provided by UK Health Security Agency, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this, we will actively work towards the following objectives:

- Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces.
- Establish and maintain safe working practices amongst staff and children.
- Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training.
- Maintain a healthy and safe nursery with safe entry and exit routes.
- Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. We practice this evacuation every six to eight weeks, trying where possible to change the day and time of the evacuation practice.
- Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments.
- Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable).
- Provide a safe environment for students or apprenticeships to learn in.

- Encourage all staff, visitors, and parents to report any unsafe working practices or areas to ensure immediate response by the management.

We believe the risks in the nursery environment are low and we will maintain the maximum protection for children, staff, and parents. The nursery will:

- Ensure all entrances and exits from the building, including fire exits are clearly identifiable and remain clear at all times.
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
- Ensure that all staff, visitors, parents and children are aware of the fire procedures and regular fire drills are carried out.
- Have the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order.
- Ensure that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children.
- Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate.
- Ensure there are suitable hygienic changing facilities (see infection control policy)
- Prohibit smoking/vaping on the nursery premises.
- Prohibit any contractor from working on the premises without prior discussion with the officer in charge.
- Encourage children to manage risks safely and prohibit running inside the premises unless in designated areas.
- Risk assess all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery.
- Ensure all cleaning materials are placed out of the reach of children and kept in their original containers.
- Wear protective clothing when cooking or serving food.
- Prohibit certain foods that may relate to children's allergies, e.g. peanuts are not consumed within the nursery.
- Follow the allergies and allergic reactions policy for children who have allergies.
- We follow the EU Food Information for Food Consumers Regulations (EU FIC). These rules are enforced in the UK by the Food Information Regulations 2014 (FIR). We identify the 14 allergens listed by EU Law that we use as ingredients in any of the dishes we provide to children and ensure that all parents are informed.
- Follow the allergies and allergic reactions policy for children who have allergies.
- Ensure risk assessments are undertaken on the storage and preparation of food produce within the nursery.
- Familiarise all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are.
- Provide appropriately stocked first aid boxes and check their contents regularly.
- Ensure children are supervised at all times.
- Ensure no student or volunteer is left unsupervised at any time.
- Ensure staff paediatric first aid (PFA) certificates are stored in the reception.

Responsibilities

The designated Health and Safety Officer's in the nursery are **Mrs Laura Graham** and **Miss Samantha Strong**.

The employer has overall and final responsibility for this policy being carried out at: Abacus Children's Day Nursery, Barras Lane Estate, Dalston, Carlisle, Cumbria, CA5 7NY.

The Deputy Nursery Manager will be responsible in **Mrs Laura Graham** and **Miss Samantha Strong's** absence.

All employees have the responsibility to co-operate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures)

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

Daily room checks and senior health and safety checks are completed throughout the day, this will ensure all staff are aware and reminded of the health and safety expectations within the setting.

Daily contact, monthly staff meetings and health and safety meetings provide consultation between management and employees. These include health and safety matters.

Health and safety training

Persons responsible for monitoring staff training is Miss Samantha Strong and Miss Amy Symes.

Health and safety is covered in all induction training for new staff

Training table:

Area	Training required	Who
Paediatric First aid	Course	All staff
Safeguarding/Child protection	Course Level 1 minimum, Level 2 preferred	All staff and students
Risk assessment	In house training/course	All staff
Fire safety procedures	In house training	All staff and students
Use of fire extinguisher	In house training	All staff where possible
Food hygiene	In house training/course	All staff and students
Allergy awareness	In house training/course	All staff and students
Manual handling	In house training/course	All staff and students
Stress awareness and management	In house training/course	All staff
Changing of nappies	In house training	All staff and students
COSHH Training	In house training	All staff
Fire warden duties	External course	Fire Wardens
Medication requiring technical or medical knowledge eg Epipen	External course	As required
SENCO	External course	SENCO

GDPR	In house training/course	All staff and students
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At present at least one member of staff on duty MUST hold a full paediatric First Aid certificate in the nursery, however at Abacus Children’s Day Nursery it is our intention that **all** staff members attain this qualification in their probationary period with us, therefore all staff members who work directly with children are fully qualified in paediatric First Aid. The certificate must be for a full 12 hour course consistent with the criteria set out in Annex A of the EYFS. In addition, all staff members are required to attain their Safeguarding Level 1 or above during their probationary period. In addition to this, all newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting. To continue to be included in the ratio requirement the certificate must be renewed every three years.

We clearly identify the staff members whom hold a full paediatric First Aid certificate and Safeguarding on the staff team structure, located in the entrance hall.

Staff members whom have a full paediatric First Aid certificate:

Are all displayed on the notice board in the entrance hall.

Health and safety arrangements

- All staff are responsible for general health and safety in the nursery.
- Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources and cleaning equipment.
- These are reviewed at regular intervals and when arrangements change.
- All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our outings policy.
- All equipment, rooms and outdoor areas are checked thoroughly by staff before children access them or the area. These checks are recorded and initialled by the staff responsible. Unsafe areas are made safe/removed from the area by this member of staff to promote the safety of children. If this cannot be achieved the manager will be notified immediately.
- We identify and assess any water sources at risk of legionella³, and manage these risks including avoiding stagnant water.
- We provide appropriate facilities for all children, staff, parents, and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water.
- The nursery will adhere to the Control Of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises
- All staff and students will receive appropriate training in all areas of health and safety which includes risk assessments, manual handling and fire safety and emergency evacuation procedures. We may also use benefit risk assessments for particular activities and resources for children.
- We have a clear Accidents and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident.
- We have a clear fire safety policy and procedure which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is to be shared with all staff, students, parents and visitors to the nursery.

- We review accident and incident records to identify any patterns/hazardous areas.
- All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents will receive these updates, as with all policy changes, as and when they happen.
- Staff and parents are able to contribute to any policy through the suggestion scheme and during the regular meetings held at nursery.
- We welcome feedback from staff and parents. They are able to contribute to any policy through informal discussions, the suggestion scheme and/or during regular meetings held at nursery.

The policy is kept up to date and reviewed especially when the nursery changes in nature and size. It is revised annually, or as and when required. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Sickness and illness Policy

EYFS: 3.51 -3.54, 3.45, 3.46, 3.47, 3.48, 3.55

At Abacus Children's Day Nursery, we promote the good health of all children attending including oral health by:

- Asking parents to keep children at home if they are unwell. If a child is unwell, it is in their best interest to be in a home environment rather than at nursery with their peers.
- Asking staff and other visitors not to attend the setting if they are unwell.
- Helping children to keep healthy by providing balanced and nutritious snacks, meals and drinks.
- Minimising infection through our rigorous cleaning and hand washing processes (**see infection control policy**) Ensuring children have regular access to the outdoors and having good ventilation inside
- Sharing information with parents about the importance of the vaccination programme for young children to help protect them and the wider society from communicable diseases.
- Sharing information from the Department of Health that all children aged 6 months – 5 years should take a daily vitamin.
- Having areas for rest and sleep, where required and sharing information about the importance of sleep and how many hours young children should be having.

Our procedures

In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

- If a child becomes ill during the nursery day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time, we care for the child in a quiet, calm area with their key person (wearing PPE), wherever possible.
- We follow the guidance given to us by UK Health Security Agency for managing specific infectious diseases (Health Protection in Schools and other childcare facilities) and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and chicken pox, to protect other children in the nursery.
- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear for at least 48 hours. We inform all parents if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness. We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection.
- We notify Ofsted as soon as possible and in all cases within 14 days of the incident where we have any child or staff member with food poisoning.
- We exclude all children on antibiotics for the first 24 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g. asthma and the child is not unwell) This is because it is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics.
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable.

- We make information/posters about head lice readily available, and all parents are requested to regularly check their children’s hair. If a parent finds that their child has head lice, we would be grateful if they could inform the nursery so that other parents can be alerted to check their child’s hair.

Meningitis procedure

If a parent informs the nursery that their child has meningitis, the nursery manager will contact the Infection Control (IC) Nurse for their area. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we will be contacted directly by the IC Nurse and the appropriate support will be given. We will follow all guidance given and notify any of the appropriate authorities including Ofsted if necessary.

Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the sickness is severe. You must only transport the child in your own vehicle if you feel an ambulance is either not needed and the parent/carer cannot come to the nursery, or if the ambulance cannot get to the nursery.
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child’s comforter.
- Inform a member of the management team immediately.
- A second staff member must accompany the driver and child in the vehicle to hospital, located in the back of the car to monitor the child.
- Proof of insurance, MOT and tax for the vehicle must be obtained and kept on the nursery premises.
- A car seat fitted securely and used by the child depending on age and height, please see further guidance at; www.childcarseats.org.uk/types-of-seat/ or www.childcarseats.org.uk/the-law/cars-taxis-private-hire-vehicles-vans-goods-vehicles/#unfer-three
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.
- The accident must then be reported to Ofsted within 14 days and RIDDOR if applicable, please see the HSE website for further guidelines.

This policy will be reviewed at least annually in consultation with staff and parents and/or after a significant incident, e.g. serious illness/hospital visit required.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Infection control Policy

EYFS: 3.51-3.54, 3.45, 3.46,
3.46,

At Abacus Children's Day Nursery, we promote the good health of all children attending (including oral health) through maintaining high hygiene standards to help reduce the chances of infection being spread.

Viruses and infections can be easily passed from person to person by breathing in air containing the virus, which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

We follow the guidance below to prevent a virus or infection from moving around the nursery. Our staff:

- Encourage all children to use tissues when coughing and sneezing to catch germs.
- Covid-19 encourage all staff to Catch it, bin it and kill it.
- Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of.
- Develop children's understanding of the above and the need for good hygiene procedures in helping them to stay healthy.
- Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately.
- Clean and sterilise all potties and changing mats before and after each use.
- Clean toilets daily and check them throughout the day.
- Ensure children wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this.
- Clean all toys, equipment, and resources on a regular basis by following a comprehensive cleaning rota and using antibacterial cleanser or through washing in the washing machine.
- Wash or clean all equipment used by babies and toddlers as and when needed including when the children have placed it in their mouth.
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children.
- Store toothbrushes hygienically to prevent cross-contamination.
- Immediately clean and sterilise any dummy or bottle that falls on the floor or is picked up by another child.
- Labelled bedding is provided which is not used by any other child and washed at least once a week. Cots and beds are disinfected after each use.
- Where applicable wear specific indoor shoes or slippers whilst inside the rooms and make sure that children wear them as well.
- Follow the sickness and illness policy when children are ill to prevent the spread of any infection in the nursery. Staff are also requested to stay at home if they are ill and/or contagious. They must also advise the Officer in Charge immediately if they are suffering from typhoid fever, paratyphoid fever, other salmonella infections, dysentery, shigellosis, diarrhoea (cause of which has not been established), infective jaundice, staphylococcal infections likely to cause food poisoning like impetigo, septic skin lesions, exposed infected wounds, boils, E. coli VTEC infection.

In addition:

- The nursery manager retains the right of refusal of all children, parents, staff, and visitors who are deemed contagious and may impact on the welfare of the rest of the nursery.
- If your child is calpol dependent we cannot accept them into the nursery building, as this can mask signs and symptoms of illnesses.
- Parents will be made aware of the need for these procedures in order for them to follow these guidelines whilst in the nursery.
- Periodically each room in the nursery will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises.
- The nursery will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are maintained at all times and increased during the winter months or when flu and cold germs are circulating.
- In the event of an infection outbreak the nursery will, where appropriate, undertake a deep clean to ensure the spread of infection is contained.
- We will follow Government health guidance, as well as seeking legal advice and information from our insurers, on any national outbreak of a virus/ pandemic and keep parents informed of any course of action. Each specific circumstance will differ and to ensure we take the most appropriate action; we will treat each case on an individual basis.
- In addition, where contagious outbreaks occur, we will adopt Government guidance for all visitors to minimise the risk of further spreading of the infection.
- The nursery will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are maintained at all times. These will be increased during the winter months, or when flu and cold germs are circulating.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Medication Policy

EYFS: 3.19, 3.46, 3.47, 3.51-3.54

Note from legal: It may be useful to check conditions of liability insurance to see if there are any exclusions or requirements that need to be complied with.

At Abacus Children's Day Nursery, we promote the good health of children attending nursery and take necessary steps to prevent the spread of infection (see sickness and illness and infection control policies). If a child requires medicine, we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

The nursery WILL NOT administer any medication unless prior written consent is given for each and every medicine. Any medication administered will always be witnessed by another member of staff.

Illness

- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the Nursery Manager will decide if the child is fit to be left at the nursery.
- For information on infection control and infectious diseases visit the Public Health England website and view their document titled '*Health protection in schools and other childcare facilities*'.
- If the child is deemed well enough to stay at the setting, the parent/ carer must be asked if any kind of medication has already been given, at what time and in what dosage and this will be recorded.

Medication in the Nursery Setting – General Guidance

- Before administering medication to any child, we will require written agreement from the parents.
- This agreement (usually a Medication Form on Family) should include;
 - the child's name.
 - the name of the medication
 - the required dose and agreed time of administration.
 - Clearly stated whether the medication is on-going or to be taken up until a particular date.
 - Possible side effects, and/or the information leaflet that is normally supplied by the manufacturer made available.
- Medication is only accepted in its original labelled container.
- Where the medication is an adrenaline pen or inhaler (where there may be only occasional emergency use), it will have the expiry date of the medication recorded on the appropriate form.
- For non-prescription medication the nursery reserves the right to determine the number of days the medication will be given before requesting parents/ carers further input or the advice of a healthcare professional. This will be based upon the individual child and condition.

- If at any time there is any doubt regarding the administration of medication to a child, practitioners will stop and check with the Officer in Charge before continuing.
- **Storage**
 - All medication will;
 - Be stored in accordance with the manufacturer's instructions on the container (e.g. cool dark place, refrigerated)
 - Be stored in a closed box.
 - Be kept out of the reach of children.
 - Be in their original containers.
 - Have labels which are legible and in English.
 - Be clearly marked with child's name and date of birth.
 - Emergency medication, such as inhalers and Adrenaline (EpiPens), will be within easy reach of staff in case of an immediate need, but will remain out of children's reach.
 - Any 'stored' medication such as Nursery stock of Paracetamol or a child's inhaler, will be regularly checked to ensure the product is still within its expiry and therefore suitable for use.

Medication Prescribed by a Doctor, Dentist, Nurse or Pharmacist

(Medicines containing aspirin will only be given if prescribed by a doctor)

- Prescription only medicine will be given when prescribed by the above and only for the person named on the dispensing label on the bottle/container for the dosage stated.
- Medicines must be in their original containers with the instructions in English.
- For all medication the parent/carer must give prior written permission for the administration of each and every medication. Written permission will be accepted once for a whole course of medication or for the ongoing use of a particular medication required for long term use.
- The practitioners/room leaders will complete the relevant form with the parent/carer to enable the nursery to administer the medication(s) required. The form will include;
 - Child's name, date of birth
 - Name and strength of medication.
 - Dose
 - Any additional requirements (such as to be taken with food)
 - Expiry date whenever possible
 - Dispensing date
- The written permission is only acceptable for the medication listed and cannot be used for similar types of medication, e.g. if the course of antibiotics changes.
- Parents must notify the nursery IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- Any change in the details listed above must be recorded on a new form with counter signature from parent / carer.
- The nursery will only administer as per the information listed on the form.
- At each visit the child's parent/ carer will be asked if there have been any changes to the requirements stated on the form. If there have been changes, a new form must be completed, and counter signed by parent/ carer.
- When the child is picked up from the setting, the parent/ carer must be given an update as to the times and dosage given throughout the day. The parent's signature must be obtained confirming this information has been given.

- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form.
N.B. It is important to note that staff working with children are not legally obliged to administer medication.
- If the child refuses to take the appropriate medication a note will be made on the form. Where medication is "essential" or may have side effects, discussion with the parent will take place to establish the appropriate response. This will be documented on the form accordingly.

Non-prescription Medication (also known as over the counter medicine)

- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery.
- The nursery will not administer any non-prescription medication containing aspirin.
- The nursery will only administer non-prescribed medication for a short initial period and only if necessary. After this time parents / carers will be advised to seek medical advice
- The nursery reserves their right to refuse to administer medication if they feel that the child does not need the medication or deem further medical attention is required.
- For all medication the parent/carer must give prior written permission for the administration of each and every medication
- Medicines must be in their original containers.
- This also applies to non-prescription creams or ointments for skin conditions e.g. Sudocrem.
- The practitioners/room leaders will complete the relevant form with the parent/ carer to enable the nursery to administer the medication(s) required. The form will include:
 - Child's name and date of birth
 - Name and strength of medication.
 - Dose
 - Any additional requirements (such as to be taken with food)
 - Expiry date whenever possible
 - Length of treatment (will not be exceeded)
- The written permission is only acceptable for the medication listed and cannot be used for similar types of medication.
- Parents must notify the nursery IMMEDIATELY if the child's circumstances change, e.g. a dose has been given at home, or a change in strength/dose needs to be given.
- Any significant changes in the details listed above must be recorded on a new form and countersigned by the parent/ carer.
- The nursery will only administer as per the information listed on the form.
- At each visit the child's parent/carer will be asked if there have been any changes to the requirements stated on the form. If there have been changes, a new form must be completed and counter-signed by the parent/carer.
- When the child is picked up from the setting, the parent / carer must be given an update as to the times and dosage given throughout the day. The parent's signature must be obtained confirming this information has been given.
- At the time of administering the medicine, a senior member of staff will ask the child to take the medicine or offer it in a manner acceptable to the child at the prescribed time and in the prescribed form.

Emergency Medication

- At new registration of a child to the setting, parents will be asked if they are happy to give consent to 'emergency' treatment being given. This would be only deemed necessary for specific circumstances. Parents/ carers will be asked to complete a form to give consent. This form will include:
 - The circumstances in which 'emergency' medication will be given e.g. High temperature (above 37.8°c)
 - The specific medication (drug name) e.g. Paracetamol
 - Dose to be administered will follow the guidance on the original container e.g. following age / dosage instructions.
 - Statement that medication will only be given if the nursery is unable to contact the parent.
- An 'emergency' nursery stock of medication may be kept on site.
- Stock medication will be kept in accordance with manufacturer's instructions on the container (e.g. cool dark place, out of the reach of children)
- Stock will be checked at regular intervals by the designated trained first aider to ensure there is ample supply and is still within its expiry date. This is also tracked on our software system.
- If a child experiences symptoms of illness, attempts will be made to contact the child's parents before administering 'emergency' medication.
- Where parents cannot be contacted the Officer in Charge will take the decision as to whether the child is suitable to receive the 'emergency' medication based on the symptoms and medical history of the child given at registration
- Administering 'emergency' non-prescription medication will be a last resort and the nursery staff will use other methods first to try and alleviate the symptoms. The child will be closely monitored until the parents collect the child.

Injections, Pessaries, Suppositories

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

Administration

- As a general guideline before administering medication to a child the staff member should:
 - Wash their hands
 - Ensure a drink is available if appropriate (some medication can irritate and damage the throat and oesophagus if administered without a drink)
 - Check the label on the medication: name of child, dose, route of administration (e.g. by mouth, into ear/eye, rubbed on the skin), any special instructions and expiry date and ensure this is the same information on the Medication Form
- If there is any doubt about any procedure staff should not administer but seek advice from parent/ carer or health professional.
- If a child refuses the medication, they must not be forced. Staff can try to encourage them or perhaps get someone else to try. Under no circumstances should staff attempt to hide the medicine in food or drink, unless there is express written permission from parents to do so.

- It is normally considered poor practice to give medicines covertly, although in rare cases where the health professionals judge that it is in the child's interests to do so, this is acceptable. Some children do find tablets difficult to swallow so may be given them, with their full knowledge, in, for example, a spoonful of jam. Even in these circumstances parents must give written instructions as some medicines can react with certain foods it is advisable they have sought advice from their pharmacist before doing this.

Staff Fitness to Work & Staff Medication

- All nursery staff have a responsibility to work with children only where they are fit to do so.
- Staff must not work with children if they are infectious or too unwell to meet children's needs. This includes circumstances where medication taken by staff affects their ability to care for children, for example, where it makes a person drowsy.
- If staff members believe their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager immediately.
- The Officer in Charge will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.
- Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or nursery room. If the medication is required to be accessed in an emergency, such as an asthma inhaler, this should be easily accessible but safe from children.
- In all cases medication must be stored securely out of reach of children, at all times. It must not be kept in the first aid box. It will be clearly labelled with the name of the member of staff.

Medication Errors

- Occasionally mistakes may happen. In most cases, whether it is a missed dose, or a medicine given in error there will be no harm done. It is important to be open and honest if errors occur.
- Parents should be contacted, and the mistake explained to them:
 - In the case of a missed dose, the dose may be able to be given at a later time. The parent may be able to advise.
- Where a dose has been given in error, it is important the child is monitored for any reactions and medical advice sought if there are concerns. It is important to inform the parent/ carer as this may happen after the child leaves the setting.
- The Nursery Manager will investigate all medication errors and put in preventative actions to ensure future errors do not occur.

Disposal of Medication

- Tablets and capsules are occasionally dropped on the floor or spat out. In this case we will place the tablet in a labelled envelope and hand to the parents to be disposed of later
- In no circumstances should it be flushed down the toilet or thrown in the bin
- When a child leaves the setting, ceases to need medication or if a medicine has passed its expiry date, we will return any unused quantity to the parents. If this is not possible then we will take it to a local pharmacist for safe disposal.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Promoting positive behaviour Policy

EYFS: 3.1-3.3, 3.26, 3.34,
3.58-3.60

At Abacus Children's Day Nursery, we believe that children flourish best when they feel safe and secure and have their needs met by supportive practitioners who act as good role models, show them respect and value their individual personalities. The nursery promotes British Values and encourages and praises positive, caring and polite behaviour at all times and provides an environment where children learn to respect themselves, other people and their surroundings.

We implement the early year's curriculum supporting children to develop their personal, social and emotional development. This involves helping children to understand their own feelings and others and beginning to regulate their behaviour. We support children to do this through working together with parents, having consistent approaches, structure, routine, and age/stage appropriate boundaries. We help build confidence and self-esteem by valuing all children and giving lots of praise and encouragement.

To support positive behaviour in our setting we aim to:

- Recognise the individuality of all our children and that some behaviours are normal in young children e.g. biting.
- Encourage self-discipline, consideration for each other, our surroundings and property.
- Encourage children to participate in a wide range of group activities to enable them to develop their social skills.
- Ensure that all staff act as positive role models for children.
- Encourage parents and other visitors to be positive role models and challenge any poor behaviour shown.
- Work in partnership with parents by communicating openly.
- Praise children and acknowledge their positive actions and attitudes, therefore ensuring that children see that we value and respect them.
- Encourage all staff working with children to accept their responsibility for implementing the goals in this policy and to be consistent.
- Promote non-violence and encourage children to deal with conflict peacefully.
- Provide a key person system enabling staff to build a strong and positive relationship with children and their families.
- Provide activities and stories to help children learn about accepted behaviours, including opportunities for children to contribute to decisions about accepted behaviour where age/stage appropriate.
- Supporting and developing children's understanding of different feelings and emotions, self-regulation and empathy as appropriate to the stage of development.
- Have a named person who has overall responsibility for promoting positive behaviour and behaviour support.

The named persons Miss Samantha Strong and Miss Faye Jackson, for promoting positive behaviour will:

- Advise and support other staff on any behaviour issues.
- Along with each room leader will keep up to date with legislation and research relating to positive behaviour.
- Support changes to policies and procedures in the nursery.

- Access relevant sources of expertise where required and act as a central information source for all involved.
- Attend regular external training events, and ensure all staff attend relevant in-house or external training for behaviour management. We keep a record of staff attendance at this training.

Our nursery rules are concerned with safety and care and respect for each other. We keep the rules to a minimum and ensure that these are age and stage appropriate. We regularly involve children in the process of setting rules to encourage cooperation and participation and ensure children gain understanding of the expectations of behaviour relevant to them as a unique child.

Children who behave inappropriately by physically abusing another child or adult e.g. biting, or through verbal bullying, are helped to talk through their actions and apologise where appropriate. We make sure that the child who has been upset is comforted and the adult will confirm that the other child's behaviour is not acceptable. We always acknowledge when a child is feeling angry or upset and that it is the behaviour that is not acceptable, not the child.

Our promoting positive behaviour procedure is:

- We support all children to develop positive behaviour, and we make every effort to provide for their individual needs.
- We never use or threaten to use physical punishment/corporal punishment such as smacking or shaking or use or threaten any punishment that could adversely affect a child's well-being.
- We only use physical intervention (where practitioners may use reasonable force to prevent children from injuring themselves or others or damaging property) or to manage a child's behaviour if absolutely necessary. We keep a record of any occasions where physical intervention is used and inform parents on the same day, or as reasonably practicable.
- We recognise that for some children there may be specific development needs that mean regular and ongoing restraint may be necessary to keep themselves and others safe from harm. Any restraint used will be carried out by staff who have received specialist restraint training and staff will use techniques and guidance recommended by the approved training provider. Specialist restraint arrangements will be agreed with parents and recorded. We will complete an incident form following any use of restraint and notify the parents the same day.
- We do not single out children or humiliate them in any way. Where children use unacceptable behaviour, they will, wherever possible, be distracted/ re-directed to alternative activities. Discussions with children will take place as to why their behaviour was not acceptable, respecting their level of understanding and maturity.
- Staff do not raise their voices (other than to keep children safe).
- In any case of misbehaviour, we always make it clear to the child or children in question, that it is the behaviour and not the child that is unwelcome.
- We decide on particular strategies to support particular types of behaviour depending on the child's age, level of development and the circumstances surrounding the behaviour. This may involve asking the child to talk and think about what he/she has done. All staff support children in developing empathy and children will only be asked to apologise if they have developed strong empathy skills and have a good understanding of why saying sorry is appropriate.
- We help staff to reflect on their own responses towards behaviours that challenge to ensure that their reactions are appropriate.

- We inform parents if their child's behaviour is unkind to others or if their child has been upset. In all cases we deal with inappropriate behaviour at the time. We may ask parents to meet with staff to discuss their child's behaviour, so that if there are any difficulties, we can work together to ensure consistency between their home and the nursery. In some cases, we may request additional advice and support from other professionals, such as an educational psychologist.
- We support children in developing non-aggressive strategies to enable them to express their feelings and emotions.
- We keep confidential records on any inappropriate behaviour that has taken place. We inform parents and ask them to read and sign any incidents concerning their child.
- We support all children to develop positive behaviour, and we make every effort to provide for their individual needs.
- Through partnership with parents and formal observations, we make every effort to identify any behavioural concerns and the causes of that behaviour. From these observations and discussions, we will implement an individual behaviour modification plan where a child's behaviour involves aggressive actions towards other children and staff, for example hitting, kicking etc. The manager will complete risk assessments identifying any potential triggers or warning signs ensuring other children's and staff's safety at all times. In these instances, we may remove a child is removed from an area until they have calmed down.
- ABC Charts may be used to identify triggers that are causing a child or children to act in a particular way, this course of action will only be permitted once consent has been given by the parent/carers.
- We do not use the word naughty or have a naughty step/chair.
- If we feel the behaviour has reached unacceptable levels, we may contact the parents to collect their child.

Anti-bullying

Bullying takes many forms. It can be physical, verbal, or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened. We acknowledge that any form of bullying is unacceptable and will be dealt with immediately while recognising that physical aggression is part of children's development in their early years.

We recognise that children need their own time and space and that it is not always appropriate to expect a child to share. We believe it is important to acknowledge each child's feelings and to help them understand how others might be feeling.

We encourage children to recognise that bullying, fighting, hurting and discriminatory comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong.

At our nursery, staff follow the procedure below to enable them to deal with challenging behaviour:

- Staff are encouraged to ensure that all children feel safe, happy and secure.
- Staff are encouraged to recognise that active physical aggression in the early years is part of the child's development and that it should be channelled in a positive way.
- Children are helped to understand that using aggression to get things is inappropriate and they will be encouraged to resolve problems in other ways.

Our staff will intervene when they think a child is being bullied, however mild or harmless it may seem and sensitively discuss any instance of bullying with the parents of all involved to look for a consistent resolution to the behaviour.

- Staff will initiate games and activities with children when they feel play has become overly boisterous/ aggressive, both indoors or out.
- Staff will sensitively discuss any instance of bullying fully with the parents of all involved to look for a consistent resolution to the behaviour.
- If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only through co-operation that we can ensure our children feel confident and secure in their environment, both at home and in the nursery.
- All concerns will be treated in the strictest confidence.

By positively promoting good behaviour, valuing co-operation and a caring attitude, we hope to ensure that children will develop a positive sense of self, have confidence in their own abilities, make good friendships, co-operate and resolve conflicts peaceably. These will provide them with a secure platform for school and later life.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Biting Policy

EYFS: 3.1-3.3, 3.58-3.60, 3.76

At Abacus Children's Day Nursery, we follow a positive behaviour policy to promote positive behaviour at all times. However, we understand that children may use certain behaviours such as biting as part of their development. Biting is a common type of behaviour that some young children use to help them make sense of the world around them, and to manage interactions with others. It can be triggered when they do not yet have the words to communicate their anger, frustration or need. It can also be used to fulfil an oral stimulation need, such as during periods of teething or developmental exploration. Sometimes biting can be due to a Special Educational Need and/or Disability.

Our procedures

The nursery uses the following strategies to prevent biting including individual, one-to-one and small group times so that each child is receiving positive attention. Creating quiet/cosy areas for children who are feeling overwhelmed to go to, including stories and puppets to talk about their feelings and emotions. We also support social and emotional development by providing activities and stories that help children to recognise feelings and empathise with characters and events.

For children who have oral stimulation needs, resources will be provided to fulfil this requirement sensory activities such as biting rings. Staff will be vigilant to identify when children need more stimulation or quiet times. Adequate resources will be provided and, when possible, more than one toy to minimise conflicts.

At Abacus every child is treated as an individual and we work with families to support all children's individual needs. With this in mind, it will be necessary to implement different strategies depending on the needs of the child carrying out the biting.

However, in the event of a child being bitten we use the following procedures.

The most relevant staff member(s) will:

- Comfort any child who has been bitten and check for any visual injury. Administer paediatric first aid where necessary. Complete an accident form and inform the parents via telephone if deemed appropriate. Staff will continue to observe the bitten area for signs of infection. For confidentiality purposes and possible conflict, we do not disclose the name of the child who has caused the bite to the parents.
- Tell the child who has caused the bite in terms that they understand that biting (the behaviour and not the child) is unkind and show the child that it makes staff and the child who has been bitten sad. The child will be asked to say sorry if developmentally appropriate or helped to develop their empathy skills by giving the child who has been bitten a favourite book or comforter. Complete an incident form to share with the parents at the end of the child's session.
- Ask the child what they can do to make the 'child that has been bitten' feel better (this could be fetching them a toy or sharing toys with them, a rub on the back etc.)
- If a child continues to bite, carry out observations to try to distinguish a cause, e.g. tiredness or frustration.

- Arrange for a meeting with the child’s parents to develop strategies to prevent the biting behaviour. Parents will be reassured that it is part of a child’s development and not made to feel that it is their fault.
- In the event of a bite breaking the skin and to reduce the risk of infection from bacteria, give prompt treatment to both the child who has bitten and the child who had been bitten.

If a child or member of staff sustains a bite wound where the skin has been severely broken arrange for urgent medical attention after initial first aid has been carried out.

In cases where a child may repeatedly bite and/or if they have a particular special educational need or disability that lends itself to increased biting, e.g. in some cases of autism where a child doesn’t have the communication skills, the nursery manager will carry out a risk assessment and may recommend immunisation with hepatitis B vaccine for all staff and children.

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<i>June 2024</i>		<i>June 2025</i>

British Values

EYFS: Section 1- The Learning and Development Requirements, 3.1

The fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in the 2014 Early Years Foundation Stage.

Abacus Nursery promotes British Values throughout its day-to-day activities with the children as well as during focused activities. British Values aids and contributes to the understanding and prevention of radicalisation and extremism of vulnerable children, families, and staff members. All staff are fully aware and confident in how to promote and deliver British Values within the nursery setting. All staff have completed the online 'Channel' training in the prevention of radicalisation.

Example:

Democracy: making decisions together

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

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

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

As part of the focus on managing feelings and behaviour:

- Staff can ensure that children understand their own and others' behaviour and its consequences and learn to distinguish right from wrong.
- Staff can collaborate with children to create the rules and the codes of behaviour, for example, to agree the rules about tidying up and ensure that all children understand rules apply to everyone.

Individual liberty: freedom for all

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

- Children should develop a positive sense of themselves. Staff can provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example through allowing children to take

risks on an obstacle course, mixing colours, talking about their experiences and learning.

- Staff should encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions, for example in a small group discuss what they feel about transferring into Reception Class.

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

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

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

A minimum approach, for example having notices on the walls or multi-faith books on the shelves will fall short of ‘actively promoting’.

What is not acceptable is:

- actively promoting intolerance of other faiths, cultures, and races
- failure to challenge gender stereotypes and routinely segregate girls and boys.
- isolating children from their wider community
- failure to challenge behaviours (whether of staff, children or parents) that are not in line with the fundamental British values of democracy, rule of law, individual liberty,
- mutual respect and tolerance for those with different faiths and beliefs

Statutory guidance on the duty is available at

<https://www.gov.uk/government/publications/prevent-duty-guidance>.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Overall approach to risk assessment

EYFS: 3.65, 3.76

At Abacus Children’s Day Nursery, we take all reasonable steps to ensure staff and children in our care are not exposed to risks. We promote the safety of children, parents, staff and visitors by reviewing and reducing any risks.

Risk assessments

Risk assessments document the hazard/aspects of the environment that needs to be checked on a regular basis. These include who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how this will be monitored and checked and by whom.

The nursery carries out written risk assessments every three months. These are regularly reviewed and cover potential risks to children, staff, and visitors at the nursery. When circumstances change in the nursery, e.g. a significant piece of equipment is introduced or new activity/experience; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance of how they manage risks.

All outings away from the nursery are individually risk assessed. For more details, refer to the visits and outings policy.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Complaints and compliments Policy

EYFS: 3.76, 3.83-3.84

At Abacus Children's Day Nursery, we believe that parents are entitled to expect courtesy and prompt, careful attention to their individual needs and wishes. We hope that at all times parents are happy and satisfied with the quality and service provided and we encourage parents to voice their appreciation to the staff concerned and/or management.

We record all compliments and share these with staff.

We welcome any suggestions from parents on how we can improve our services and will give prompt and serious attention to any concerns that parents may have. Any concerns will be dealt with professionally and promptly to ensure that any issues arising from them are handled effectively and to ensure the welfare of all children, enable ongoing cooperative partnership with parents and to continually improve the quality of the nursery.

Any written complaint relating to the fulfilment of the EYFS requirements will be investigated and the complaints will be notified of the outcome within 28 days. A log of all complaints is located within the entrance hall.

We have a formal procedure for dealing with complaints where we are not able to resolve a concern. Where any concern or complaint relates to child protection, we follow our Safeguarding/Child Protection Policy.

Internal complaints procedure

Stage 1

If any parent should have cause for concern or any queries regarding the care or early learning provided by the nursery, they should in the first instance take it up with the child's key person or a senior member of staff/room leader. If this is not resolved, we ask them to discuss this verbally with the manager.

Stage 2

If the issue still remains unresolved or parents feel they have received an unsatisfactory outcome, then they must present their concerns in writing as a formal complaint to the nursery manager. The manager will then investigate the complaint in relation to the fulfilment of the EYFS requirements and report back to the parent within 14 days. The manager will document the complaint fully and the actions taken and the outcome in relation to it in the complaints log book.

(Most complaints are usually resolved informally at stage 1 or 2.)

Stage 3

If the matter is still not resolved, the nursery will hold a formal meeting between the manager, parent and the senior staff member to ensure that it is dealt with comprehensively. The nursery will make a record of the meeting and document any actions. All parties present at the meeting will review the accuracy of the record and be asked to sign to agree it and receive a copy. This will signify the conclusion of the procedure.

Stage 4

If the matter cannot be resolved to their satisfaction, then parents have the right to raise the matter with Ofsted. Parents are made aware that they can contact Ofsted at any time they have a concern, including at all stages of the complaint's procedure, and are given

information on how to contact Ofsted. Ofsted is the registering authority for nurseries in England and investigates all complaints that suggest a provider may not be meeting the requirements of the nursery's registration. It risk assesses all complaints made and may visit the nursery to carry out a full inspection where it believes requirements are not met.

A record of complaints will be kept in the nursery. The record will include the name of the complainant, the nature of the complaint, date and time complaint received, action(s) taken, outcomes of any investigations and any information given to the complainant including a dated response.

Parents will be able to access this record if they wish to, however, all personal details relating to any complaint will be stored confidentially and will be only accessible by the parties involved. Ofsted inspectors will have access to this record at any time during visits to ensure actions have been met appropriately.

The record of complaints is made available to Ofsted on request. We will follow this procedure for any other compliments and complaints received from visitors to the provider, where applicable.

Contact details for Ofsted:

Email: enquiries@ofsted.gov.uk

Telephone: 0300 123 4666

For more information about Ofsted's role see:
<https://www.gov.uk/government/publications/information-for-parents-about-ofsteds-role-in-regulating-childcare>

Parents will also be informed if the nursery becomes aware that they are going to be inspected and after inspection the nursery will provide a copy of the report to parents and/or carers of children attending on a regular basis.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Working with Display Screen Equipment Policy

EYFS: 3.62-3.63, 3.76, 3.80

At Abacus Children's Day Nursery, we take the welfare of our employees seriously and put safeguards in place to help protect the health and safety of all employees. This includes any staff who are required to undertake office duties as part of their role including working on a computer, laptop or tablet.

We carry out risk assessments to assess any health and safety risks to employees carrying out office duties and provide appropriate equipment for their role.

Staff using computers /laptops/tablets can help to prevent health problems in the office by:

- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen.
- Maintaining a good posture.
- Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach.
- Changing position regularly.
- Having a separate keyboard and mouse; using a good keyboard and mouse technique with wrists straight and not using excessive force.
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light.
- Adjusting the screen controls to prevent eyestrain.
- Keeping the screen clean.
- Reporting to their manager any problems associated with use of the equipment.
- Planning work so that there are breaks away from the workstation.

Seating and posture for typical office tasks:

- Good lumbar support from the office seating.
- Seat height and back adjustability.
- No excess pressure on underside of thighs and backs of knees.
- Foot support provided if needed.
- Space for postural change, no obstacles should be under the desk.
- Forearms approximately horizontal
- Minimal extensions, flexing or straining of wrists.
- Screen height and angle should allow for comfortable head position.
- Space in front of keyboard to support hand/wrists during pauses in typing.

If an employee requires additional support, please let the manager know as soon as possible.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Fire safety Policy

EYFS: 3.1-3.3, 3.64-3.65,
3.76

At Abacus Children's Day Nursery, we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The designated fire marshal, officer in charge, makes sure the nursery premises are compliant with fire safety regulations and seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

The designated fire marshal has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every six to eight weeks or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills will occur at different times of the day and on different days of the week to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

The designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Officer in charge	Every morning and evening	This is recorded on the opening and close checklist which is located in the manager's office.
Fire extinguishers and blankets	Officer in charge	Every morning and evening	As above
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Officer in charge	Every morning and every evening	As above

Evacuation pack	Miss Amy	Monthly	This is recorded in the First Aid checklist file, stored in the manager's office.
Smoke/heat alarms	Northern Security	Annually	This is recorded in the Fire log book, stored in the manager's office.
Fire alarms	Officer in Charge	The first day of every working week	This is recorded in the Fire log book, stored in the manager's office.

The *deputy manager/*deputy fire marshal is appointed to oversee this role when the *manager/*designated fire marshal is absent.

(The officer in charge is the person who opens or closes the nursery, this is a member of staff who has been trained by the nursery manager and is confident in ensuring all health and safety checks have been completed before the children have access to the nursery building.)

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register, emergency contacts list, staff signing in and out sheet and the evacuation bag in the event of a fire.

No smoking/vaping policy

The nursery operates a strict no smoking/vaping policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass.
- Immediately evacuate the building under guidance from the manager on duty (collecting Childrens room register, where applicable).
- Using the nearest accessible exit lead the children out, assemble in the car park.
- Close all doors behind you wherever possible.
- Free staff are to support the babies with the evacuation first, if they do not need support staff are to proceed in supporting the older children and staff.
- There is a fire evacuation cot in the bedroom, if needed children are to be placed into the cot and wheeled outside using your nearest exit.
- Do not stop to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.
- Do not attempt to go back in if any children or adults are not accounted for.
- Wait for emergency services and report any unaccounted persons to the fire service/police.
- Take children's register with you.

If you are unable to evacuate safely:

- Stay where you are safe.
- Keep the children calm and together.
- Wherever possible alert the manager of your location and identity of the children and other adults with you.

The manager/*designated fire marshal is to:

- Pick up the children’s register, staff register, mobile phone, keys, visitor book and fire evacuation pack (containing emergency contacts, nappies, wipes and blankets).
- Telephone emergency services: dial 999 and ask for the fire service.
- In the fire assembly point area – the car park check the children against the register.
- Account for all adults: staff and visitors.
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

- Do not stop to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.
- Do not attempt to go back in if any children or adults are not accounted for.

This policy is updated at least annually in consultation with staff and parents and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Safety checks

EYFS: 3.1, 3.64-3.65, 3.74, 3.76, 3.80

At Abacus Children's Day Nursery, we take reasonable steps to ensure the nursery is a safe environment for children, parents, staff and visitors by carrying out safety checks on a regular basis in accordance with the timescales set out in the nursery checklists. These include daily safety checks of the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas. The checks are recorded and show any issues and solutions.

This policy should be read in conjunction with the fire safety, risk assessments, visits and outings and the equipment and resources policies.

All staff are trained in health and safety to raise awareness. Staff know how to recognise potential hazards including near misses in the nursery environment and monitor safety at all times.

Risk assessments

Risk assessments document the hazard, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how will this be monitored and checked and by whom.

The nursery carries out written risk assessments every three months. These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, e.g. a significant piece of equipment is introduced or new activity/experience; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance of how they manage risks.

All outings away from the nursery are individually risk assessed. For more details, refer to the visits and outings policy.

Electrical equipment

All equipment is checked before use, any damaged or broken electrical equipment is removed and disposed of immediately and appropriately.

- All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level.
- We take a risk-based approach, considering the type of equipment and what it is being used for to make a decision whether to have certain electrical items Portable appliance testing (PAT) tested (as per HSE guidance)
- Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of the children.

Mains information

Locations of:

- Water stop tap: Cleaning Cupboard – Main stop tap: On path in front of Hospice at Home
- Fuse box: Electric room, laundry room and cloak room.
- Main electricity box: Electric room (staff domain)

Dangerous substances

All dangerous substances including chemicals are kept in locked areas out of children's reach in the cleaning cupboard and in the store room. All substances are kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH) and risk assessments must be kept for all substances and the appropriate personal protection taken e.g. gloves, apron and goggles. The COSHH document can be found in the cleaning cupboard.

Hot drinks and food

Hot drinks must only be consumed in the staff areas, never in the children's rooms. No canned drinks, sweets or crisps are to be kept or consumed in the nursery rooms.

Transport and outings

The nursery has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures including the arrangements for transporting and the supervision of children when away from the nursery.

Room temperatures

- Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times and recorded on the appropriate sheet. There is a thermometer in each room to ensure this is monitored.
- Staff must always be aware of the dangers of babies and young children being too warm or too cold.
- Temperatures should not fall below 18°C in the baby rooms and 16°C in all other areas.
- Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

Water supplies

- A fresh water drinking supply is available and accessible to all children, staff and visitors.
- All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40°C.

The checklists used in nurseries include:

Checklists	Who checks	How often
Senior Health & Safety Checks	Officer in Charge	Each morning and evening
Health & Safety room checks	Nursery practitioners	Four times throughout the day
Risk Assessment	Health & Safety Officer	Every three months

Outdoor checks	Nursery practitioner	Before outdoor play
Outings risk assessments	Nursery Practitioner	Before each outing

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<i>June 2024</i>		<i>June 2025</i>

Manual handling Policy

EYFS: 3.23, 3.26, 3.29, 3.63, 3.76, 3.80

At Abacus Children's Day Nursery, we recognise that there are times when staff need to carry out manual handling especially in relation to lifting babies and young children. A variety of injuries may result from poor manual handling and staff must all be aware of and adhere to the nursery's manual handling policy. We instruct all staff in correct handling techniques and expect them to follow these to minimise the risks of injury.

We know that lifting and carrying babies and children is different to carrying static loads and therefore our manual handling training reflects this. All staff will receive training in manual handling within their first year of employment and will receive ongoing training as appropriate.

Preventing injuries

As with other health and safety issues, we recognise that the most effective method of prevention is to remove or reduce the need to carry out hazardous manual handling. Wherever possible, we review the circumstances in which staff have to carry out manual handling and re-design the workplace so that items do not need to be moved from one area to another.

Where manual handling tasks cannot be avoided, for example lifting children, we carry out a risk assessment by examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

Our manual handling assessment considers the following:

- The tasks to be carried out.
- The load to be moved (including moving children).
- The environment in which handling takes place.
- The capability of the individual involved in the manual handling.

We expect staff to use the following guidance when carrying out manual handling in order to reduce the risk of injury.

Planning and procedure

- Think about the task to be performed and plan the lift.
- Consider what you will be lifting, where you will put it, how far you are going to move it and how you are going to get there.
- Never attempt manual handling unless you have read the correct techniques and understood how to use them.
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be at particularly at risk of injury. Complete risk assessments as required.
- Assess the size, weight and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going.
- Assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment e.g. a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads.
- If more than one person is involved, plan the lift first and agree who will lead and give instructions.

- Plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring.
- Ensure lighting is adequate.
- Control harmful loads – for instance, by covering sharp edges or by insulating hot containers.
- Check whether you need any Personal Protective Equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- Consider a resting point before moving a heavy load or carrying something any distance.

Carrying children

- If the child is old enough, ask them to move to a position that is easy to pick up, and ask them to hold onto you as this will support you and the child when lifting.
- Do not place the baby/child on your hip, carry them directly in front of you in order to balance their weight equally.
- Wherever possible, avoid carrying the baby/child a long distance.
- Where a baby is young and is unable to hold onto you, ensure you support them fully within your arms.
- Avoid carrying anything else when carrying a baby/child - make two journeys or ask a colleague to assist you and only carry one child at a time.
- If a baby/child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the child before continuing.
- Students and pregnant staff members will not carry children.

Position for lifting

Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself (or turn the load around) so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.

Lifting

Always lift using the correct posture:

- Bend the knees slowly, keeping the back straight.
- Tuck the chin in on the way down.
- Lean slightly forward if necessary and get a good grip.
- Keep the shoulders level, without twisting or turning from the hips.
- Try to grip with the hands around the base of the load.
- Bring the load to waist height, keeping the lift as smooth as possible.

Moving the child or load

- Move the feet, keeping the baby/child or load close to the body.
- Proceed carefully, making sure that you can see where you are going.
- Lower the baby/child or load, reversing the procedure for lifting.
- Avoid crushing fingers or toes as you put the baby/child or load down.
- If you are carrying a load, position and secure it after putting it down.
- Make sure that the baby/child or load is rested on a stable base and in the case of the baby/child ensure their safety in this new position.
- Report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.

The task

- Carry children or loads close to the body, lifting and carrying the load at arm’s length increases the risk of injury.
- Avoid awkward movements such as stooping, reaching or twisting.
- Ensure that the task is well designed and that procedures are followed.
- Try never to lift loads from the floor or to above shoulder height. Limit the distances for carrying.
- Minimise repetitive actions by re-designing and rotating tasks.
- Ensure that there are adequate rest periods and breaks between tasks.
- Plan ahead – use teamwork where the load is too heavy for one person.

The environment

- Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable
- Remove obstructions and ensure that the correct equipment is available.

The individual

- Never attempt manual handling unless you have been trained and given permission to do so
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.
- Where applicable and age/stage appropriate encourage children to use ladders up to the changing table for nappy changes rather than lifting. Where this is not appropriate always follow the lifting process
- Use cots with a drop downside and avoid bending to lift babies from their cot.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Healthy workplace Policy

EYFS 3.26, 3.27-3.28, 3.80

At Abacus Children's Day Nursery, we are committed to providing a workplace which supports and encourages a healthy staff team through staff training, health and safety awareness and supervisions.

Dress code

Staff must follow our dress code at all times. The dress code is detailed in the staff handbook.

Staff breaks

It is the responsibility of the nursery manager to ensure that all staff working six hours or more take a break of 20 minutes, 30 minutes or 60 minutes dependant on hours worked and ensuring that staff: child ratios are maintained.

Staff under 18 require a break of 30 minutes in circumstances where they work 4.5 hours a day. All breaks are taken away from an employee's normal work area, i.e. the staff room.

Personal hygiene

Staff must follow the personal hygiene code at all times and encourage children to adopt the same good personal hygiene code themselves.

All hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses, messy play activities and after contact with animals.

After noses have been wiped the tissue must be disposed of hygienically and hands should be washed.

Cleaning

The nursery is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is an essential element of this practice. The nursery is cleaned daily, and regular checks are made to the bathrooms. These are cleaned daily (more if necessary, i.e. at lunch time). The nappy changing facility and potties are cleaned and disinfected after every use and potties will be cleaned out after every use. Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for staff and the children in our care.

Kitchen

Staff are made aware of the basic food hygiene standards through food hygiene and safer food better business training, and this is reviewed every three years. In addition, we ensure:

- Fridges are cleaned out weekly.
- Microwave and toasters are cleaned after every use.
- The Oven is cleaned out regularly and recorded.
- Freezers are to be cleaned out every three months and details recorded.
- All storage/units to be cleaned out every two weeks.
- Fridge and freezer temperatures must be recorded first thing in the morning by the officer in charge and checked on an evening.
- All food to be covered at all times in and out of the fridge and dated to show when each product was opened.
- Care must be taken to ensure that food is correctly stored in fridges.

- When re-heating food, it should be over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. Food prepared on the premises must be checked with the probe thermometer before serving.
- Food served but not used immediately should be appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food should be discarded immediately.
- All opened packets are dated when opened and placed in an airtight container e.g. baby food, raisins, cereal etc.
- Blended food is placed in suitable airtight containers, named and dated.
- Surfaces are cleaned with anti-bacterial spray.
- Only appropriate coloured kitchen cloths are used, green jay cloths only. These are soaked overnight in Milton and then washed daily on a hot wash.
- Windows protected by fly guards to be opened as often as possible along with the vents.
- All plugs are pulled out of their sockets at the end of each day and switches switched off where practicable (with the exception of the fridge and freezer).
- Children are only to enter the kitchen with prior consent from the children's chefs and risks reduced. i.e. oven off and sharp knives removed.
- Kitchen bins are emptied when full and at the end of the day.

Laundry Room

- Washing machines drawers etc. are cleaned regularly.
- Tumble dryer lint filters are cleared after every use.
- Staff follow HSE guidance on the safe use of tumble dryers including using the 'cool down' cycle is adequate to reduce the temperature of the items and not removing them from the dryer or piled/stacked while hot but as soon as the drying/cooling cycle is complete and only using it for items that appropriate (as per washing label)
- All staff are responsible for filling/emptying the washing machine/tumble dryer, folding clean clothing/items.

Baby room

- Bottles of formula milk are only made up as and when the child needs them. These should be cooled to body temperature (37C).
- Following the Department of Health guidelines, we will only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We will not use cooled boiled water and reheat.
- Bottles and teats are thoroughly cleaned with hot soapy water and sterilised after use (they are not washed in the dishwasher).
- Bottles are disposed of after two hours.
- A designated area is available for mothers who wish to breastfeed their babies or who wish to express milk.
- Labelled mother's breast milk will be stored in the fridge.
- If dummies are used, they are cleaned and sterilised. This also applies to dummies which have been dropped on the floor.
- All dummies are stored in separate labelled containers to ensure no cross-contamination occurs.
- Sterilisers are washed out daily.

Nursery

- Staff must be trained and aware of general hygiene in the nursery and ensure that high standards are kept at all times.
- Regular toy washing rotas are established in all rooms and recorded. Toys are washed with sanitising fluid.
- Floors are cleaned during the day when necessary. Vacuum cleaner bags are changed frequently.
- Staff are requested to use the appropriate coloured mop for the task or area (see chart on wall) and mop heads are sterilised at least weekly.
- Face cloths are washed on a hot wash after every use and not shared between children.
- Low/highchairs are cleaned thoroughly after every use. Straps and reins must be washed weekly or as required.
- Every child who sleeps are allocated their own bedding for the week which is then washed. After each use and cots wiped with anti-bacterial spray.
- All surfaces are kept clean and clutter free.
- Children are always be reminded to wash their hands after using the bathroom and before meals. Staff are positive role models and talk to the children to encourage good hygiene standards, for example, not eating food that has fallen on the floor.
- Children should learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.

Staff rooms

- It is the responsibility of every member of staff to ensure that their staff room is kept clean and tidy.
- Fridges are cleaned out weekly.
- Microwave are cleaned after every use.
- Surfaces are wiped down daily.
- All implements used for lunch or break to be washed and tidied away after each use.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Animal health and safety & Caring for Animals Policy

EYFS: 3.65, 3.76

At Abacus Children's Day Nursery, we recognise that pets can help meet the emotional needs of children and adults. Research shows pets can help to build children's empathy, responsibility and life skills. Pet can encourage a child's learning needs, especially in reading, communication, observation and speaking and can be helpful for children with special education needs. For many children it can be the only time they come into contact with animals.

We recognise that preparation is key and have researched our choice(s) of animals, including gender, breed, numbers living together and suitability for our environment, taking relevant advice from Blue Cross.

Nursery pets

Our safety procedures are:

- Only staff have responsibility for cleaning out the animals. Protective equipment such as gloves and aprons are used.
- We ensure all pets have had all of their relevant vaccinations and are child-friendly.
- Pets are not allowed near food, dishes, worktops or food preparation areas. Children will wash their hands with soap and water after handling animals and will be encouraged not to place their hands in their mouths while pets are being handled. The staff will explain the importance of this to the children.
- Children will be encouraged to leave their comforters and dummies away from the animals to limit cross-contamination.
- At Abacus Children's Day Nursery, we believe that children learn through real life experiences, therefore when we have the opportunity, we like to provide activities that will accommodate this, such as animals in the nursery. We keep pets at nursery, and we also allow supervised visits to the nursery of other animals. Before we allow animals into the Nursery we will put the following safety measures into place.
- A risk assessment will be completed, and mitigations acted upon before any animal enters the nursery or garden space.
- A list of children's allergies is included on all admission forms. Children who have allergies to animals, animal bedding or food will not be allowed to pet the animals. If a child is allergic to a pet, we will ensure that they do not come into contact.
- All staff will be given adequate information/instructions on how to keep and handle visiting animals.
- Any pet animals will be the responsibility of the nursery manager who can delegate day to day care tasks. There will be areas that are quiet and space away from the children, when needed.
- We will adhere to RSPCA recommended welfare standards for any nursery pet. We will seek veterinary care for any nursery pet that appears to be unwell and all appropriate registrations, inoculations, etc. will be kept up to date.
- When handling animals, to protect children and staff from cross contamination, any pre-existing skin lesions or wounds will be covered with appropriate dressings.
- Children will be supervised at all times when they are in contact with animals and given specific instructions about how they can stay safe.
- All staff and children will follow the strict Hand Washing and Protective Clothing policy before and after handling animals and again before eating food.

Pets from home

- Pets are not allowed near food, dishes, worktops or food preparation areas. Children will wash their hands with soap and water after handling animals and will be encouraged not to place their hands in their mouths during the activity. The staff will explain the importance of this to the children.
- Children will be encouraged to leave their comforters and dummies away from the animals to limit cross-contamination.

Visits to farms

- A site visit must be made by a senior member of staff before an outing to a farm can be arranged. We check that the farm is well-managed, that the grounds and public areas are as clean as possible and that suitable first aid arrangements are made. Animals should be prohibited from any outdoor picnic areas.
- We check that the farm has suitable washing facilities, appropriately signposted, with running water, soap and disposable towels or hot air hand dryers. Any portable water taps should be appropriately designed in a suitable area.
- We will ensure that there is an adequate number of adults to supervise the children, taking into account the age and stage of development of the children.
- We will explain to the children that they will not be allowed to eat or drink anything, or place their hands in their mouths, while touring the farm because of the risk of infection and explain why.
- We will ensure suitable precautions are in place where appropriate e.g. in restricted areas such as near slurry pits or where animals are isolated.

During the visit

- If children are in contact with, or feeding animals, we will warn them not to place their faces against the animals or put their hands in their own mouths afterwards and explain why.
- We will encourage children to leave comforters (e.g. soft toys and blankets) and dummies either at nursery, in the transport used or in a bag carried by a member of staff to limit cross-contamination.
- After contact with animals and particularly before eating and drinking, we will ensure all children, staff and volunteers wash and dry their hands thoroughly. If young children are in the group, hand washing will be supervised. We will always explain why the children need to do this.
- Meals, breaks or snacks will be taken well away from the areas where animals are kept and children will not be allowed to eat anything which has fallen on the ground. Any crops produced on the farm will be thoroughly washed in portable water before consumption.
- We will ensure children do not consume unpasteurised produce, e.g. milk or cheese.
- Manure or slurry presents a particular risk of infection, and children will be warned against touching it. If they do touch it, we will ensure that they thoroughly wash and dry their hands immediately.
- We will ensure all children, staff and volunteers wash their hands thoroughly before departure.
- We will ensure footwear and clothing is as free as possible from faecal materials.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Sustainable practice

EYFS: 1.3-1.6, Section 1: The Learning and Development Requirements

At Abacus Children's Day Nursery, we wish to support children to learn about sustainable practices and foster respect and care for the living and non-living environment.

Children are able to develop positive attitudes and values about sustainable practices by exploring solutions to environmental issues, learning about the world around them and how to protect it and watching adults role model sustainable practices.

We promote a holistic, open-ended curriculum which explores ideas and practices for environmental sustainability and helps children understand the interdependence between people and the environment by:

- helping children to explore nature through art and play.
- supporting children to experience the natural environment through natural materials like wood, stone, sand and recycled materials.
- supporting the environment by learning how to grow and nurture plants in the nursery garden and discovering all about the food cycle by growing, harvesting.
- helping children to learn about water conservation, energy efficiency and waste reduction through play-based activities and adult interactions.
- going on nature walks and learning about plants they see in the local area.
- encouraging parents and children to walk to nursery if they can to raise the awareness of caring for the planet
- developing a recycling area and encouraging children to share recycling ethos into the home environment.

As a nursery we will embed sustainability into all aspects of the operations including:

- recycling materials for art and creative activities
- considering our carbon footprint when purchasing materials
- shopping local where possible
- turning off equipment and lights when not in use
- using energy saving light bulbs
- not leaving any equipment on standby
- unplugging all equipment at the end of its use/the day
- using energy saving wash cycles on the washing machine.
- incorporating water-wise strategies such as ensuring taps are turned off and leaks fixed.
- using rainwater butts for outdoor water play
- recycling water from the water play to water plants outside.

Working together with all our parents and partners will help our environment to be more sustainable and make it a better place for our future generations to grow up in.

We assess our nursery's impact on the environment on a regular basis and put procedures in place to counteract this impact.

This policy is reviewed annually and is carefully considered in the best interests of the children, nursery and the environment.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Visits and outings Policy

EYFS: 3.25, 3.65, 3.66, 3.67, 3.74-3.75, 3.76
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Note from legal: It may be useful to check conditions of liability insurance to see if there are any exclusions or requirements that need to be complied with.

At Abacus Children's Day Nursery, we offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the nursery environment and extend children's experiences. We always seek parents' permission for children to be included in such outings.

Procedures

Visits and outings are carefully planned using following guidelines, whatever the length or destination of the visit:

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.
- Written permission will always be obtained from parents before taking children out on trips.
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary.
- We designate one member of staff to be the outing leader, this may be the most senior member of staff attending and it will be their role to take the lead in the event of any emergencies/incidents (**see Lost Child Procedure from Outings Policy**)
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required.
- A completed trip register together with all parent and staff contact numbers will be taken on all outings.
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing.
- All staff will be easily recognisable by other members of the group; they will wear the nursery uniform and/ high visibility vests.
- All children wear high visibility vests showing the nursery name and phone number.
- A fully charged nursery mobile phone will be taken as a means of emergency contact. Staff are reminded of the Mobile phone and electronic device use policy and asked to leave personal phones at the setting.
- In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.

Risk assessment/outings plan

The full risk assessment and outing plan will be displayed for parents to see before giving consent. This plan will include details of:

- The name of the designated person in charge - the outing leader.
- The name of the place where the visit will take place.
- The estimated time of departure and arrival.
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size.
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Nursery contact number.
- Method of transportation and travel arrangements (including the route).
- Financial arrangements.
- Emergency procedures.
- The name of the designated first aider and the first aid provision.

Use of vehicles for outings

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the nursery.
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned.
- All vehicles used in transporting children are properly licensed, inspected and maintained.
- Drivers of vehicles are adequately insured.
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts.
- When we use a mini bus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving licence. This entitles the driver to transport up to 16 passengers.
- When children are being transported, we maintain ratios.

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

- Ensure seat belts, child seats and booster seats are used.
- Ensure the maximum seating is not exceeded.
- All children will be accompanied by a registered member of staff.
- No child will be left in a vehicle unattended.
- Extra care will be taken when getting into or out of a vehicle.
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

There may be opportunities for parents to assist on outings. The manager will speak to parents prior to the visit regarding health and safety and code of conduct.

In the event of an emergency (including a terrorist attack)

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead.

This could cover other issues such as extreme weather, emergency (such as an ill or injured child) etc.

Parents will be advised as soon as possible.

Ofsted will be contacted and informed of any incidents.

Further information can be found at:

<https://www.counterterrorism.police.uk/safetyadvice/>

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Missing Child from Nursery Procedure

EYFS: 3.63, 3.65, 3.76

At Abacus Children’s Day Nursery, we are committed to promoting children’s safety and welfare. In the unlikely event of a child going missing within/from the nursery, we have the following procedure which will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing.
- The Officer in Charge will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the nursery, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children, so they remain supervised, calm and supported throughout.
- The Officer in Charge will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted.
- A second search of the area will be carried out.
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery.
- The Officer in Charge will meet the police and parents.
- The Officer in Charge will then await instructions from the police.
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedures, instructions and advice.
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings.
- Ofsted will be contacted and informed of the incidents.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.
- In any cases with media attention staff will not speak to any media representatives.
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

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<i>June 2024</i>		<i>June 2025</i>

Missing Child from Outings Procedure

EYFS: 3.65, 3.66, 3.74-3.75
3.76

At Abacus Children's Day Nursery, we are committed to promoting children's safety and welfare. This includes where children are on outings and visits. We carry out regular head counts of children throughout any outing or visit. In the unlikely event of a child going missing whilst on an outing we have the following procedure which we implement immediately:

- All staff are aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing.
- The organiser will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout.
- If appropriate, on-site security will also be informed and a description given.
- The designated person in charge will immediately inform the police.
- The designated person in charge will then inform the nursery who will contact the child's parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge.
- During this period, some staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children.
- It will be the designated person in charge or the manager's responsibility to ensure that there are adequate staff to care for the children and get them back safe, a member of staff to meet the police and someone to continue the search (this may mean contacting relief staff).
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings.
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedures, instructions and advice.
- Ofsted will be contacted and informed of any incidents.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

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No smoking/ Vaping policy

EYFS: 3.22

At Abacus Children’s Day Nursery, we are committed to promoting children’s health and well-being. This is of the upmost importance for the nursery. Smoking and the use of e-cigarettes has proved to be a health risk and therefore in accordance with legislation, the nursery operates a strict no smoking/vaping policy within its buildings and grounds. It is illegal to smoke in enclosed places.

All persons must abstain from smoking/vaping while on the premises including the car park. This applies to staff, students, parents, carers, contractors and any other visitors to the premises.

Staff accompanying children outside the nursery are not permitted to smoke/vape. We also request that any parents accompanying nursery children on outings refrain from smoking/vaping while caring for the children.

Staff must not smoke/vape while wearing nursery uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff choose to smoke/vape during breaks they are asked to change into their own clothing and smoke away from the nursery entrance/ nursery premises.

We respect that smoking/vaping is a personal choice, although as an organisation we support healthy lifestyles. We follow UK Health Security Agency advice and aim to help staff and parents to stop smoking/vaping by:

- Providing factsheets and leaflets
- Providing information of local help groups
- Providing details of the NHS quit smoking helpline - <https://www.nhs.uk/better-health/quit-smoking/>
- Offering information regarding products that are available to help stop smoking
- Offering in-house support.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Alcohol and substance misuse Policy

EYFS: 3.1-3.8, 3.19, 3.21

Legislation

- Health and Safety at Work Act 1974
- The Misuse of Drugs Act 1971

Related policies

- Disciplinary
- Suitability of staff

At Abacus Children's Day Nursery, we are committed to providing a safe environment that helps to ensure the welfare of the children in our care. This includes making sure that children are not exposed to adults who may be under the influence of alcohol or other substances that may affect their ability to care for children.

This policy is in line with the Health and Safety at Work Act 1974 and The Misuse of Drugs Act 1971. This should be read in conjunction with the Safeguarding and Child Protection Policy, Staff disciplinary Policy and Suitability of Staff Policy.

Alcohol

Under the Health and Safety at Work Act 1974, companies have a legal requirement to provide a safe working environment for all of their employees.

Anyone who arrives at the nursery clearly under the influence of alcohol will be asked to leave. If they are a member of staff, the nursery will investigate the matter and will initiate the disciplinary process as a result of which action may be taken, including dismissal. Staff can still be under the influence of alcohol the day after the night before and staff should be aware of this, ensuring this is not the case when starting work.

If they are a parent, the nursery manager/designated safeguarding officer will judge if the parent is suitable to care for the child. This may involve calling the second contact on the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the safeguarding children/child protection procedure and the police/children's social services may be called.

If anyone arrives at the nursery in a car under the influence of alcohol the police will be contacted.

Staff, students, parents, carers, visitors, contractors etc. are asked not to bring alcohol on to the nursery premises.

Substance misuse

Anyone who arrives at the nursery under the influence of illegal drugs, or any other substance including medication, that affects their ability to care for children, they will be asked to leave the premises immediately. If they are a member of staff, an investigation will follow which may lead to consideration of disciplinary action, as a result of which dismissal could follow. If they are a parent the nursery manager/designated safeguarding lead will judge if the parent is suitable to care for the child. This may involve calling the second contact on the child's registration form to collect them. If a child is thought to be at risk the nursery will follow the safeguarding children/child protection procedure and the police may be called.

The nursery manager will contact the police if anyone (including staff, students, volunteers, contractors and visitors) is suspected of being in possession of illegal drugs or if they are driving or may drive when under the influence of illegal drugs.

If they are a member of staff serious disciplinary procedures will be followed.

If a member of staff is taking prescriptive medication that may affect their ability to work, they must seek medical advice and inform the nursery manager as soon as possible to arrange for a risk assessment to take place. This will ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after the children properly.

Any medication on the premises is stored securely, and out of reach of children, at all times

If there are concerns around a member of staff who may have a drug or alcohol problem, but there is no evidence

If the nursery suspects there may be an issue with drugs or alcohol either from observations, including poor performance, changes in behaviour and/or sickness; and/or staff feedback but there is no evidence that it is happening during working hours or that they are arriving at work under the influence of drugs or alcohol a meeting will be held with the member of staff and manager to investigate the health concerns.

Support and referral to appropriate services may be offered to the staff member, if this is considered appropriate.

Confidentiality will be maintained at all times.

The staff member will be reminded of the disciplinary procedures that will apply if they attend work under the influence of drugs or alcohol.

Safeguarding/child protection

If a parent or carer is clearly over the alcohol limit, or under the influence of illegal drugs and it is believed the child is at risk we will follow our safeguarding/child protection procedures, contact Local Authority children's social care team and the police.

Staff will do their utmost to prevent a child from travelling in a vehicle driven by them and if necessary if the police will be called.

Where an illegal act is suspected to have taken place, the police will be called.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Quality Provision Policy

EYFS: Section 1- The Learning and Development Requirements, 3.26.

At Abacus Children's Day Nursery, we aim to provide high quality care and education for all children. High quality care leads directly to better outcomes for children and this is what we are all aiming for.

As part of our quality practice, we will do the following to ensure children receive the best care and education:

- Having high expectations for children to realise the best outcomes.
- Building close attachments with children so they feel safe, secure, happy and can thrive.
- Developing close relationships with families so together we can best support the child's individual learning and development.
- Implementing all of the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS)
- Ensuring that the EYFS learning, and development requirements are embedded including providing a curriculum that is underpinned by the EYFS principles, educational programmes and seven areas of learning and development.
- Reflecting on all areas of practice and striving towards the Ofsted grade descriptors for Outstanding quality indicators
- Ensuring all the EYFS assessment requirements are met including the planning, observation, assessment and next steps and that they are linked to each individual child's needs and interests and are evaluated for effectiveness.
- Having a highly qualified, skilled staff team that understand what is meant by high quality practice and how to deliver this Deploying staff appropriately to meet the individual needs of all children.
- Creating and achieving the nurseries quality vision, mission and outcomes
- Consistently delivering high quality practice and teaching that makes a difference to children's daily experiences.
- Ensure a solid understanding of the importance of pedagogy and child development amongst all practitioners.
- Ensuring that the environment, resources and provision is of high quality both indoors and out; monitoring resources and equipment ensuring these are risk assessed and fit for purpose.
- Providing children with wonderful experiences and opportunities giving them the best start in life
- Value continuous professional development in all staff and access a variety of training and development to support the needs of the children in the nursery.
- Appropriately assessing children's learning and development and recognising where children may need support and acting on this quickly.
- Evaluate the effectiveness of training and link to the outcomes for children.
- Ensure that the environment and provision is of high quality; monitoring resources and equipment ensuring these are safe, clean and fit for purpose.
- Ensure all staff are confident in their roles and have the training they need to be able to perform these roles.
- Conduct regular supervision meetings with all team members to ensure all staff are supported to be the best they can be.

- Use peer on peer observations to share, discuss and improve practice across the setting.
- Monitor all practice and feedback ideas for improvement.
- Ensure all planning, observation, assessment and next steps are linked to each individual child's needs and interests and are evaluated for effectiveness.
- Undertake a quality programme to ensure all quality is embedded throughout the nursery.
- Engage with families and carers and link across the home learning environment and other carers to provide consistency of care and education.
- Operate a robust and embedded evaluation process across the whole setting that includes all parties such as practitioners, children, parents and external partners. We tackle poor performance using our staff procedures to ensure high quality remains forefront at all times.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Equipment and resources

EYFS: 3.76, 3.64-3.65

At Abacus Children’s Day Nursery, we believe that high-quality care and early learning is promoted by providing children with safe, clean, stimulating, age and stage appropriate resources, toys and equipment.

To ensure this occurs within the nursery, including in our outdoor areas, we provide:

- Play equipment and resources which are safe and, where applicable, conform to the European Standards for Playground Equipment: EN 1176 and EN 1177, BS EN safety standards or Toys (Safety) Regulation (1995).
- A sufficient quantity of equipment and resources for the number of children registered in the nursery.
- High quality resources to meet children’s individual needs and interests.
- Resources which promote all areas of children's learning and development.
- Select books, equipment and resources which promote positive images of people of all races, cultures, ages, gender and abilities, are non-discriminatory and do not stereotype.
- Play equipment and resources which promote continuity and progression, provide sufficient challenges and meet the needs and interests of all children.
- Sufficient storage so resources and equipment can be displayed for children to independently choose and/or stored away safely and then rotated.
- Appropriate risk assessments and checks on all resources and equipment before first use to identify any potential risks and again regularly at the beginning of every session and when they are put away at the end of every session. We repair and clean or replace any unsafe, worn out, dirty or damaged equipment whenever required.
- An evaluation of the effectiveness of the resources including the children’s opinions and interests.
- Role models and discussions to ensure that all children to respect the equipment and resources and tidy these away when play has finished. This is into a designated place via the use of silhouettes or pictures the children can match the resource to.

Cleaning and maintaining of all resources and equipment

We repair or replace any unsafe, worn out, dirty or damaged equipment whenever required. We maintain an inventory of resources and equipment, recording the date on which each item was purchased and the price paid for it.

We encourage children to put resources back where they belong after use. We will often use silhouettes or pictures to support the children to do this.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Critical incident Policy

EYFS: Section 3- The
Safeguarding and Welfare
Requirements

At Abacus Children's Day Nursery, we understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident. These include:

- Flood
- Fire
- Burglary
- Abduction or threatened abduction of a child.
- Bomb threat/terrorism attack.
- Any other incident that may affect the care of the children in the nursery.

If any of these incident's impact on the ability of the nursery to operate, we will contact parents via phone or email at the earliest opportunity, e.g. before the start of the nursery day.

Flood

There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however, we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the occurrence of flooding in this way. Our central heating systems are checked and serviced annually by a registered engineer to ensure they conform to all appropriate guidelines and legislation.

If flooding occurs during the nursery day, the nursery manager will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the same procedure as the fire evacuation procedure. In this instance children will be kept safe and parents will be notified in the same way as the fire procedure. (see fire safety policy)

Should the nursery be assessed as unsafe through flooding, fire or any other incident we will follow our operational plan and support parents/carers in finding alternate care when possible.

Fire

Please refer to the fire safety policy.

Burglary

The management of the nursery follow a locking up procedure which ensures all doors and windows are closed and locked before vacating the premises. Alarm systems are used and in operation during all hours the nursery is closed.

The Officer in Charge will always check the premises as they arrive in the morning. Should they discover that the nursery has been broken into they will follow the procedure below:

- In an emergency dial 999 or non-emergency dial 101 with as many details as possible, i.e. name and location, details of what has been found and emphasise this is a nursery and children will be arriving soon.
- Contain the area to ensure no-one enters until the police arrive. The staff will direct parents and children to a separate area as they arrive. If all areas have been

disturbed staff will follow police advice, including following the relocation procedure under flood wherever necessary to ensure the safety of the children.

- The Officer in Charge on duty will help the police with enquiries, e.g. by identifying items missing, areas of entry etc.
- A manager will be available at all times during this time to speak to parents, reassure children and direct enquires.
- Management will assess the situation following a theft and ensure parents are kept up to date with developments relating to the operation of the nursery.
- Arrangements will be made to ensure the nursery is made safe and secure again.

Abduction or threatened abduction of a child

We have secure safety procedures in place to ensure children are safe while in our care, including taking reasonable steps to ensure that children do not leave the premises unsupervised and to prevent unauthorised persons entering the premises and at risk of abduction. Staff are vigilant at all times and report any persons lingering on nursery premises immediately. All doors and gates to the nursery are locked and cannot be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not. Visitors and general security are covered in more detail in the supervision of visitor's policy.

Children will only be released into the care of a designated adult; see the arrivals and departures policy for more details. Parents are requested to inform the nursery of any potential custody proceedings or family concerns as soon as they arise, so the nursery is able to support the child. The nursery will not take sides in relation to any custody arrangements and will remain neutral for the child. If an absent parent arrives to collect their child, the nursery will not restrict access **unless** a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved.

If a member of staff witnesses an actual or potential abduction from nursery, we have the following procedures which are followed immediately:

- The police must be called immediately.
- The staff member will notify management immediately and the manager will take control following instructions from the emergency response team.
- The parent(s) will be contacted.
- All other children will be kept safe and secure and calmed down where necessary.
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was abducted, time identified, notification to police and findings
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure.
- Ofsted will be contacted and informed of any incidents.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

Bomb threat/terrorism attack

If a bomb threat is received at the nursery, the person taking the call will record all details given over the phone as soon as possible and raise the alarm/ contact emergency services as soon as the phone call has ended. The management will follow the fire evacuation procedure and guidance from the emergency services to ensure the safety of all on the premises. The person who took the call will provide as much detail to the emergency services as possible. Ofsted will be notified. With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.

Any Other Significant incidents

All incidents will be managed by the officer in charge and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents e.g. no water supply will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the nursery.

National outbreaks of infection/Health Pandemics

In the event of a national outbreak of a health pandemic, we will follow Government health advice and guidance, legal advice and advice from our insurance provider.

The setting will remain open as long as we have sufficient staff to care for the children. Depending on the nature of the pandemic we will follow all advice and implement measures to ensure that risks to vulnerable children and staff are minimised. This may include excluding infected children/staff/parents or family members from the setting for a set period of time, to prevent the spread of infection. This decision will be done in consultation with parents, staff, legal advice and our insurance provider. Each case will be reviewed on an individual basis.

The nursery manager will notify Ofsted in the event of a critical incident.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Emergency Lock down/Red Alert procedure

EYFS: Section 3 – The
Safeguarding and Welfare
Requirements

We will use the lock down/red alert procedure when the safety of the children, staff and others on the premises are at risk and we will be better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the nursery)
- An intruder on the nursery site (with potential to pose a risk to staff and children in nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the nursery – as long as it is safer staying in the premises than leaving.

In this case the staff will be notified by the following action:

“Red Alert” called on Alexa’s/Phoneline etc using a personal Alarm Sounder

All individuals (including children) will make their way Safely to the Big Bears Pre- School room, if Children are outside, they will be directed into the building along with the members of staff and make way to the Big Bears Pre-School room. Staff Members will close doors behind them, closing the windows and blinds within the room, and the management team will lock the doors where safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in the centre of the Big Bears room, so they are not placed at risk or are able to see any situation developing outside.

The manager will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation via updates.

The Officer in Charge will manage the situation dependant on the situation and the information available. If the nursery is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been called through by the police or local area authority then the nursery will await further instructions.

Once the all clear has been given externally the manager will issue the all clear internally. After this time the staff will try to return practice to normal to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time with their key person to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully, and the procedure went as planned. Ofsted will be informed.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Adverse weather Policy

EYFS: 3.68

At Abacus Children’s Day Nursery, we have an adverse weather policy in place to ensure our nursery is prepared for all weather conditions that might affect the running of the nursery such as floods, snow and heat waves.

If any of these incident’s impact on the ability of the nursery to open or operate, we will contact parents via phone and or e-mail as soon as possible.

We will not take children outdoors where we judge that weather conditions make it unsafe to do so.

Flood

In the case of a flood, we will follow our critical incident procedure to enable all children and staff to be safe and continuity of care to be planned for.

Snow or other severe weather

If high snowfall, or any other severe weather condition such as dense fog, is threatened during a nursery day then the nursery manager will take the decision as to whether to close the nursery. This decision will take into account the safety of the children, their parents and the staff team. In the event of a planned closure during the nursery day, we will contact all parents to arrange for collection of their child.

In the event of staff shortages due to snow or other severe weather we will contact all available off duty staff and/or agency staff and group the children differently until they are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues are explored, we will contact Ofsted to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the nursery.

Heat wave

Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun; children will not be allowed in the direct sunlight between 11.00am – 3.00pm on hot days. Shaded areas are provided to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to. For further details Please refer to our sun care policy.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Supervision of children Policy

EYFS: 3.29 3.34, 3.35, 3.36, 3.64, 3.76
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At Abacus Children's Day Nursery, we have suitable staffing arrangements to protect and support the welfare of the children in our care at all times. The nursery manager is responsible for all staff, students and relief staff receiving information on health and safety policies and procedures in the nursery in order to ensure they are adequately supervising the children at all times, including whilst they are eating.

Supervision of children

We ensure that children are supervised adequately at all times, whether children are in or out of the building, including eating through:

- Appropriately deploying staff members meeting the ratio and qualification requirements to ensure children's needs are met and continuing to monitor this across the setting regularly. This includes informing parents and/or carers about staff deployment, and, when relevant and practical involving them in these decisions.
- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff.
- Whilst eating, every child will be within sight and hearing of a suitably competent member of staff; there will always be a member of staff in the room with a valid paediatric first aid certificate
- Completing registers as soon as children enter and leave the premises and carrying out head counts throughout the day.
- Risk assessing activities/experiences and equipment to ensure children are not exposed to unnecessary risks, including removal of any choking hazards and fully supervising any activities that may pose this risk.
- Ensuring children are fully supervised at all times when using water play/paddling pools as we are aware that children can drown in only a few centimetres of water.
- Taking special care when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs, including having one member of staff supervising large outdoor play equipment at all times.
- Support children to identify, minimise and manage risks in their play.
- Making sure staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors.
- Supervising children at all times when eating; monitoring toddlers and babies closely and never leaving babies alone with a bottle. Babies are always bottle fed by a member of staff.
- Supervising sleeping babies Baby Owls/Little Cubs and Big Badger children by checking on them every 10-15 minutes if there is less than three/four children in the sleep room. There is also a room monitor in place. If there are three/four or more children in the sleep room, there will be a member of staff in their monitoring.
- Never leaving babies/children unattended during nappy changing times.
- Supervising children carefully when using scissors or tools including using knives in cooking activities.
- Increasing staff: child ratios during outings to ensure supervision and safety (please refer to Outings policy).
- Strictly following any safety guidelines given by other organisations or companies relating to the hire of equipment or services e.g. hire of a bouncy castle and a member of staff MUST supervise the children at all times.

This policy was adopted on	Signed on behalf of the nursery	Date for review
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<i>June 2024</i>		<i>June 2025</i>
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Supervision of visitors Policy

EYFS: 3.3, 3.76, 3.80

At Abacus Children's Day Nursery, we aim to protect the children in our care at all times. This includes making sure any visitors to the nursery are properly identified and supervised at all times.

All visitors are signed into the visitors' book on arrival and departure.

Visitors may include prospective parent/carers, other professionals e.g. local authority workers, Ofsted inspectors, people in the community that may come to talk to the children e.g. librarians, contractors to complete work, deliveries etc.

Where applicable, visitors' identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists. All visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone policy, camera and other recording devices policy including use of smartwatches where applicable.

All visitors are given and should wear a visitor's badge to identify themselves to staff and parents within the nursery. A member of staff must accompany visitors in the nursery at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building.
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to leave the nursery unattended.
- Staff, Parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery.
- The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Personnel Policy

EYFS: 3.9 – 3.13, 3.23-3.26

At Abacus Children’s Day Nursery, we aim to have a high-quality staff team that act at all times in the best interests of children’s safety and welfare. To achieve this, we have a range of policies to support the recruitment, development and retention of staff.

The nursery’s policies in respect of personnel are governed by the following:

- The best interests of the children, their welfare, safety, care and development.
- The statutory requirements of the Early Years Foundation Stage.
- The individual needs of the children including maintaining continuity of care.
- Compatibility between all members of staff and the building of a good team spirit.
- Consideration of the advancement of each member of staff both by internal and external training to help them achieve their maximum potential.
- Equal pay for work of equal value.
- Compliance with the current legislation including the principles of the Equality Act 2010 and all current legislation governing discrimination.

We will ensure:

- The provision of a person specification and job description for every member of staff prior to an interview.
- All interviews will follow our recruitment procedures to ensure safe and fair and non-discriminatory recruitment occurs.
- The provision of a statement of terms and conditions and contract for every member of staff in employment (contract to be received by new employee within two months of commencement of employment).
- Prior to commencement of employment, the successful applicant shall be provided with an offer letter (conditional on an enhanced Disclosure and Barring Service (DBS) clearance and satisfactory references) with the induction procedure and any details of other information relevant for their first day of work.
- New members of staff will be provided with copies of all the policies and procedures, and we will ensure their understanding and adherence to these over an induction period. They will receive induction training including information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues.
- All staff receive effective supervision including support, coaching, and training to promote the best interests of children. Staff are also provided with ongoing training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.
- We promote staff well-being (see Well-being for Staff Policy) and foster team working through regular meetings and team events/outings.
- Discrimination or harassment of any member of staff relating to sex, race, sexual orientation, gender, gender reassignment, age, religion or belief and disability will not be acceptable. This includes unwanted verbal or physical third-party harassment by those not employed by the nursery.

The policy is reviewed at least annually in consultation with staff.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Staff development and training Policy

EYFS: 3.23 – 3.26

At Abacus Children's Day Nursery, we value our staff highly. We believe that ongoing personal and professional development is essential for maintaining the delivery of high-quality care, learning and development for children in their early years. It underpins all aspects of positive interactions and activities planned for children.

The overall quality of our nursery is underpinned by our staff having the appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities.

In the interests of the nursery, the children, their families and the individual we give every staff member the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children. A comprehensive and targeted programme of professional development ensures practitioners are constantly improving their understanding and practice. High-quality professional supervision is provided, based on individual performance related targets, consistent and sharply focused observation and evaluations of the impact of staff's practice.

We ensure that more than 50% of staff are qualified to Level 3 (or equivalent) or above in childcare and education or Early Years Educator. Other staff working at the nursery will either be qualified to Level 2 or undertaking training. Where necessary staff will be supported to achieve a suitable level 2 qualification in Maths and English (as defined by the Department for Education on the Early Years Qualifications List) for the completion of the Early Years Educator. Abacus Children's Day Nursery may take on students however they will not be counted in the ratios.

We ensure staff have adequate maths knowledge for effective delivery of the EYFS curriculum.

We ensure setting managers appointed on or after 4 January 2024 hold a level 2 maths qualification, or they achieve one within 2 years of starting in the position.

In addition to this, we ensure that all level 2 and/or level 3 qualified staff (on or after 30 June 2016) have either a full paediatric first aid PFA or an emergency PFA certificate within three months of starting work and ongoing in order to include them in the required staff: child ratios at level 2 or level

We strongly promote continuous professional development, and all staff have individual training records and training plans to enhance their skills and expertise, based on discussions at supervision meetings. There is no training budget and the team gain external support and training as and when needed.

To facilitate the development of staff we:

- Coach, mentor, lead and offer encouragement and support to achieve a high level of morale and motivation.
- Promote teamwork through ongoing communication, involvement and a no blame culture to enhance nursery practice.
- Provide opportunities for delegation based on skills and expertise to offer recognition and empower staff.

- Encourage staff to contribute ideas for change within the nursery and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and activity planning.
- Encourage staff to further their experience and knowledge by attending relevant external training courses.
- Encourage staff to pass on their knowledge to those who are less experienced and share knowledge from external training with small groups of staff within the nursery.
- Provide regular in-house training relevant to the needs of the nursery.
- Carry out termly supervision meetings with all staff. These provide opportunities for staff to discuss any issues particularly concerning children’s development or well-being, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness. Staff appraisals are carried out annually where objectives and action plans for staff are set out, while also identifying training needs according to their individual needs.
- Carry out training need analyses for all individual staff, the team as a whole and the nursery every six months.
- Develop a training plan that sets out the aims and intended outcomes of any training, addressing both the qualification and continuous professional development needs of the nursery and individual staff.
- Monitor continuously the training and development needs of all staff and the nursery as a whole team.
- Promote a positive learning culture within the nursery.
- Offer annual team building training.
- Carry out full evaluations of all training events and use these to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning.
- Provide inductions to welcome all new staff and assign a ‘work buddy’ to coach and support new staff.
- Offer ongoing support and guidance.
- Offer varied information sources including membership of local and national organisations, resources, publications and literature to all staff.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Supervisions Policy

EYFS: 3.27,3.28

At Abacus Children's Day Nursery, we implement a system of supervision for all of our staff during and after their induction and probation period. Supervision is part of the nursery's overall performance management system and promotes a culture of mutual support, teamwork and continuous improvement. It encourages the confidential discussion of sensitive issues including the opportunity for staff and their managers to:

- Discuss any issues – particularly concerning children's development or well-being.
- Identify solutions to address issues as they arise.
- Receive coaching to improve their personal effectiveness.
- Develop their own skills/ training needs in order to progress in their role.
- Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability/suitability to work with children. (This should include any incidents resulting in a reprimand, caution or prosecution by the police, any court orders or changes to their health. These changes are recorded as a declaration on the individual member of staff's supervision form and appropriate action is taken, where applicable, in line with the safeguarding/child protection and disciplinary procedure).

The frequency of supervision meetings is monthly throughout the probationary period, then termly thereafter according to individual needs. A template agenda is used in all meetings to ensure consistency across the nursery. This clearly sets out who does what and the timeframe, i.e. what the manager is responsible for and what the practitioner needs to do.

There should always be something that a member of staff can discuss, e.g. a particular child's development, strengths or concerns. However, if there are times where staff may be struggling to identify areas to discuss in a supervision, we will ask them to identify three things they have enjoyed about their job/done well since the last supervision and one thing they have least enjoyed/requires further improvement. They will be asked to complete this prior to supervision (as set out in their responsibilities).

There may be times when supervision may be increased for members of the team as and when needed, i.e. if they have particular concerns about a child or if they are going through personal circumstances at home, for new starters, staff returning after long-term illness, on request from staff.

It is the responsibility of the manager to plan time to ensure that all staff have supervisions. At Abacus Children's Day Nursery supervision is carried out by the manager. If for any reason a supervision is cancelled a new date will be rearranged within 7 days.

All members of staff responsible for carrying out supervisions are trained and supported prior to carrying these out.

Supervision meetings also offer regular opportunities for members of staff to raise any changes in their personal circumstances that may affect their suitability to work with children. This should include any incidents resulting in a reprimand, caution or prosecution by the police, any court orders or changes to their health. These changes are recorded as a declaration on the individual member of staff's supervision form and appropriate action is taken, where applicable, in line with the safeguarding/child protection and disciplinary procedure.

Staff have a responsibility to ensure that they are available for supervision meetings and that the necessary paperwork is complete. Information shared in supervision sessions is confidential. The supervision process will be evaluated yearly through staff feedback and is used as part of the overall performance monitoring system at the nursery.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Data Protection and Confidentiality Policy

EYFS: 3.72, 3.77-3.80

At Abacus Children's Day Nursery we recognise that we hold sensitive/confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices and emergency contacts. We store all records in a secure locked cupboard and storeroom in line with data protection registration and any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy will work alongside the Privacy Notice to ensure compliance under General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and Data Protection Act 2018.

Legal requirements

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery.
- We follow the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

Procedures

It is our intention to respect the privacy of children and their families, and we do so by:

- Storing confidential records in a locked filing cabinet and locked storeroom.
- Ensuring staff, student and volunteer inductions include an awareness of the importance of the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality and that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. It is not shared with friends and family, discussions on the bus or at the local bar. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to respect it.
- Ensuring that all staff, volunteers and students are aware that children and families information is confidential and only for use within the nursery and to support the child's best interests with parental permission.
- Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest.
- Ensuring all staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the safeguarding circumstances above.
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality.
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions.
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-

know' basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

Staff and volunteer information

- All information and records relating to staff/ volunteers will be kept confidentially in a locked cabinet.
- Individual staff may request to see their own personal file at any time.

General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) compliance

In order to meet our requirements under GDPR we will also undertake the following:

1. We will ensure our terms & conditions, privacy and consent notices are easily accessed/made available in accurate and easy to understand language.
2. We will use your data to ensure the safe, operational and regulatory requirements of running our Nursery, these include [insert some examples]. We will only contact you in relation to the safe, operational and regulatory requirements of running our Nursery, these include [insert some examples]. We will not share or use your data for other purposes. Further detail can be found in our GDPR policy.
3. Everyone in our nursery understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).
4. We will ensure staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR. This includes:
 - Being confident of the processing conditions which allow them to store and share information for safeguarding purposes, including information, which is sensitive and personal, and should be treated as 'special category personal data.'
5. Understanding that 'safeguarding of children and individuals at risk' is a processing condition that allows practitioners to share special category personal data. This includes allowing practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner, but it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk

Location of ICO certificate

In the entrance hall on the parental notice board.

Further information can be found in our 'access and storage of information' policy.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Safe recruitment of staff Policy

EYFS: 3.9 – 3.26

At Abacus Children's Day Nursery we are vigilant in our recruitment procedures aiming to ensure that all people working looking after children are suitable to fulfil the requirements of their role. We have effective systems in place to ensure that practitioners and any other person who may have regular contact with children are suitable.

We follow this procedure each and every time we recruit a new member to join our team.

Legal requirements

- We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations including our legal responsibilities under the Equality Act 2021.
- We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks; and abide by the employer's responsibilities relating to informing the DBS of any changes to the suitability of their staff, whether this member of staff has left the nursery or is still under investigation. Please refer to the child protection/safeguarding policy for further information.

Advertising

- We use reputable newspapers, social media, websites and the local job centre to advertise for any vacancies.
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures; including an enhanced DBS check and at least two independent references for every new employee.

Interview stage

- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- All shortlisted candidates will receive a job description, a person specification, an equal opportunity monitoring form and a request for identification to be brought with them, prior to the interview.
- The manager will decide the most appropriate people for the interview panel. There will be at least two people involved, both are involved in the overall decision making.
- At the start of each interview all candidates' identities are checked using, for example, their passport and/or photo card driving licence. All candidates are required to prove they are eligible to work in the UK. The interview will also cover any gaps in the candidate's employment history.
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These cover specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery. The questions are value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care.
- Every shortlisted candidate will be asked to take part in a supervised practical exercise which will involve spending time in a particular age group in the nursery interacting with the children, staff and where appropriate parents.

- The manager and deputy will then select the most suitable person for this position based on the interview and their knowledge and understanding of the early years framework as well as the needs of the nursery.
- Every candidate will receive communication from the nursery stating whether they have been successful or not. Unsuccessful candidates are offered feedback.

Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or, in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences. This may be verbal initially and then followed up with a written reference which will form part of their personnel file.
- The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked, and copies taken for their personnel files.
- Prior to employment but after the job has been offered a health check questionnaire will be given to the employee and its results will be taken into account in making an overall decision about suitability. The nursery reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role. Please see the absence management policy for more details about how the nursery manages health problems including access to medical records.
- All new starters, other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before the member of staff commences work in the nursery and they will not have unsupervised access to any child or their records before this check comes back clear. Further to this, the new starter will not be allowed to take photographs of any child, look at their learning and development log or change the nappy of any child without an up-to-date enhanced DBS check (whether supervised or not).
- An additional criminal's records check (or checks if more than one country) should be made for anyone who has lived or worked abroad.
- The nursery will record and retain details about the individual including staff qualifications, identity checks carried out and the vetting process completed. This will include the criminal records disclosure reference number, the date the disclosure was obtained and details of who obtained it. The nursery will not retain copies of the disclosure itself once the employment decision is taken.
- There may be occasions when a DBS check is not clear, but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's and owner's discretion taking into account the following:
 - seriousness of the offence or other information
 - accuracy of the person's self-disclosure on the application form
 - nature of the appointment including levels of supervision
 - age of the individual at the time of the offence or other information
 - the length of time that has elapsed since the offence or other information.
 - relevance of the offence or information to working or being in regular contact with children
- If the individual has registered on the DBS system since 17 July 2013 managers may use the update service with the candidate's permission instead of carrying out an enhanced DBS check.
- New starters are required to sign their application form to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or unsuitable to do so.

- All new members of staff will undergo an intensive induction period during which time they will read and discuss the nursery policies and procedures and be assigned a 'buddy' who will introduce them to the way in which the nursery operates.
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children/Child Protection policy and procedure, emergency evacuation procedures, equality policy and health and safety issues.
- The new member of staff will have regular meetings with the manager and their 'buddy' during their induction period to discuss their progress, support required and/or further training and professional development opportunities.

Ongoing support and checks

- All staff are responsible for notifying the manager in person if any there are any changes to their circumstances that may affect their suitability to work with children (staff suitability status will also be checked through an annual 'staff suitability questionnaire'). This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager with **immediate effect**.
- All members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. This will also be discussed at staff supervisions and review meetings. Management may require this more regularly where health circumstances change. There are more details about how the nursery deals with any health problems in the absence management policy.
- The nursery manager will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. This may include requiring the individual to obtain a waiver from Ofsted in relation to any disqualification. Please see the Disciplinary Policy for further details.
- Each member of staff will have a supervision once a month for the first six months then termly thereafter. This will provide an opportunity for the manager and member of staff to discuss training needs for the future as well as evaluate and discuss their performance from the previous supervisions. During each supervision a coaching session takes place to further support all staff.
- The manager, deputy and room leaders will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.
- The nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Suitability of staff Policy

EYFS: 3.9 – 3.18, 3.20, 3.23-3.26

At Abacus Children's Day Nursery we are committed to ensuring that all staff, including students and any agency/ supply staff are suitable to work with children. We have systems in place to ensure all staff are suitable to work with or be in regular contact with children. This includes making a decision about suitability as part of the recruitment process and monitoring continued suitability as part of regular staff or student supervision.

The nursery manager is responsible for ensuring that all staff and students have an enhanced check with the Disclosure and Barring Service (DBS), and that the results of such a check are assessed as part of a decision on suitability. Where possible staff will have the checks completed prior to starting employment. However, if there are delays in checks coming through, as a last resort staff may work in the nursery before these checks are completed but they must be supervised at all times by staff who already hold an enhanced check at all times and the check has been applied for.

All nursery staff will be informed of any staff awaiting enhanced DBS clearance.

Staff awaiting these checks will never:

- Be left unsupervised whilst caring for children.
- Take children for toilet visits unless supervised by staff holding an enhanced check.
- Change nappies.
- Be left alone in a room or outside with children.
- Administer medication.
- Administer first aid.
- Take photographs of any children
- Contribute to but not be involved in looking at a child's learning and development log.
- Have access to children's personal details and records.

While adhering to the above list, we recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and we support them in participating fully in every other aspect of the nursery day.

We recognise that the enhanced DBS disclosure is only one part of a suitability decision and nursery management will ensure every individual working with a child goes through a vigorous recruitment and induction procedure (as laid out in the safe recruitment policy). We will also ensure they receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the nursery. We act on any information that comes to our attention that suggests someone may no longer be suitable for their role.

All students will also receive an interview to ensure they are suitable for the nursery and an induction process to ensure they fully understand and are able to implement the nursery procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.

We request confirmation that all necessary checks have been completed by the agency before using any supply/agency staff. We have a short induction prior to them working with

the children. It is our policy that all agency/supply staff are fully supervised and not left alone with children.

Once checks are obtained, we record the criminal records check reference number, the date the check was obtained and details of who obtained it. We also collect this information for any agency/supply staff prior to using them. Staff are also expected to disclose any conditions that may affect their suitability to work with children at anytime.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Staff working with their own children/close relation Policy

EYFS: 3.1,3.20,3.80

At Abacus Children's Day Nursery we understand the potential stresses of staff returning to work after having a baby or working in the same environment as your child or a close relation. We wish to support all employees in this position and request the member of staff meet with the nursery manager and room leader, where appropriate, to discuss the needs of all parties.

We believe our staff should remain neutral and treat all children with the same regard. It is generally not appropriate for staff to care for their own children or those of a close relative whilst working in the nursery.

However, we recognise that this may not always be possible. We will also try to accommodate the wishes of any staff member with a child or close relative in the nursery and come to an agreement which suits us all. This agreement is based on the following principles:

- Where staff work in the same room as their child or close relation, there is an agreed set of guidelines between the nursery and the member of staff setting out the expectations of working with their child/close relation. These include a clear statement that during their time at nursery the child is in the care of the nursery, and it is the nursery that retains responsibility for the child and their care.
- Where this agreement is not working or is impacting on the care of the child or other children in the room, the manager and member of staff will reassess the situation.
- Staff caring for another staff member's child will treat them as they would any other parent/child. No special treatment will be offered to any child or parent who has connections with the nursery.

Where the manager assesses that the agreement is not working and/or there is an impact on the care of the children in the room because of the staff member's relationship with their child or close relation:

- The manager will consider moving the staff member and not the child. This will enable the child to be in the appropriate age/stage group and to continue to forge consistent relationships with other children in this group.
- Where the staff member is in another room, there will be an agreement between the staff member, manager and room leader about contact with the child during the nursery day. Although we do not want to restrict a parent seeing their child, we must consider the room routine and the upset a visit may cause the child when their parent leaves the room again.
- If there are staff shortages resulting in the movement of staff, the staff member will be placed in a different room to that of their child or close relation, wherever possible.
- Where a staff member's baby requires breastfeeding, the nursery will adapt the above guidelines to suit both the baby's and mother's needs. Cover will be provided during this time.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Student Policy

EYFS: 3.20, 3.30

At Abacus Children's Day Nursery we are committed to sharing good practice with those wishing to pursue a career in childcare. We welcome students to join our staff team and gain work experience within our nursery. We will accept two students at a time as more students than this places undue pressure on staff. We do, however, accept small groups or occasional placements when research or studies are being carried out that will be of benefit to childcare.

We will only offer placements to students who are associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college or school.

We expect all students to visit the nursery for a meeting/interview, followed by their student induction and nursery tour. At this time the student will have the opportunity to read and discuss relevant health and safety policies, receive a copy of the Staff Guide Handbook and sign their contract in readiness for their first day.

Our policy for those on placements is as follows:

- Where possible and appropriate all students will have an enhanced Disclosure and Barring Service (DBS) check before their placement begins.
- All students are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the nursery.
- Students will be supervised at all times by the member of staff assigned to them and will not be left alone with the children. They may only change nappies under close supervision.
- Students will be supported to understand nursery policies and procedures including Safeguarding, Health and Safety, Equal Opportunities, Anti-Bribery, and Whistleblowing policies.
- All students are required to keep to our confidentiality policy.
- It is expected that during the student's placement, their tutor will visit the nursery or have verbal communication with the Student Co-ordinator to receive feedback about the student's progress.
- Students will be offered support and guidance throughout their placement and given constructive honest feedback in respect of their performance. Staff will respect individual students' needs and abilities.
- An accurate evaluation of ability and performance for both students and training providers will be provided, and the nursery will support students who are experiencing difficulties with action plans if needed.
- To maintain parent partnerships, parents will be informed when students are present in the nursery e.g. via the parent noticeboard. Wherever possible this will be accompanied by a recent photograph of the student.
- All students on placement must adhere to the same codes of conduct as permanent staff including time-keeping and dress codes.
- All students are encouraged to contribute fully to the nursery routine and to spend some time in every area.

In some cases, we may include students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff: child ratios. This will be at the discretion of the manager and will only occur when the manager is satisfied the student/apprentice is competent and responsible.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Young Worker Policy

EYFS: 3.4, 3.11, 3.30

At Abacus Children's Day Nursery, we support young workers and apprentices as we foster and shape the workforce of the future. At times there may be students on placement within the nursery.

The EYFS (2021) sets out the requirements for young people working in a setting and we will adhere to these requirements at all times.

Any student aged 17 or over who is attending our setting on a long-term placement e.g. for one year or more will be monitored and assessed to determine their competence levels. If we believe that they are demonstrating the high levels of competence and responsibility, we expect from our staff then we may consider including them in our staff ratios at the level below their level of study.

Apprentices in early education aged 16 and over who are attending our setting on a long-term placement and undertaking early education training, will be monitored and assessed to determine their competence levels. If we believe that they are suitable and demonstrating the high levels of competence and responsibility, we expect from our staff then we may consider including them in our staff ratios at the level below their level of study.

Any young person in the setting under the age of 18 is considered a child by law, therefore we will be vigilant towards their safety and well-being. We will provide each young person with a mentor/buddy within the setting that can support their well-being. Any safeguarding concerns will be dealt with according to our safeguarding policies procedures.

Within our nursery we expect our young staff to:

- Read, understand and adhere to all policies.
- Take part in our ongoing staff suitability procedures. Declare any reasons why their suitability to work with children may change during their placement.
- Share any safeguarding concerns they may have with their buddy/mentor or the safeguarding officer.
- Maintain a high standard of work, behaviour, appearance and attendance whilst with the nursery.
- Undertake a full induction conducted by the nursery.
- Access training as required by the management.
- If studying whilst with the setting, undertake all tasks required by the tutor to keep up to date with the course. If your coursework falls behind at any point your placement in the setting will be at risk
- Ensure that the nursery environment is safe and secure for all children at all times and report any issues as they arise.
- Help with the day to day running of the nursery by undertaking tasks as determined by the supervisors and management.
- Take part in staff meetings and all staff training as required by the nursery.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Volunteers Policy

EYFS: 3.9, 3.31

Note from legal: It may be useful to check conditions of liability insurance to see if there are any exclusions or requirements that need to be complied with.

At Abacus Children's Day Nursery we recognise the immense benefits that volunteers bring to the nursery. In return we hope to give volunteers an opportunity to share their skills in a different environment and to undertake new experiences.

Status of volunteers

A volunteer is not an employee and will not have a contract of employment with the nursery. We will, however, insist that the volunteer follows all nursery procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Volunteers will be supervised at all times.

Enhanced Disclosure and Barring Service (DBS) check

All volunteers will have suitability checks conducted in the same way as paid employees. This will include an enhanced DBS check. These checks will be conducted before any volunteer starts their time within the nursery and will also include two written references.

Training

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including safeguarding and child protection, paediatric first aid and health and safety training. The purpose of this is to enable the volunteer to be supported and enhance their development in their voluntary role within our team.

Policies and procedures

Volunteers are expected to comply with all the nursery's policies and procedures. The volunteer's induction process will include an explanation of this.

Confidentiality

Volunteers should not disclose information about the nursery, staff, children and families as stated in the confidentiality policy and should follow the nursery confidentiality procedure at all times.

Volunteer's induction pack

On commencing their volunteer work, the volunteer will be given a pack containing:

- General information about the nursery
- A copy of the volunteering policy
- A confidentiality statement which will require reading, signing and returning to the nursery manager.
- Details of access to all nursery relevant policies and procedures.
- During the induction period, volunteers will read the main policies of the nursery including safeguarding, health and safety and promoting positive behaviour. The designated member of staff will discuss the policies to ensure the volunteer understands and adheres to this.

Volunteer support

The nursery has a designated officer who will take the volunteer through their induction and support and advise them throughout their time in the nursery. Our designated officer for volunteers is Miss Samantha Strong.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Absence management procedure

EYFS: 3.76, 3.80

At Abacus Children's Day Nursery we encourage all our employees to maximise their attendance at work while recognising that employees will, from time to time, be unable to come to work due to sickness, illness or infectious. By implementing this policy, we aim to strike a reasonable balance between the pursuit of our business needs and the genuine needs of employees to take occasional periods of time off work because of sickness. This policy and procedure establish a framework to support individuals and the organisation in times of sickness absence. It ensures that appropriate and consistent advice is provided, and that assistance and support is offered to employees and, where necessary, action is taken.

Principles

We promote good health and aim to provide a healthy working environment and demonstrate commitment to health, safety and the welfare of staff in order to maximise attendance.

Management is responsible for regularly monitoring and taking appropriate action in connection with sickness and other unplanned absence.

Exclusion periods for contagious illnesses

Working with children means that you are more likely to come in to contact with illnesses which can be highly contagious. We take the health of children and staff very seriously therefore if you have any infectious/ contagious illnesses you must adhere to the same exclusion periods as children. This will ensure that you are able to recover appropriately, and that this infection/illness is not passed on to other staff, children or parents. The manager will advise you of any exclusion times required (see the sickness and illness and infection control policies).

Sickness absence reporting procedure

Reporting sickness absence should be done using the following guidelines. Failure to follow these guidelines could delay any sick pay due to you and could possibly result in disciplinary action.

1. On your first day of absence, you must:
 - Contact the officer in charge via text message after 6.30am on any weekday morning or after 5.00pm on a Sunday evening.
 - Then telephone the nursery and speak to the officer in charge at 7.30am yourself unless you are hospitalised or incapacitated.
 - Give brief details of your illness and your expected length of absence.
 - Contact the nursery before 3.00pm the same day to confirm the status of your illness and if you will be returning back to work the next day.
 - Complete the process on each day of absence unless otherwise started by the manager.
2. If you are aware that the illness is likely to last for more than the one day you should indicate the length of absence expected. If you have been unable to determine how long the absence will last, and it exceeds the third day, you must contact your manager again on the fourth day.

3. On returning to work you must complete a copy of the 'Employee's statement of sickness self-certification form'. This should be signed by nursery management.
4. For absences of more than seven consecutive days, including the weekend and non-working days you must provide a 'fit note' completed by a qualified medical practitioner for the period of absence.
5. After returning to work from any sickness absence leave, a 'return to work' interview may be undertaken by the employee and manager. This will not happen in all circumstances, but it would be expected in the following:
 - Where the absence has exceeded 14 days.
 - Where the nature of the illness means that duties on return to work may need to be altered and clarification and/or consultation is required.
 - Where a member of staff has had two or more absences in 12 weeks.

During the return to work interview the following will be discussed:

- The reason for absence.
- Whether support is required and/or adjustments to the role (on a temporary or more permanent basis) are required and what they are. These might include regular catch up meetings, adjusted work patterns, start and finish times and changes of duties.
- Future requirements and expectations, e.g. improved attendance.
- The return-to-work interview should be recorded and signed by both the duty manager and employee and a copy attached to the employee's file.

Where an employee's attendance record gives cause for concern because of the duration or frequency of absence, this should be brought to the attention of the employee through a discussion with the manager.

Throughout any stage of discussions on sickness absence, employees may be accompanied by a work colleague.

The abuse of sick leave may be classified as misconduct and will be dealt with through the disciplinary procedure.

Frequent and/or persistent short-term sickness absence

Short-term absence may be short periods of one or two days occurring frequently.

Absence of this nature can be identified by one of the following indicators and should be classed as a trigger:

- Four self-certified spells of absence in one calendar year.
- A total of 10 working days or more of self-certified absence in one calendar year.
- Patterns of absence over a period, e.g. an individual regularly taking Mondays or Fridays off.
- Where an employee's attendance record is significantly worse than those of comparable employees, or absence problems have gone on for a considerable length of time.

Long-term sickness absence

For the purposes of the policy, long-term sickness absence is defined by the nursery as absences lasting over one month.

Where absences have lasted over 10 working days or more, the manager will contact the member of staff concerned to obtain an initial assessment of the problem and to offer any further help or assistance.

At this point and where felt appropriate after further assessment of the problem, the manager will arrange a face-to-face meeting or telephone conference between themselves and the member of staff. The meeting will include:

- Confirming the reasons and nature of the absence and its likely duration
- Ensuring that the member of staff is aware of the nursery's concern regarding their health and necessary absence from work.
- Consideration of alternative duties or a shorter working week if this would enable a quicker return to work subject to medical advice.
- Give consideration to any personal problems being encountered and discuss possible ways of helping the individual resolve these.
- Advise the member of staff that in their best interests they may be asked to see a registered medical practitioner or occupational health provider appointed by the nursery to enable a medical report to be prepared.
- Alternatively, and if appropriate, gain agreement from the member of staff to contact their doctor or specialist in order to establish the likely length of absence and the long-term effect on capability in relation to job performance and attendance at work.

If all other avenues have been investigated, the absence continues or, following return to work, the attendance record does not improve, a subsequent meeting should be arranged. At this point, unless there are reasonable grounds to believe there will be an improvement in the foreseeable future, the manager should inform the member of staff that long-term sickness absence due to ill health may put their employment at risk and the possibility of termination by reason of capability or suitability to work with children might have to be considered, taking into account any medical information available.

The position will be reviewed periodically and ultimately it may become necessary from a business perspective to consider termination of employment. In these circumstances, the nursery will:

- Review the employee's absence record to assess whether or not it is sufficient to justify dismissal.
- Consult the employee.
- Obtain up-to-date medical advice through occupational health.
- Seek legal advice, where applicable
- Advise the employee in writing as soon as it is established that termination of employment has become a possibility.
- Meet with the employee to discuss the options and consider the employee's views on continuing employment.
- Review if there are any other jobs that the employee could do prior to taking any decision on whether or not to dismiss.
- Allow a right of appeal against any decision to dismiss the employee on grounds of long-term ill health.
- Arrange a further meeting with the employee to determine any appeal.
- Following this meeting, inform the employee of its final decision.
- Act reasonably towards the employee at all times.

Any decision to terminate employment will be taken by the Owner/Nominated Person making sure the capability procedure has been exhausted.

Occupational health

The nursery reserves the right to request employees to attend an appointment with an Occupational Health Advisor (e.g. consultant, GP) during their employment, if it is reasonably deemed necessary due to sickness absence, changes in health or the role, or

where it is necessary to seek an expert medical opinion as to whether or not the employee can fulfil their job role or whether any reasonable adjustments should be made to the employee's role.

The nursery will seek to engage the services of an independent Occupational Health Advisor in situations where expert medical opinion is required and work with them to identify the best course of action in circumstances of sickness absence.

Access to medical records

The Access to Medical Records Act 1988 gives individuals the right of access to medical records relating to themselves which have been prepared by a medical practitioner for employment purposes. The Act provides that:

- Employers must gain the consent of employees before requesting reports from medical practitioners.
- Employers must inform employees of their rights in respect of medical reports.
- The employee has the right of access to the report before the employer sees it, provided appropriate notification is given.
- The employer is responsible for notifying the medical practitioner that the employee wishes to have access.
- The employee may ask for a report to be amended or may attach a statement to the report.
- Having seen the report, the employee may wish to withhold consent to it being supplied.

Where the nursery requests further medical information about the health of staff from an individual's General Practitioner or Specialist, or its own occupational health provider, the provisions of the Act will be followed.

Throughout any interviews regarding sickness absence, staff are entitled to the support of and/or representation by a colleague.

The nursery reserves the right to request employees see a medical advisor (e.g. consultant, GP or Occupational Health Advisor) during their employment, if it is reasonably deemed necessary due to sickness absence, changes in health or the role, or where it is necessary to seek expert medical opinion as to whether or not the employee can fulfil their job role.

Sick Pay

Statutory Sick Pay (SSP) will be paid in accordance with Department for Work and Pensions requirements and no payment will be made for the first three working days in a period of incapacity for work.

Annual leave and sick pay

Where an employee falls sick or is injured whilst on annual leave, the nursery will allow the employee to take sick leave and take the annual leave at a later time. This policy is subject to the following strict conditions:

- The total period of incapacity must be fully certificated by a qualified medical practitioner.
- The employee must contact the manager as soon as he/she knows that there will be a period of incapacity during the pre-planned annual leave in accordance with the Sickness Absence Reporting Procedure
- The employee must submit a written request no later than five days after returning to work setting out how much of the annual leave period was affected by sickness and the amount of leave that the employee wishes to take at another time

- Where the employee is overseas when he/she falls sick or is injured, evidence must be produced that the employee was sick by way of either a medical certificate or proof of a claim on an insurance policy for medical treatment received at the overseas location.

Where the employee fulfils all of the above conditions, we will allow the employee the same amount of annual leave as the amount lost due to sickness or injury.

Sickness or injury shortly before a period of planned holiday

If an employee is ill or is injured before the start of a period of planned annual leave, we will agree to the employee postponing the annual leave dates to another mutually agreed time. Any period of sickness absence will then be treated in accordance with the employer's normal policy on sickness absence.

The employee must submit a written request to postpone the planned annual leave and this must be accompanied by a letter from his/her doctor confirming that he/she is unfit to take the annual leave.

Replacement annual leave dates

Where it is agreed that an employee can take replacement annual leave at a later time, the employee should nominate replacement annual leave dates as soon as possible, with the dates being subject to the agreement of the employee's line manager in the usual way.

Employees should endeavour to take any replacement annual leave within the same holiday year as the days lost as a result of sickness or injury. In the event that part or all of the annual leave is lost due to incapacity towards the end of the nursery's holiday year and there is insufficient time left during that year for the replacement annual leave to be taken, the employee will be permitted to carry over the replacement annual leave to the next holiday year. However, this leave must be taken as early in the new holiday year as possible.

Serious illness/injury of an employee's immediate family

This will be looked at on an individual basis and the nursery manager will agree with you a reasonable period of paid leave time initially, with additional unpaid leave if a significant amount of time off is required. You may also consider taking annual leave/TOIL and working flexibly i.e. making adjustments to the length of the working day, changes in hours/days worked etc.

Death of a member of an employee's immediate family

This leave applies on the death of an employee's spouse, life partner, parent, brother, sister, grandparent, dependant or other relative for whom the employee has special responsibility or has had special ties. See bereavement leave policy.

Generally, the amount of time off required will be at the manager's discretion, but it is advisable to either;

- 1 Set a defined amount of paid/unpaid time, or
- 2 Remove this in its entirety and deal with request as holiday and/or under the emergency time off provisions of the **Employment Rights Act 1996 (s.57a)**

Death of a Child

If an employee has a death of a child under the age of 18 or suffers a stillbirth from 24 weeks of pregnancy, or has an abortion after 24 weeks (in very limited circumstances an abortion can take place after 24 weeks if the mother's life is at risk or the child would be born with a severe disability) all employees will be entitled to two weeks paid leave; subject

to meeting the eligibility criteria having been employed for at least 26 weeks. **The Parental Bereavement Leave and Pay Act 2018.**

Additionally, an employee may take parental bereavement leave in the event of the death of an adopted child while on adoption leave or the death of a child while on shared parental leave. The amount of leave depends on the circumstances and the employer will seek legal advice regarding the employee's individual circumstances at the time of the bereavement.

Carer's leave

Employees have a 'day-one' right to take up to one week of unpaid carer's leave per 12 months to provide or arrange for care for a dependant with a long-term care need.

A dependant is a spouse, civil partner, child, parent, a person who lives in the same household as the employee or a person who reasonably relies on the employee for care.

Long-term care is any illness or injury (either physical or mental) that requires or is likely to require care for more than three months, a disability under the Equality Act 2010, or issues related to old age.

This leave can be taken in single or half-days with a notice requirements of three days or double the length of leave requested, whichever is the longer.

The leave cannot be refused but it can be postponed where it is reasonably believed that the operation of the nursery would be unduly disrupted if leave were taken at that time. However, the leave would have to be given within one month (on a date agreed after consulting with the employee) and a counter-notice served setting out the reason for the postponement and the new date the leave can be taken.

Employees cannot be asked to provide proof of why the leave is required.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Grievance procedure

EYFS: 3.80

At Abacus Children's Day Nursery we follow our legal obligations as an employer at all times including hearing and investigating grievances. We have the following policy and procedures that set out our process.

Legal obligations

Our obligations as an employer are detailed in the ACAS Code of Practice on disciplinary and grievance procedures. A full copy of the ACAS Code of Practice and the accompanying guidance can be obtained from the ACAS website www.acas.org.uk

We note that a failure to follow the code does not, in itself, make an organisation liable to formal proceedings at an employment tribunal, but failure to follow the code may result in any compensation award payable to be increased by up to 25%, or reduced by 25% if the employee does not comply.

Objectives and guiding principles

We recognise that an employee needs to feel that his or her grievance has been fully investigated and has received a fair hearing. The employee also needs to understand the reasons for the decision made by the manager who heard their grievance. The employee should then be given the opportunity to appeal against the decision. Their appeal should be submitted in writing and should be investigated and heard by someone more senior to the person who heard the initial grievance. The person allocated to hear the employee's appeal should be able to take a fresh and independent look at the issue. In our organisation the officer in charge deals with the grievance initially separately before being passed on to the manager of the nursery.

ACAS advocates the use of mediation to resolve grievances, in an attempt to maintain a good working relationship and resolve issues within the workplace. We may decide to use such mediation where appropriate using ACAS support and guidance.

Our grievance procedure does not form part of any employees' contract of employment. It may be amended at any time and we may depart from it depending on the circumstances of any case.

This procedure applies to all employees regardless of length of service.

Our nursery believes that all employees should be treated fairly and with respect. We encourage all employees to try to resolve any grievance with the individual concerned on an informal basis, as most grievances can be resolved quickly through discussion. Your line manager will assist you with this if you feel this is the best route for you.

If this does not resolve the complaint/issue/problem, you should initiate the formal process below.

Grievance process

Stage 1

Making your grievance

- You should put your grievance in writing and forward it to your nursery manager, Miss Samantha Strong.

- This written statement will form the basis of any investigations and the subsequent hearing, so it is important that you set out clearly the nature of your grievance and any dates and names of individuals involved. You should also indicate the outcome that you are seeking. If your grievance is unclear, you may be asked to clarify your complaint before any meeting takes place.
- If your complaint relates to an issue with the nursery manager, the grievance may be sent to Mrs Emma Barton and Miss Amy Symes Deputy Managers.
- Before proceeding to a full grievance hearing, it may be necessary to carry out investigations of any allegations made by you. If any evidence is gathered in the course of these investigations, you will be given a copy long enough in advance of the hearing for you to consider your response. In exceptional circumstances, the evidence given by individuals may have to remain confidential. Where confidentiality is necessary, this will be explained to you and an appropriate summary of the evidence gathered will be given to you.

Stage 2

The grievance hearing

The hearing will be held as soon as is reasonably possible following any investigations, and within 5 working days of receipt of your written complaint. It will be conducted by your manager and another nominated manager if your complaint relates to an issue with your line manager. You are entitled to bring a companion to the grievance meeting if you make a reasonable request to do so. This request must be in advance of the meeting and you should tell us the name of your chosen companion. The companion must be a work colleague.

You should ensure that you attend the meeting where possible. If you are unable to attend because of circumstances beyond your control, you should inform your line manager as soon as possible and a further meeting will be re-arranged as soon as possible. If you fail to attend without explanation, or if it appears that you have not made sufficient attempts to attend, the hearing may take place in your absence.

During the hearing you will be given the opportunity to explain your complaint. Your explanations should focus on the complaint and not on irrelevant issues. The manager conducting the hearing will inform you if they believe the key issues are not being focused on. They may also set a reasonable timeframe for the meeting; this will be determined by the nature and complexity of your complaint.

The hearing may be adjourned to allow further investigations to take place. Following the meeting, you will be informed in writing of the outcome within five working days and told of any action that the nursery proposes to take as a result of your complaint, if applicable. If it is anticipated that further investigation is required and therefore the outcome cannot be provided in a timely manner, we will inform you as to when you can expect to receive the outcome.

If you are dissatisfied with the outcome, you may make a formal appeal in writing to Mrs Laura Graham, Nursery owner, stating your full grounds of appeal, within seven working days of the date on which the decision was sent or given to you.

Stage 3

We will hold an appeal meeting, normally within one week of receiving the appeal. This will be dealt with impartially by a member of the management team who has not previously been involved in the case. You will have the right to bring a companion, as explained above.

We will confirm our final decision in writing, usually within seven working days of the appeal hearing. There is no further right of appeal.

Grievances linked to disciplinary matters

Complaints that you may have about any disciplinary action taken against you should be dealt with as an appeal under the disciplinary procedure.

Grievances raised while you are subject to disciplinary proceedings will usually be heard when the disciplinary process has been completed.

If a grievance has any bearing on the disciplinary proceedings, it will be dealt with as part of the disciplinary hearing or disciplinary appeal, as appropriate.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Disciplinary procedure

EYFS: 3.72, 3.80

At Abacus Children's Day Nursery we follow our legal obligations as an employer at all times including dealing with any disciplinary matter in a fair and consistent manner. We have a policy and procedure that set out our process.

Legal obligations

Our legal obligations as an employer are detailed in the ACAS Code of Practice on disciplinary and grievance procedures. This code of practice was introduced in April 2009 and updated in 2015. A full copy of the ACAS Code of Practice and the accompanying guidance can be obtained from the ACAS website www.acas.org.uk

We note that a failure to follow the code does not, in itself, make an organisation liable to formal proceedings at an employment tribunal, but failure to follow the code may result in any compensation award payable to be increased by up to 25% or reduced by 25% if the employee does not comply.

Objectives and guiding principles

The objective of this procedure is to set out the standards of conduct expected of all staff and to provide a framework within which our managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement where necessary.

It is our policy to ensure that any disciplinary matter is dealt with fairly and consistently. We will take the necessary steps to establish the facts and to give employees the opportunity to respond before taking any formal action.

This procedure does not form part of any employee's contract of employment, and it may be amended at any time. We may also vary this procedure, including any time limits, as appropriate in any case.

The procedure applies to all employees regardless of length of service.

Minor conduct issues can often be resolved informally between the employee and their line manager. These discussions should be held in private and without undue delay whenever there is a cause for concern. Where appropriate a note of any such discussions may be held on the employee's personnel file but will be ignored for the purpose of future disciplinary issues.

Formal steps will be taken under this procedure if the matter is not resolved, or if informal discussion is not appropriate (due to the serious nature of the allegation against you).

The employee will not normally be dismissed for a first act of misconduct, unless we decide it amounts to gross misconduct or the employee has not yet completed their probationary period.

The procedure

Our aim is to deal with disciplinary matters sensitively and fairly. All employees must treat all information in connection with the disciplinary procedure and its investigation as confidential.

Where there has been a serious allegation of misconduct or gross misconduct and/or there are serious concerns regarding the employee's capability, we aim to establish the facts quickly and no disciplinary action will be taken until the matter has been fully investigated. The employee will be informed if a formal complaint is made against them, and if necessary, they may be suspended on full pay pending the outcome of the investigation and disciplinary procedure.

Stage 1: Investigation

- The nursery manager will investigate any allegations/concerns quickly and thoroughly to establish whether a disciplinary hearing should be held.
- The purpose of the investigation is to establish a balanced view of the facts relating to the allegations against the employee. The amount of investigation will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from the employee and any witnesses, and/or reviewing relevant documents.
- Investigation interviews are solely for the purpose of fact finding and no decision on the disciplinary procedure will be taken until after the disciplinary hearing.
- The employee is not normally allowed to bring a companion to an investigatory interview. However, we may allow them to bring a work colleague in exceptional circumstances and if the employee wishes to be accompanied, they should contact **The Nursery Manager** to discuss the reasons for their request
- If the investigations lead us to reasonably believe there are grounds for disciplinary action, with legal advice the nursery we will write to the employee outlining the allegations against them, the basis of the allegations and the potential consequences. The employee will be invited to a disciplinary hearing to discuss the matter. They will be sent any copies of evidence which may be referred to in the hearing (e.g. witness statements, or a summary of the statements if the witness's identity is to remain confidential, and minutes of meetings).

Suspension

- If the nursery believes that the employee may be guilty of misconduct, which is considered (at the settings absolute discretion) to be serious misconduct, where relationships have broken down, or where we have any grounds to consider that our property or responsibilities to other parties are at risk, or where we consider in our absolute discretion that your continued presence at the Company's premises would hinder an investigation, we will be entitled to suspend you on full pay
- Any such suspension will normally last only as long as required to enable an investigation into the circumstances giving rise to such belief of serious misconduct to be carried out and any disciplinary hearing to be convened.
- Any such period of suspension is not a punishment, nor considered as disciplinary action against the employee, nor does it imply that any decision has been taken about your case.

Stage 2: Invite to disciplinary hearing

- The nursery will hold the disciplinary meeting to discuss the allegations. The employee will have the right to bring a companion to the meeting and a companion may be a work colleague. The employee must inform the nursery manager prior to the meeting who their chosen companion is. If their companion is unreasonable, for example, there may be a conflict of interest, we may require the employee to choose someone else.
- If the employee or their companion is unable to attend the meeting the employee should inform the nursery manager immediately and we will arrange an alternative time and date. The employee must make every effort to attend the meeting and failure to do so without good cause may be treated as misconduct in itself.

Disciplinary hearing

- During the meeting the nursery manager or designated person leading the meeting will go through the allegations against the employee and the evidence that has been collated. The employee will be able to state their case and call relevant witnesses (provided the employee gives advance notice and we agree to their attendance) to support the case.
- The nursery may adjourn the disciplinary meeting if we need to carry out further investigations and the employee will be given reasonable opportunity to consider new information.
- The employee will be notified of the decision in writing, usually within seven working days of the hearing.
- If the employee persistently fails to reply to invitations, or persistently fails to attend the arranged hearing without good cause, it may be carried out in their absence, and they will be notified of the decision in writing. The employee will retain the right to appeal.

Appeal

- The employee will be given the opportunity to appeal the decision. If they wish to appeal, the employee should state their full grounds in writing and the letter should be sent to **Mrs Laura Graham, Nominated Person/Nursery Owner** within five working days from the date the decision was communicated to them.
- The appeal meeting will be conducted impartially by Mrs Alison Allen, where possible, who has not previously been involved in the case.
- The employee will be able to bring a companion to the meeting and the companion may be a work colleague.
- The nursery may adjourn the appeal hearing if further investigations need to be carried out and the employee will be given reasonable opportunity to consider any new information before the hearing is reconvened.
- The nursery will inform the employee in writing of our final decision as soon as possible, usually within five working days of the appeal hearing.

There is no legal right to appeal beyond this stage.

Disciplinary penalties

In the first instance, where less serious offences are concerned, the nursery is most likely to give the employee a verbal warning. This warning will be recorded, and a copy maintained in the employee's personnel file with a time scale for improvement or to not re-offend.

The usual penalties for misconduct are set out below. No penalty should be imposed without a hearing. We aim to treat all employees fairly and consistently, and a penalty imposed on another employee for similar misconduct will usually be taken into account but should not be treated as a precedent. Each case will be assessed on its own merits.

The employee will not normally be dismissed for a first act of misconduct, unless it is decided it amounts to gross misconduct or the employee has not yet completed their probationary period.

First written warning

A first written warning may be authorised by the nursery manager. It will usually be appropriate for a first act of misconduct where there are no other active written warnings on the employee disciplinary record.

Final written warning

A final written warning may be authorised by the nursery manager/nursery owner. It will usually be appropriate for:

- a. misconduct where there is already an active written warning on the employee record,
- b. misconduct that we consider is sufficiently serious, to warrant a final written warning even though there are no active warnings on the employee record.

Dismissal

Dismissal may be authorised by the nursery manager/nursery owner. It will usually only be appropriate for:

- a) any misconduct during the employee probationary period;
- b) further misconduct where there is an active final written warning on the employee record; or
- c) any gross misconduct regardless of whether there are active warnings on the employee record. Gross misconduct will usually result in immediate dismissal without notice or payment in lieu of notice (summary dismissal). Examples of gross misconduct are set out below.

Levels of authority

Nursery Managers (including officer in charge) have the authority to suspend an employee pending investigation. Only the officer in charge and higher management has the authority to dismiss an employee as set out above.

Gross misconduct

In the case of gross misconduct, the nursery reserves the right to dismiss an employee without notice (or payment in lieu of notice) if, after investigation and a hearing, the management are satisfied that there is sufficient justification for so doing.

Duration of warnings

Under normal circumstances warnings will be valid for the following time periods, although these may vary according to the nature of the occurrence and may therefore be determined by mutual agreement at the time of issue:

- Verbal warning - six months
- First written warning - six months
- Final written warning - 12 months.

On expiry, warnings will be disregarded for future disciplinary purposes.

Alternatives to dismissal

In some cases the nursery may, at the settings discretion, consider alternatives to dismissal. These must be authorised by the nursery owner and will usually be accompanied by a final written warning. Examples include:

- Demotion/ loss of seniority
- Change to Job role.
- A period of suspension without pay.
- Loss of seniority
- Loss of overtime.

Examples of gross misconduct

Examples of what would constitute a gross misconduct offence include:

- Failure to inform the employer of a disqualification
- Theft or the unauthorised possession of property belonging to the nursery, its employees or customers.

- Assault on any employee or persons associated with the nursery.
- Breach of confidence i.e. the divulging of confidential information relating to the nursery, its employees or clients
- Dishonesty, including the use of any funds, expenses or allowances for any other purpose than that for which they have been delegated by the nursery.
- Being under the influence of drugs or alcohol whilst on duty
- Serious or persistent breaches of safety rules
- Fraud including falsification of work records and expense claims.
- Signing/clocking in or out for another employee
- Physical assault or abuse towards a child e.g. hitting a child in chastisement or harsh disciplinary actions.
- Discrimination/harassment in any way against a person
- Persistent failure to follow nursery documentary systems and procedures.
- Unauthorised absence from work/unacceptable attendance levels
- Obscene language or other offensive behaviour
- Negligence in the performance of the employee duties.

Further behaviour that could constitute gross misconduct is not limited by the above list.

Examples of misconduct

Examples of what would constitute a misconduct offence include:

- Minor breaches of our policies including the Sickness Absence Policy, Mobile Phone, Smartwatches and Social Networking Policy, and Health and Safety Policy
- Minor breaches of the employee contract
- Damage to, or unauthorised use of, our property.
- Poor timekeeping
- Time-wasting
- Refusal to follow instructions.
- Excessive use of our telephones for personal calls
- Excessive personal email or internet usage
- Smoking in no smoking areas.

N.B. Some of the misconduct offences above may, dependent on the circumstances and having followed a detailed investigation, also be classed as gross misconduct offences.

As an organisation we take the health and wellbeing of staff and children seriously. As such, we would expect all members of staff working within the setting to abide by any government recommendations, laws and guidelines set for example rules on social distancing whether at work or in their private lives. Any breaches of government guidelines will be dealt with in accordance with our disciplinary procedures and may also be treated as misconduct

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Anti-bribery Policy

EYFS: 3.76, 3.80

Legislation

The Bribery Act 2010 creates a new offence which can be committed by an organisation which fails to prevent persons associated with them from committing bribery on its behalf but only if that person performs services for you in business. It is unlikely that the organisation will be liable for the actions of someone who simply supplies goods to you.

There is full defence if it can be shown that there are adequate procedures and risk assessments in place to prevent bribery.

At Abacus Children's Day Nursery, we have adopted this policy to ensure that we have adequate procedures in place that are proportionate to the bribery risks we face.

It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our dealings wherever we operate. We are also committed to implementing and enforcing effective systems to counter bribery.

What is a bribe?

A bribe is a financial or other advantage offered or given:

- to anyone to persuade them to or reward them for performing their duties improperly or;
- to any public official with the intention of influencing the official in the performance of his/her duties.

Gifts and hospitality

A 'gift' is defined as any item, cash, goods, or any service which is offered for personal benefit at a cost, or no cost, that is less than its commercial value.

You should consider the following if a gift is offered:

- Whether it is appropriate to accept it;
- Decline gifts unless to do so would cause serious embarrassment; and
- Discuss the position with the manager or owner if the gift clearly has a value in excess of £25.

Parents may wish to thank nursery staff for looking after their children with Christmas gifts or gifts when the child moves on from a particular room or leaves the nursery. This is perfectly understandable. Each staff member is reasonable for deciding if this gift is appropriate to accept and if it should be shared with the wider team. If in any doubt staff should discuss this with the nursery manager.

The nursery will not accept gifts from service providers. This may be deemed as a bribe to maintain a contract. The nursery will remain transparent and open at all times.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Accidents and first aid Policy

EYFS: 3.29, 3.62, 3.63, 3.76

At Abacus Children's Day Nursery we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Accidents

Location of accident files: Manager's Office

- The child is comforted and reassured first.
- The extent of the injury is assessed and if necessary, a call is made for medical support/ambulance.
- First aid procedures are carried out where necessary, by a trained paediatric first aider.
- The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to the Officer in Charge. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents are shown the Accident / incident Report and informed of any first aid treatment given and asked to sign the Accident Report when collecting their child.
- The nursery manager reviews the accident/incident forms weekly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns will be investigated by the nursery manager and all necessary steps to reduce risks are put in place.
- The nursery manager reports any serious accidents/ incidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- The Accident File is kept for at least 22 years.
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst another first aided member of staff is caring for the child appropriately.
- Where medical treatment is required the insurance company procedures will be followed, which may involve informing them in writing of the accident.
- Any accidents of a serious nature will be reported to Ofsted and the local authority children's social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department, or the Health and Safety Executive and their advice followed. Notification must be made as soon as is reasonably practical, but in any event within 14 days of the incident occurring.

Organisation	Contact
Ofsted	03000 123 1231
Local authority environmental health department	01228 817559
Local authority children's social care team	033 240 1727
Health and Safety Executive	Information displayed in staff room
RIDDOR report form	http://www.hse.gov.uk/riddor/report.htm

Head injuries

If a child has a head injury in the setting, then we will follow the following procedure:

- Comfort, calm and reassure the child.
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- If the skin is not broken, we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child.
- If the skin is broken, then we will follow our first aid training and stem the bleeding.
- Call the parent and make them aware of the injury and if they need to collect their child.
- Complete the accident form.
- Keep the child in a calm and quiet area whilst awaiting collection.
- We will continue to monitor the child and follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our paediatric first aid training.

Transporting children to hospital procedure

The nursery manager/staff member must:

- Call for an ambulance immediately if the injury is severe. You must only transport the child in your own vehicle if you feel an ambulance is either not needed and the parent/carer cannot come to the nursery, or if the ambulance cannot get to the nursery.
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.
- Inform a member of the management team immediately.
- A second staff member must accompany the driver and child in the vehicle to hospital, located in the back of the car to monitor the child.
- Proof of insurance, MOT and tax for the vehicle must be obtained and kept on the nursery premises.

- A car seat fitted securely and used by the child depending on age and height, please see further guidance at; www.childcarseats.org.uk/types-of-seat/ or www.childcarseats.org.uk/the-law/cars-taxis-private-hire-vehicles-vans-goods-vehicles/#unfer-three
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.
- The accident must then be reported to Ofsted within 14 days and RIDDOR if applicable, please see the HSE website for further guidelines.

First aid

The first aid boxes are located in: The kitchen, manager's office, 0-18 month's room, 18-2 year's room, 2-3 years room and 3-5 year's room, outdoor bag, outings bag, emergency evacuation bag and the forest school kit.

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes monthly and replaces items that have been used or are out of date.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages, and eye pads. No other medical items, such as paracetamol should be stored.

The appointed person(s) responsible for first aid is Miss Amy Symes.

All of the staff are trained in or awaiting the training course for paediatric first aid and this training is updated every three years, excluding apprentices, volunteers and where possible students.

All clear key is used on the staff team board (located in the entrance hall) to easily identify the staff members whom have attained both the paediatric first aid and safeguarding qualifications. When children are taken on an outing away from our nursery, we always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings, along with any medication that needs to be administered in an emergency, including inhalers etc.

Personal protective equipment (PPE)

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Food Safety and play

Children are supervised during mealtimes and food is adequately cut up to reduce choking. The use of food as a play material is discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials the following may be used. These are risk assessed and presented differently to the way it would be presented for eating e.g. in play trays,

- Playdough
- Cornflour
- Dried pasta, rice and pulses.

Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. Fruits and Vegetables. Children will be supervised during these activities. Food that could cause a choking hazard, including raw jelly, will not be used.

Dealing with blood

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Needle puncture and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. This includes all broken skin injuries such as paper cuts etc. If a needle is found the local authority must be contacted to deal with its disposal.

At Abacus Children’s Day Nursery we treat our responsibilities and obligations in respect of health and safety as a priority and we provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Immunisation Policy

EYFS: 3.80

At Abacus Children's Day Nursery we expect that children are vaccinated in accordance with the government's health policy at the recommended age. We request that parents inform us if their children are **not** vaccinated so that we can manage any risks to their own child or other children/staff/parents in the best way possible. The nursery manager must be aware of any children who are not vaccinated within the nursery in accordance with their age.

We make all parents aware that some children may not be vaccinated in the nursery, due to their age, medical reasons or parental choice. Our nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents. However, we will share the risks of infection if children have not had immunisations and ask parents to sign a disclaimer. (In registration Form)

We record, or encourage parents to record, information about immunisations on children's registration documents and we update this information as and when necessary, including when the child reaches the age for the appropriate immunisations.

Staff vaccinations policy

It is the responsibility of all staff to ensure they keep up to date with their vaccinations, as recommended by the Government/ NHS vaccination schedule and keep the nursery informed.

If a member of staff is unsure as to whether they are up to date, then we recommend that they visit their GP or practice nurse for their own good health.

Emergency information

We keep emergency information for every child and update it every six months with regular reminders to parents in newsletters, at parents' evenings and a reminder notice on the Parent Information Board.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Allergies and allergic reactions Policy

EYFS: 3.29, 3.45, 3.46, 3.76

At Abacus Children's Day Nursery we are aware that children may have or develop an allergy resulting in an allergic reaction. We aim to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

Our procedures

- All staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis.
- We ask parents to share all information about allergic reactions and allergies on child's registration form.
- We share all information with all staff and keep an allergy register in the kitchen.
- Where a child has a known allergy, a lead practitioner will carry out a full discussion with the parent prior to the child starting the nursery and shares the information with all staff.
- All food prepared for a child with a specific allergy is prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, e.g. nuts.
- We have a purple chopping board which is used solely for products free of allergens.
- The manager, children's chefs and parents will work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include designing an appropriate menu or substituting specific meals on the current nursery menu.
- Seating is monitored for children with allergies. Where deemed appropriate staff will sit with children who have allergies and where age/stage appropriate staff will discuss food allergies with the children and the potential risks.
- If a child has an allergic reaction to food, a bee or wasp sting, plant etc. A paediatric first aid trained member of staff will act quickly and administer the appropriate treatment, if appropriate. We will inform parents and record the information on an accident form.
- If an allergic reaction requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child and the manager will receive specific medical training to be able to administer the treatment to each individual child. However, we aim where possible for all staff members to be fully trained in the administration of specific medication.

Food Information Regulations 2014

From 13 December 2014, we will incorporate additional procedures in line with the Food Information Regulations 2014 (FIR).

- We will display our weekly menus on the Parent Information Board and will identify when the 14 allergens are used as ingredients in any of our dishes.

Transporting children to hospital procedures

The nursery manager/staff member must:

- Call for an ambulance immediately if the allergic reaction is severe. Nursery staff may transport the sick child in their own vehicle, ensuring the relevant checks have been made, another member of staff is in the back of the vehicle with the child and

the car seat is installed securely. This procedure will only take place if it is likely that the time taken for the ambulance service to arrive will have an impact of the child's well-being.

- If waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.
- Inform a member of the management team immediately.
- Remain calm at all times and continue to comfort and reassure the child experiencing an allergic reaction. Children who witness the incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

*If a child has an accident that may require hospital treatment but not an ambulance and you choose to transport children within staff vehicles Citation advise you consider the following in your policy:

- Request permission from parents
 - Maintain ratio requirements of the setting
 - Consider the age and height of the child, in regards to whether they will need a car seat. Further guidance can be found at www.childcarseats.org.uk/types-of-seat/
 - There are some exceptions for needing a child seat depending on the age of the child. Further guidance can be found at www.childcarseats.org.uk/the-law/cars-taxis-private-hire-vehicles-vans-and-goods-vehicles/#under-three
 - When fitting the car seat, check the individual has training in carrying this out
 - Check this transport is covered under business insurance, by calling your insurance company, or check if the staff member has business insurance on their vehicle
 - Ensure the child is effectively safeguarded, e.g. a designated member of staff appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise
 - Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded
- Plan emergency procedures, e.g. what will happen if the child's health begins to deteriorate during the journey.

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<i>June 2024</i>			<i>June 2025</i>

Sun care Policy

EYFS: 3.68

At Abacus Children's Day Nursery we are committed to ensuring that all children are fully protected from the dangers of too much sun/UV rays. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

We follow guidance from the weather and UV level reports and use the following procedures to keep children safe and healthy in the sun:

- Key persons will work with the parents of their key children to decide and agree on suitable precautions to protect children from burning, including more sensitive skins types and those that may be more tolerant to the sunshine, e.g. black and/or Asian colouring.
- Children must have a clearly labelled sun hat which will be worn at all times whilst outside in sunny weather. This hat will preferably be of legionnaires design (i.e. with an extended back and side to shield children's neck and ears from the sun) to provide additional protection.
- Staff must apply the nursery high factor sun cream to all children with prior written consent for staff to apply. Parents/carers are welcome to provide an alternative sun care product. This enables children to have sun cream suitable for their own individual needs. Staff must be aware of the expiry date and discard sunscreen after this date.
- Parents are requested to supply light-weight cotton clothing for their children suitable for the sun, with long sleeves and long legs.
- Children's safety and welfare in hot weather is the nursery's prime objective so staff will work closely with parents to ensure all appropriate cream and clothing is provided.
- Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun; children will not be allowed in the direct sunlight between 11.00am – 3.00pm on hot days. Shaded areas are provided to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to.
- Children will always have sun cream applied before going outside in the hot weather and at frequent intervals during the day.
- Children are encouraged to drink cooled water more frequently throughout sunny or warm days and this will be accessible both indoors and out.
- Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun.
- Shade will be provided in the form of a gazebo, tee-pee and summer house to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to.

Vitamin D

Sunlight is important for the body to receive vitamin D. We need vitamin D to help the body absorb calcium and phosphate from our diet. These minerals are important for healthy bones, teeth and muscles.

Our body creates vitamin D from direct sunlight on our skin when we are outdoors. Most people can make enough vitamin D from being out in the sun daily for short periods with their hands or other body parts uncovered. Sun cream will stop the ultraviolet B (UVB) rays

from reaching your skin, so part of your body should be uncovered and not have sun cream on.

At nursery we find the right balance to protecting children from sunburn by following the NHS guidance. The benefits are discussed with parents and their wishes followed with regard to the amount of sun cream applied.

We also promote the NHS recommendation to parents that all children aged under 5 years should be given vitamin D supplements even if they do get out in the sun.

The benefits will be discussed with parents and their wishes will be followed with regard to the amount of sun cream applied.

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Early learning opportunities statement

EYFS: 1.1 – 1.17, 2.1-2.6, 3.1, 3.27, 3.58, 3.59, 3.68, 3.80
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At Abacus Children's Day Nursery we promote the learning and development of all children in our care. We have a quality workforce with highly qualified staff who recognise that each child is an individual, focusing on their needs, interests, learning and development. Staff plan challenging and enjoyable experiences across the seven areas of the curriculum. Our staff are ambitious for our children and guide and plan what children learn reflecting on the different rates at which they develop and adjust practice appropriately. Our aim is to support all children attending the nursery to attain their maximum potential within their individual capabilities.

We provide a positive inclusive play environment for every child, so they may develop good social skills and an appreciation of all aspects of this country's multi-cultural society. We plan learning experiences to ensure, as far as practical, there is equality of opportunity for all children and a celebration of diversity.

We maintain a personalised record of every child's development, showing their abilities, progress, interests and any areas requiring further support.

For children whose home language is not English, we will take reasonable steps to:

- Provide opportunities for children to develop and use their home language in play and learning and support their language development at home; and
- Ensure that children have sufficient opportunities to learn and reach a good standard in English language during the EYFS, ensuring that children are ready to benefit from the opportunities available to them when they begin year.

We ensure that the educational programmes are well planned and resourced to have depth and breadth across the seven areas of learning. They provide interesting and challenging experiences that meet the needs of all children and reflects the wide range of skills, knowledge and attitudes they will need as foundations for learning. Planning is based on a secure knowledge and understanding of how to promote the learning and development of young children and what they can achieve. We may use the Development matters and Birth to 5 matters for guidance to support staff to plan and deliver the EYFS learning and development requirements.

We implement the Early Years Foundation Stage (EYFS) set by the Department for Education that sets standards to ensure all children learn and develop well. We support and enhance children's learning and development holistically through play-based activities. We review all aspects of learning and development and ensure a flexible approach is maintained, which responds quickly to children's learning and developmental needs. We develop tailor-made activities based on observations which inform future planning and draw on children's needs and interests. This is promoted through a balance of adult-led and child-initiated opportunities both indoors and outdoors.

If we are concerned about a child's progress in any areas of learning, staff will discuss this with the child's parents and agree how best to support the child. Staff will consider whether a child may require any additional support, or if they may have a special educational need or disability which will require specialist support.

Assessment is an integral part of our practice; we carry out ongoing assessment (formative) through daily observations and ensure that this does not take us away from interacting with the children.

Summative assessment is carried out at set points of the year including:

- assessment on entry (starting point), including parental contributions.
- two-year-old progress checks (where applicable)
- on-going (formative) assessments, including any parental contributions.
- the Early Years Foundation Stage Profile (where applicable) or any other summative assessment when children leave.

We acknowledge parents as primary educators and encourage parental involvement as outlined in our Parents and Carers as Partners policy. We build strong home links in order to enhance and extend children’s learning both within the nursery environment and in the child’s home.

We share information about the EYFS curriculum with parents and signpost them to further support via the following website:

www.foundationyears.org.uk/

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<i>June 2024</i>		<i>June 2025</i>

More Able and Talented Children Policy

EYFS: 1.1, 1.6, 1.8, 2.1, 2.3

At Abacus Children's Day Nursery, we plan our teaching and learning so that each child can aspire to achieve their full potential.

The purpose of this policy is to help to ensure that we recognise and support the needs of those children in our nursery who have been identified as 'more able' and/or 'talented' and extend their learning to challenge them further.

'More able' refers to a child who has a broad range of achievement at a level well above average, typically in the more academic subjects;

'Talented' refers to a child who excels in one or more specific fields, typically those that call for performance skills, such as sport or music, but who does not necessarily perform at a high level across all areas of learning.

With this in mind we will ensure all children are fully supported and challenged by:

- Working together with parents and carers to establish starting points on entry to nursery.
- Observing, assessing and planning activities in line with the individual child's needs and interests
- Providing challenging next steps to enhance the learning opportunities.
- Where applicable, working with the nursery SENCO (see SEND policy), other services and professionals to ensure we can fully support the child's individual needs.
- Working with the child's school to provide activities that will stretch the child further in line with the child's future curriculum.
- Support transitions by providing key information to the next provision.
- Effective transitions through providing relevant key information to the next provision.

We ensure staff are aware of some early development signs of children that may be more able and talented including:

More able children in language and literacy:

- Are able to read and respond to a range of texts at a more advanced level.
- Use a wide vocabulary and variety of words in conversations and play.
- Are able to write fluently and with little support.

More able children in mathematics:

- Explore a broader range of strategies for solving a problem.
- Establish their own strategies for problem solving.
- Are able to manipulate numbers in a wide range of ways, e.g. adding, subtracting.

The management monitors all outcomes for children by tracking cohorts and individual children across the whole setting. This will include the gifted and talented children. Management will ensure that all children are progressing at an appropriate rate from their starting points through challenging and supportive activities and opportunities.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Settling in Policy

EYFS: 1.5-1.6, 3.27, 3.34

At Abacus Children's Day Nursery we aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the nursery.

Our nursery will work in partnership with parents to settle their child into the nursery environment by:

- Allocating a key person to each child and his/her family, (giving the family/child involvement in this decision). The key person welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process.
- Providing parents with relevant information about the policies and procedures of the nursery.
- Encouraging parents and children to visit the nursery during the weeks before an admission is planned and arranging home visits where applicable.
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a 4-6 weeks, period, dependent on individual needs, age and stage of development. The outline for these sessions are as follows: the first session the parent will stay for one hour with the child in the room, the next session the parent will leave for one hour, then following this we will increase the sessions to three hours, five hours, eight hours and 10 hours. These will be reflective of if your child has booked a full day or half day session. Any additional settling in sessions outside of the above may be chargeable, this will be dependent on individual circumstances and following a discussion with the Manager.
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents.
- Reassuring parents whose children seem to be taking a long time settling into the nursery and developing a plan with them.
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- All staff working within the rooms will have a strong knowledge of all children within the room to support transitions i.e. staff holidays and sicknesses.
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported.
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in.
- Not taking a child on an outing from the nursery until he/she is completely settled.

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<i>June 2024</i>		<i>June 2025</i>

Transitions Policy

EYFS: 1.6, 3.1, 3.34

At Abacus Children's Day Nursery we recognise that young children will experience many transitions in their early years; some of these planned and some unplanned. We are sensitive to the impact of such changes to children and this policy sets out the ways in which we support children going through these transitions.

Some examples of transitions that young children and babies may experience are:

- Starting nursery
- Moving between different rooms within the nursery
- Starting school or moving nurseries
- Family breakdowns
- New siblings
- Moving home
- Death of a family member or close friend
- Death of a family pet.

Staff are trained to observe their key children and to be sensitive to any changes in their behaviour and personality. We respectfully ask that parents inform us of any changes in the home environment that may impact on their child so staff can be aware of the reasons behind any potential changes in the child's behaviour.

Starting nursery

We recognise that starting nursery may be difficult for some children and their families. We have a settling in policy to support the child and their family.

Moving rooms procedure

When a child is ready to move to a different room in the nursery, we follow the process set out below and work with the parents to ensure this is a seamless process in which the child is fully supported at all stages. This may include a handover meeting between the existing key person, new key person and parents.

- The child will spend short sessions in their new room prior to the permanent move to enable them to feel comfortable in their new surroundings.
- The child's key person will go with the child on these initial visits to enable a familiar person to be present at all times.
- Wherever possible groups of friends will be moved together to enable these friendships to be kept intact and support the children with the peers they know.
- Parents will be kept informed of all visits and the outcomes of these sessions e.g. through photographs, discussions or diary entries.
- Only when the child has settled in through these taster sessions will the permanent room move take place. If a child requires more support this will be discussed between the key person, parent, manager and room leader of the new room to agree how and when this will happen. This may include moving their key person with them on a temporary basis.

Starting school or moving childcare providers

Starting school is an important transition and some children may feel anxious about the move. We will do all we can to facilitate a smooth transition and minimise any potential stress. This following process relates to children going to school. However, wherever possible, we will adapt this process to support children moving to another childcare provider e.g. childminder or another nursery.

- We provide a variety of resources that relate to the school, e.g. uniform to dress up in, a role play area set up as a school classroom, photographs of all the schools the children may attend. This will help the children to become familiar with this new concept and will aid the transition.
- Build relationships with local schools where possible throughout the year and invite them to key events or we will attend key events, e.g. nativity, sports day.
- We invite school representatives into the nursery to introduce them to the children.
- Where possible we use other ways to support the transition to school, e.g. inviting previous children from the nursery who have moved on to school to come back and talk to the children about their school experiences.
- Where possible we plan visits to the school with the key person. Each key person will talk about the school with their key children who are due to move to school and discuss what they think may be different and what may be the same. They will talk through any concerns the child may have and initiate activities or group discussions relating to any issues to help children overcome these.
- We produce a comprehensive report on every child leaving the setting and with parental permission will share this with the school to enable teachers to have a good understanding of every child received. This will include their interests, strengths and level of understanding and development in key areas. This will support continuity of care and early learning.
- With parental permission around school allocation day we may share details of the schools children are going to so parent/carers can see which children may be going to the same school. This can offer some reassurance for the children to know that are moving with some familiar peers.

Other early years providers

Where children are attending other early years settings or are cared for by a childminder, we will work with them to share relevant information about children's development. Where a child is brought to nursery or collected from nursery by a childminder, we will ensure that key information is being provided to the child's parent by providing the information directly to the parent via email, video call or telephone.

Family breakdowns

We recognise that when parents separate it can be a difficult situation for all concerned. We have a separated family's policy that shows how the nursery will act in the best interest of the child.

Moving home and new siblings

We recognise that both these events may have an impact on a child. Normally, parents will have advance notice of these changes and we ask parents to let us know about these events so we can support the child to be prepared. The key person will spend time talking to the child and providing activities that may help the child to act out any worries they have, e.g. through role play, stories and discussions.

Bereavement

We recognise that this may be a very difficult time for children and their families and have a separate policy on bereavement which we follow to help us offer support to all concerned should this be required.

If parents feel that their child requires additional support because of any changes/transitions in their life, we ask that you speak to the nursery manager and the key person to enable this effective support to be put into place.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Separated family Policy

EYFS: Section 3- The
Safeguarding and Welfare
requirements

At Abacus Children's Day Nursery we recognise that when parents separate it can be a difficult situation for all concerned. We understand that emotions may run high, and this policy sets out how we will support the all parties in within the nursery including our staff team. The key person will work closely with the parents to build close relationships which will support the child's/children's emotional wellbeing and report any significant changes in behaviour to the parent. Parents will be signposted to relevant services and organisation for support for the whole family.

Parental responsibility

While the law does not define in detail what parental responsibility is, the following list sets out some of the key features of someone holding parental responsibility. These include:

- Providing a home for the child
- Having contact with and living with the child
- Protecting and maintaining the child
- Disciplining the child
- Choosing and providing for the child's education
- Determining the religion of the child
- Agreeing to the child's medical treatment
- Naming the child and agreeing to any change of the child's name
- Accompanying the child outside the UK and agreeing to the child's emigration, should the issue arise.
- Being responsible for the child's property
- Appointing a guardian for the child, if necessary
- Allowing confidential information about the child to be disclosed.

England

If the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent.

This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. However, a father has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

- By jointly registering the birth of the child with the mother (From 1 December 2003)
- By a parental responsibility agreement with the mother
- By a parental responsibility order, made by a court.

Nursery registration

During the registration process we collect details about both parents including who has parental responsibility, as this will avoid any future difficult situations.

We request these details on the child registration form. If a parent does not have parental responsibility or has a court order in place to prevent this, we must have a copy of this documentation for the child's records.

If a child is registered by one parent of a separated family, we request disclosure of all relevant details relating to the child and other parent such as court orders or injunctions. This will make sure we can support the child and family fully in accordance with the policy set out below.

We will:

- Ensure the child’s welfare is paramount at all times they are in the nursery.
- Comply with any details of a court order where applicable to the child’s attendance at the nursery where we have seen a copy/have a copy attached to the child’s file.
- Provide information on the child’s progress, e.g. learning journeys, progress checks within the nursery, to both parents where both hold parental responsibility.
- Invite both parents to nursery events, including parental consultations and social events where both hold parental responsibility.
- Ensure any incident or accident within the nursery relating to the child is reported to the person collecting the child.
- Ensure that all matters known by the staff pertaining to the family and the parent’s separation remain confidential.
- Ensure that no member of staff takes sides regarding the separation and treats both parents equally and with due respect.
- Not restrict access to any parent with parental responsibility unless a formal court order is in place. We respectfully ask that parents do not put us in this position.
- We will seek legal advice in the case of any disputes regarding the care/collection and sharing of information, where required to ensure we meet all legal requirements.

We ask parents to:

- Provide us with all information relating to parental responsibilities, court orders and injunctions.
- Update information that changes any of the above as soon as practicably possible.
- Work with us to ensure continuity of care and support for your child.
- Not involve nursery staff in any family disputes, unless this directly impacts on the care we provide for the child.
- Talk to the manager/key person away from the child when this relates to family separation in order to avoid the child becoming upset. This can be arranged as a more formal meeting or as an informal chat.
- Not ask the nursery to take sides in any dispute. We will only take the side of your child and this will require us to be neutral at all times.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Outdoor play Policy

EYFS: 1.1-1.6, 1.11-1.15,
3.55, 3.58, 3.68, 3.65,

At Abacus Children's Day Nursery we are committed to ensuring the importance of daily outdoor play and the physical development of all children regardless of their age and stage of development. We provide outdoor play in all weathers. Where possible and appropriate, we make outdoor activities accessible to children with learning difficulties and disabilities to ensure inclusive use of the outdoor area.

We recognise that children need regular access to outdoor play in order to keep fit and healthy, develop their large and fine motor skills, experience learning in a natural environment and access sunlight in order to absorb vitamin D more effectively. We also refer to the Chief Medical Office guidance on physical play.

The outdoor areas, both within the nursery grounds and in the local community have a wealth of experiences and resources which help children to develop in a variety of ways, including independence, exploration and investigative skills, risk taking and self-esteem, all of which support children to develop skills now and for the future.

We ensure all areas are safe and secure through close supervision and the use of robust risk assessments and safety checks. Where possible and appropriate, we plan and encourage play that helps children understand and manage risks. This type of play allows children to explore and find their own boundaries in a safe environment with supportive practitioners. Staff are informed of the importance of safety procedures and are trained appropriately to ensure these procedures are followed effectively.

We obtain parental permission before any child leaves the nursery during the day. This includes short outings into the local community. There is more information in the outings policy.

We plan all outdoor play opportunities and outings to complement the early years curriculum, this includes providing children with purposeful activities and quality resources that support and follow individual children's interests and the seven areas of learning and development. There is a balance of both adult-led and child-initiated opportunities to enable children to learn and practice new skills, knowledge and behaviours. Where possible and in line with the children's needs, we will also often have snacks and meals outdoors and some children will sleep outdoors (see sleep policy).

Where activities take place away from the setting (e.g. in the local wood) then a nursery mobile phone and first aid kit will be taken to ensure the safety of children at all times. A trained paediatric first aider will be present when away from the main setting.

We use this policy alongside the following policies to ensure the safety and welfare of children throughout their time outside:

- Health and safety
- Caring for babies and toddlers
- Lost child policy
- Parents and carers as partners
- Supervision of children
- Safeguarding and Child Protection
- Outings.
- Managing extreme weather

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Caring for babies and toddlers Policy

EYFS: 3.1, 3.2, 3.3, 3.48, 3.49, 3.55, 3.58, 3.60, 3.61, 3.74, 3.76

At Abacus Children's Day Nursery we care for babies and toddlers under the age of two as well as pre-school children.

We ensure their health, safety and well-being through the following:

- Children under the age of 18 months to two years have a separate base room and are cared for in small intimate groups. We ensure that younger children have opportunities to have contact with older children whilst at nursery.
- Having well qualified staff who understand the needs of babies and toddlers, at least half of the staff caring for children under the age of 18 months to two years will have undertaken specific training for working with babies.
- Care is taken to ensure that babies and toddlers do not have access to activities containing small pieces, which may be swallowed or otherwise injure the child.
- The environment and equipment are checked daily before the children access the area. This includes checking the stability of cots and areas around, low/highchairs and ensuring restraints on these, pushchairs and prams are intact and working.
- All doors are fitted with viewing panels and door finger-guards to ensure the safety of children.
- Staff wear slippers when working within the Baby Owls room (under 18 months to two years). Parents are asked to remain in the hard floor area when entering the room in outdoor shoes. Flooring will be cleaned regularly.
- Staff will monitor non-mobile babies around mobile babies and toddlers, to ensure the safety of non-mobile babies.
- Non-mobile babies will have opportunities, and be encouraged, to develop tummy time skills to promote physical skills under close supervision.
- Babies and toddlers will be closely observed during all activities.
- Resources and equipment that babies and young children have placed in their mouth will be sterilised after use.
- All resources will be frequently cleaned.
- Soft furnishings will be frequently cleaned.
- The use of baby walkers, bumbos and jumparoos will only/not be used for limited periods of time or on a regular basis. If used for extended periods of time on a regular basis, these can contribute to delayed physical development. We follow NHS guidelines which recommends that if these resources are to be used then it should be for no more than 20 minutes at a time.
- When developmentally appropriate, we will work closely with parents/carers to sensitively support toilet training in a way that suits the individual needs of the child.
- Babies and toddlers have their nappies changed according to their individual needs and requirements by their key person wherever possible. Checks are documented with the time and staff initials and information is shared with parents.
- Information will be shared between parents and the key person about nappy changing and toilet training in a way that suits the child.
- Potties are washed and disinfected after every use. Changing mats are wiped with anti-bacterial cleanser before and after every nappy change.
- Staff will ensure all the equipment is ready before babies and toddlers are placed on the changing mat.
- Cameras and mobile phones and other electronic devices with imaging and sharing capabilities are not permitted in toilet and nappy changing areas
- Nappy sacks and creams will not be left in reach of babies and children.

See separate Nappy changing policy.

- Intimate care times are seen as opportunities for one-to-one interactions.
- Each child has their own labelled bedding, which is washed weekly, this is not shared with any other child. we will take into account any allergies and irritation to soap powders and any individual needs for example if a child prefers to sleep in a sleeping bag, we will ask parents/carers to bring one in from home.
- Cots are wiped down with anti-bacterial spray after each use.
- All cot mattresses/ sleep mats meet necessary safety standards. We use a firm and flat mattress and waterproof mattress covers.
- Safe sleep guidance is followed at all times with guidance provided by NHS and Lullaby Trust, babies are always laid to sleep on their back, with their feet touching the foot of the cot. Children under two years are not given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation, and reduce the risk of Sudden Infant Death Syndrome (SIDS)
- We also share safe sleep advice with parents/carers.
- Children under two years are not given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation.
- We follow all cot death prevention/safety guidelines and advise parents of this information. Babies are always laid to sleep on their back, with their feet touching the foot of the cot.
- We ensure sheets or thin blankets will come no higher than the baby's shoulders, to prevent them wriggling under the covers. We make sure the covers are securely tucked in so they cannot slip over the baby's head.
- Children's individual sleeping bags may be used in consultation with parents.
- Cots are checked before use to ensure no items are within reach i.e. hanging over or beside the cot (e.g. fly nets, cables).
- All low/highchairs used for feeding are fitted with restraints and these are used at all times for the age-appropriate children. Children are never left unattended at mealtimes. Restraints are removed and washed weekly or as needed.
- No child is ever left unattended during nappy changing time.
- Babies are never left propped up with bottles as it is both dangerous and inappropriate.
- Children are checked on in the sleep room every 10-15 minutes if there is three or less children in there at any one time. There is also a baby monitor in the sleep room and the main room which is switched on when children are in the sleep room. If there are three children or more asleep at any one time, there is a member of staff in the sleep room at all times.
- Checks on sleeping babies are completed every 10- 15 minutes. This may increase to 5 minutes for younger babies and or new babies. Checks are documented with the time and staff initials on the sleep check form.
- Staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted. Students only change nappies with the support and close supervision of a qualified member of staff.
- Where food/milk is prepared for babies, there is a separate area within the kitchen which is specifically designated for this preparation. Handwashing is completed before preparation is undertaken.
- Bottles of formula milk are only be made up as and when the child needs them. These should be cooled to body temperature, which means they should feel warm or cool, but not hot, and should be tested with a sterilised thermometer to ensure they are an appropriate temperature for the child to drink safely.
- All new staff and students will be shown the procedure and are competent and confident before completing this on their own.

- Following the Department of Health guidelines, we only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We do not use cooled boiled water that is reheated.
- Bottles and teats are thoroughly cleaned with hot soapy water and sterilised after use (they will not be washed in the dishwasher) and replaced frequently and/or when they are damaged.
- Bottles are disposed of after two hours.
- A designated area is available for mothers who wish to breastfeed their babies or express milk.
- Labelled mothers' breast milk is stored in the fridge.
- We have a separate 'Use of Dummies in Nursery' Policy to promote communication and language development.
- If dummies are used, they will be cleaned and sterilised. This also applies to dummies which have been dropped (see separate dummy policy).
- All dummies are stored in separate labelled containers to ensure no cross-contamination occurs.
- Sterilisers are washed out and cleaned daily.
- Children transfer to the older age group when assessed as appropriate for their age/stage following our agreed transition and settling procedures.
- Mealtimes are seen as social occasions and promote interactions. Staff will sit with babies and young children, interacting, promoting communication and social skills.
- All children will be closely monitored whilst eating and if any choking incidents occur paediatric first aid will be administered.
- Babies and young children will be encouraged to feed themselves with support, as required.
- We will work together with parents regarding weaning and offer any support, as required.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Use of dummies in nursery Policy

EYFS: 1.1-1.6, 3.34

At Abacus Children's Day Nursery we recognise that a dummy can be a source of comfort for a child who is settling and/or upset, and that it may often form part of a child's sleep routine.

We also recognise that overuse of dummies may affect a child's language development as it may restrict the mouth movements needed for speech. As babies get older, they need to learn to move their mouths in different ways, to smile, to blow bubbles, to make sounds, to chew food and eventually to talk. As babies move their mouths and experiment with babbling sounds they are learning to make the quick mouth movements needed for speech. The more practice they get the better their awareness of their mouths and the better their speech will be.

Our nursery will:

- Discuss the use of dummies with parents as part of babies' individual care plans.
- Only allow dummies for comfort if a child is really upset (for example, if they are new to the setting or going through a transition) and/or as part of their sleep routine.
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children.
- Immediately clean or sterilise any dummy or bottle that falls on the floor or is picked up by another child.
- Dummies will be disposed of if they become damaged and/or when they are required to be disposed of.

When discouraging the dummy staff will:

- Make each child aware of a designated place where the dummy is stored.
- Comfort the child and, if age/stage appropriate, explain in a sensitive and appropriate manner why they do not need their dummy.
- Distract the child with other activities and ensure they are settled before leaving them to play.
- Offer other methods of comfort such as a toy, teddy or blanket.
- Explain to the child they can have their dummy when they go home or at sleep time.

We will also offer support and advice to parents to discourage dummy use during waking hours at home and suggest ways which the child can be weaned off their dummy through books and stories (when appropriate).

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<i>June 2024</i>		<i>June 2025</i>

Sleep Policy

EYFS: 3.70

At Abacus Children's Day Nursery we aim to ensure that all children have enough sleep to support their development and natural sleeping rhythms in a safe environment.

The safety of babies' sleeping is paramount. Our policy follows the advice provided by The Cot Death Society to minimise the risk of Sudden Infant Death. We make sure that:

- Babies are placed on their backs to sleep, if a baby has rolled onto their tummy, you should turn them onto their back again, however once a baby can roll from back to front and back again, on their own, they can be left to find their own position.
- Babies/toddlers are never put down to sleep with a bottle to self-feed.
- Babies/toddlers are monitored visually when sleeping looking for the rise and fall of the chest and if the sleep position has changed.
- Checks are recorded every 10- 15 minutes, more frequently if required.
- When monitoring, the staff member looks for the rise and fall of the chest and if the sleep position has changed.
- As good practice we monitor babies under six months or a new baby sleeping during the first few weeks every five minutes until we are familiar with the child and their sleeping routines, to offer reassurance to them and families.

We provide a safe sleeping environment by:

- Monitoring the room temperature.
- Using clean, light bedding/blankets and ensuring babies are appropriately dressed for sleep to avoid overheating.
- Only using safety-approved cots or other suitable sleeping equipment (i.e. pods or mats) that are compliant with British Standard regulations, and mattress covers are used in conjunction with a clean fitted sheet. We use firm and flat mattress and waterproof mattress covers.
- Not using cot bumpers or cluttering cots with soft toys, although comforters will be given where required.
- Keeping all spaces around cots and beds clear from hanging objects i.e. hanging cords, blind cords, drawstring bags.
- Ensuring every baby/toddler is provided with clean bedding labelled to them and working in partnership with parents to meet any individual needs for example if a child prefers to sleep in a sleeping bag, we will ask parents/carers to bring one from home.
- Transferring any baby who falls asleep while being nursed by a practitioner to a safe sleeping surface to complete their rest.
- Transferring a baby/child who is brought into nursery while sleeping to a safe sleeping surface to complete their rest
- Having a no smoking policy.

We ask parents to complete sheets on their child's sleeping routine with the child's key person when the child starts at nursery, and these are reviewed and updated at timely intervals. If a baby has an unusual sleeping routine or a position that we do not use in the nursery i.e. babies sleeping on their tummies or in a sling. We will explain our policy to the parents and ask them to sign to say they have requested we adopt a different position or pattern on the sleeping babies' form.

We recognise parents' knowledge of their child with regard to sleep routines and will, where possible, work together to ensure each child's individual sleep routines and well-being

continues to be met. However, staff will not force a child to sleep or keep them awake against his or her will. They will also not usually wake children from their sleep.

Individual sleep routines are followed rather than one set sleep time for all children. We create an environment that helps to settle children that require a sleep for example dimming the lights, using soft music, where applicable whilst ensuring that we continue to meet the needs of the children that do not require a sleep and ensure they can continue to play, learn and develop. This may involve taking children outdoors or linking with others rooms/children.

Staff will discuss any changes in sleep routines at the end of the day and share observations and information about children’s behaviour when they do not receive enough sleep.

Sleeping twins

We follow the advice from Lullaby Trust regarding sleeping twins and will not put them together in the same cot to sleep. Further information can be found at:

www.lullabytrust.org.uk

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Bereavement Policy

EYFS: 3.1, 3.3, 3.27, 3.77

Legislation

- The Parental Bereavement Leave and Pay Act 2018

At Abacus Children's Day Nursery we recognise that children and their families may experience grief and loss of close family members or friends or their family pets whilst with us in the nursery. We understand that this is not only a difficult time for families, but it may also be a confusing time for young children, especially if they have little or no understanding of why their parents are upset and why this person/pet is no longer around.

We aim to support both the child and their family and will adapt the following procedure to suit their individual needs and family preferences:

- We ask that if there is a loss of a family member or close friend that the parents inform the nursery as soon as they feel able to. This will enable us to support both the child and the family wherever we can and helps us to understand any potential changes in behaviour of a child who may be grieving themselves.
- The key person and/or the manager will talk with the family to ascertain what support is needed or wanted from the nursery. This may be an informal discussion or a meeting away from the child to help calm a potentially upsetting situation.
- The child may need extra support or one-to-one care during this difficult time. We will adapt our staffing arrangements so the child is fully supported by the most appropriate member of staff on duty, where possible the child's key person.
- We will be flexible as possible to adapt the sessions the child and family may need during this time.

We will adapt the above procedure as appropriate when a family pet dies to help the child to understand their loss and support their emotions through this time.

We also recognise that there may also be rare occasions when the nursery team is affected by a death of a child or member of staff. This will be a difficult time for the staff team, children and families. Below are some agencies that may be able to offer further support and counselling if this occurs.

The Samaritans: www.samaritans.co.uk 116 123

Priory: www.priorygroup.com 0808 291 6466

Child Bereavement UK: www.childbereavementuk.org 0800 02 888 40

Cruse Bereavement Care: www.cruse.org.uk 0808 808 1677 helpline@cruse.org.uk

British Association of Counselling: www.bacp.co.uk 01455 883300

SANDS: www.sands.org.uk 0800 164 3332

Death of a Child

If an employee has a death of a child under the age of 18 or suffers a stillbirth from 24 weeks of pregnancy, or has an abortion after 24 weeks (in very limited circumstances an abortion can take place after 24 weeks if the mother's life is at risk or the child would be born with a severe disability), all employees will be entitled to two weeks paid leave; subject to meeting the eligibility criteria having been employed for at least 26 weeks.

Support will be given, including making reasonable adjustments on the return to work and further ongoing support will be provided.

Additionally, an employee may take parental bereavement leave in the event of the death of an adopted child while on adoption leave or the death of a child while on shared parental leave. The amount of leave depends on the circumstances and the employer will seek legal advice regarding the employee's individual circumstances at the time of the bereavement.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Nutrition and mealtimes Policy

EYFS: 3.48, 3.55-3.56

At Abacus Children's Day Nursery we believe that mealtimes should be happy, social occasions for children and staff alike. We promote shared, enjoyable positive interactions at these times.

We are committed to offering children healthy, nutritious and balanced meals and snacks which meet individual needs and requirements.

We will ensure that:

- A balanced and healthy breakfast, midday meal, tea and two daily snacks are provided for children attending a full day at the nursery.
- Menus are planned in advance, rotated regularly and reflect cultural diversity and variation. These are displayed for children and parents to view; all meals clearly indicate what allergens to show the ingredients of each meal.
- We provide nutritious food at all snack and mealtimes, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives and colourings.
- Menus include at least 3 servings of fresh fruit and vegetables per day.
- Parents and children are involved in menu planning.
- Fresh drinking water is always available and accessible. It is frequently offered to children and babies and intake is monitored. In hot weather staff will encourage children to drink more water to keep them hydrated.
- Individual dietary requirements are respected. We gather information from parents regarding their children's dietary needs, including any special dietary requirements, preferences and food allergies that a child has and any special health requirements, before a child starts or joins the nursery. Where appropriate we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual dietary plan for their child.
- We give careful consideration to seating to avoid cross contamination of food from child to child. Where appropriate an adult will sit with children during meals to ensure safety and minimise risks. Where appropriate, age/stage discussions will also take place with all children about allergies and potential risks to make them aware of the dangers of sharing certain foods.
- Staff show sensitivity in providing for children's diets and allergies. They do not use a child's diet or allergy as a label for the child, or make a child feel singled out because of their diet or allergy.
- Staff set a good example and eat with the children and show good table manners. Meal and snack times are organised so that they are social occasions in which children and staff participate in small groups. During meals and snack times children are encouraged to use their manners and say 'please' and 'thank you' and conversation is encouraged.
- Staff use meal and snack times to help children to develop independence through making choices, serving food and drink, and feeding themselves.
- Staff support children to make healthy choices and understand the need for healthy eating.
- We provide foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- Cultural differences in eating habits are respected.
- Any child who shows signs of distress at being faced with a meal they do not like will have their food removed without any fuss. And offered an alternative. If a child does not finish their first course, they will still be given a helping of dessert.

- Children not on special diets are encouraged to eat a small piece of everything.
- Children who refuse to eat at the mealtime are offered food later in the day.
- Children are given time to eat at their own pace and not rushed.
- Quantities offered take account of the ages of the children being catered for in line with recommended portion sizes for babies and young children.
- We promote positive attitudes to healthy eating through play opportunities and discussions.
- The nursery provides parents with daily written records of feeding routines for all children under two years old, additional food diary's may be implemented on request above this age bracket.
- No child is ever left alone when eating/drinking to minimise the risk of choking.
- We will sometimes celebrate special occasions such as birthdays with the occasional treat of foods such as cake, sweets or biscuits. These will be given at mealtimes to help prevent tooth decay and not spoil the child's appetite. Where we have frequent birthdays and celebrations, we consider other alternatives such as celebrating through smiles and praise, stickers and badges, choosing a favourite story, becoming a special helper, playing a party game, dancing and/or singing their favourite song.
- We do not allow parents to bring in bought, packaged cakes on special occasions. We ensure that all food brought in from parents meets the above and health and safety requirements and ingredients that are listed within the Food Information for Consumers (FIR) 2014 and detailed in the allergens policy and procedure.
- All staff who prepare and handle food competent to do so and receive training in food hygiene which is updated every three years.
- In the very unlikely event of any food poisoning affecting two or more children on the premises, whether or not this may arise from food offered at the nursery, we will inform Ofsted as soon as reasonably practical and in all cases within 14 days. We will also inform the relevant health agencies and follow any advice given.

Our menus are updated regularly to meet all of the children's dietary needs. Please see the menu boards in the nursery entrance hall or our website for the up-to-date menus.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Food Play Policy

EYFS: 3.51, 3.62,3.64, 3.76,

At Abacus Children's Day Nursery, we ensure any food we use for playing with the children is carefully supervised. We will also use the following procedures to ensure children are kept safe:

- Choking hazards are checked and avoided.
- We will not use whole jelly cubes for play. If we do use jelly to enhance our play, then all jelly will be prepared with water as per the instructions and then used.
- Heat treated flour will be used, where appropriate, to reduce risk of infection
- Small objects such as dried pasta and pulses will not be used for younger children.
- All allergies and intolerances will be checked, and activities will be adapted to suit all children's needs, so no child is excluded.
- All activities including food will be included on the planning sheets showing all allergens, so all staff and parents are aware of the ingredients.
- Children's allergies will be visible to staff when placing out food play activities to ensure all needs are met.
- Any cooking activities will be checked prior to start to ensure all children are able use all the ingredients based on their individual needs.
- We will not use food in play unless it enhances the opportunities children are receiving from the activity. Many of the food will be reused in other activities, especially the dry materials.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Parents and carers as partners Policy

EYFS: 1.19, 2.1, 2.3, 2.6,2.10, 3.34, 3.69, 3.72, 3.77, 3.82
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At Abacus Children's Day Nursery, we believe that parents and staff need to work together in a close partnership in order for children to receive the quality of care and early learning to meet their individual needs. We welcome parents as partners and support a two-way sharing of information that helps establish trust and understanding. We are committed to supporting parents in an open and sensitive manner to be an integral part of the care and early learning team within the nursery. Working together ensures we can meet the individual needs of the family and child and provide the highest quality of care and education.

The key person system supports engagement with all parents and will use strategies to ensure that all parents can contribute to their child's learning and development. Parents contribute to initial assessments of children's starting points on entry and they are kept well informed about their children's progress. Parents are encouraged to support and share information about their children's learning and development at home and the key person seeks to engage them in guiding their child's development at home to. The key person system ensures all practitioners use effective, targeted strategies and interventions to support learning that match most children's individual needs.

Our policy is to:

- Recognise and support parents as their child's first and most important educators and to welcome them into the life of the nursery.
- Generate confidence and encourage parents to trust their own instincts and judgement regarding their own child.
- Welcome all parents into the nursery at any time and provide an area where parents can speak confidentially with us as required.
- Welcome nursing mothers. The nursery will make available a private area whenever needed to offer space and privacy to nursing mothers.
- Ensure nursery documentation and communications are provided in different formats to suit each parent's needs.
- Ensure that all parents are aware of the nursery's policies and procedures. A detailed parent prospectus will be provided, and our full policy documents will be available to parents at all times in the entrance hall.
- Maintain regular contact with parents to help us to build a secure and beneficial working relationship for their children.
- Support parents in their own continuing education and personal development including helping them to develop their parenting skills and inform them of relevant conferences, workshops and training, when required.
- Create opportunities for parents to talk to other adults in a secure and supportive environment through such activities as open days, parents' evenings and a parents' forum.
- Inform parents about the range and type of activities and experiences provided for children, the daily routines of the setting, the types of food and drinks provided for children and events through fortnightly nursery newsletters and termly room newsletters, information will also be on display in the parental notice board.
- Operate a key person system to enable parents to establish a close working relationship with a named practitioner and to support two-way information sharing

about each child's individual needs both in nursery and at home. Parents are given the name of the key person of their child and their role when the child starts and updates as they transition through the setting.

- Inform parents on a regular basis about their child's progress and involve them in shared record keeping. Parents' evenings are held each term. The nursery consults with parents about the times of meetings to avoid excluding anyone.
- Actively encourage parents to contribute to children's learning through sharing observations, interests and experiences from home. This may be verbally, sharing photographs, in written form or thorough Tapestry.
- Agree the best communication method with parents e.g. email, face-to-face, telephone and share information about the child's day, e.g. food eaten, activities, sleep times etc.
- Consider and discuss all suggestions from parents concerning the care and early learning of their child and nursery operation.
- Provide opportunities and support for all parents to contribute their own skills, knowledge and interests to the activities of the nursery including signposting to relevant services, agencies and training opportunities.
- Inform all parents of the systems for registering queries, compliments, complaints or suggestions, and to check that these systems are understood by parents.
- Make sure all parents have access to our written complaint's procedure.
- Share information about the Early Years Foundation Stage, young children's learning in the nursery, how parents can further support learning at home and where they can access further information.
- Provide a written contract between the parent(s) and the nursery regarding conditions of acceptance and arrangements for payment.
- Respect the family's religious and cultural backgrounds and beliefs and accommodate any special requirements wherever possible and practical to do so.
- Inform parents how the nursery supports children with special educational needs and disabilities.
- Find out the needs and expectations of parents. We will do this through regular feedback via questionnaires, suggestion system and encouraging parents to review working practices. We will evaluate any responses and use these to promote nursery practice, policy and staff development.

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<i>June 2025</i>		<i>June 2025</i>

Conflict resolution with parents who may be challenging.

EYFS: 3.83-3.84

At Abacus Children's Day Nursery, we believe that we have a strong partnership with our parents and an open door policy to discuss any matters arising (if applicable).

If as a parent you have any concerns or issues you wish to raise with the nursery then please follow the complaints procedure.

In the case of a parent emailing, calling or using social media to complain the nursery will direct them to the correct procedure for raising a complaint.

We have a zero tolerance on abusive calls, emails, social media contact and face to face confrontation.

Calls of an aggressive/abusive manner

The call taker receiving an abusive call will remain calm and professional, they will ask the caller to follow the complaints policy. If the abuse continues the call taker will end the call. Any abusive calls will be logged with an outline of the conversation.

Emails of an aggressive/abusive manner

The responder will ask the parents to come into the setting to speak in person, as per our complaints policy. If the emails persist the manager may seek legal action. All emails will be kept as evidence until the matter is resolved.

Social Media

If slanderous or abusive messages appear on any social media sites, we will address these immediately with a request to follow our complaints procedure. We will endeavour to resolve any issue raised through our complaint's procedure. If slanderous/abusive messages continue we will seek legal action against the complainant.

In the event that any person inside the nursery starts to act in an aggressive manner at the nursery, our policy is to:

- Direct the person away from the children and into a private area, such as the office (where appropriate)
- Ensure that a second member of staff is in attendance, where possible, whilst continuing to ensure the safe supervision of the children.
- Remain calm and professional in order to calm the aggressive person, making it clear that we do not tolerate aggressive or abusive language or behaviour.
- If the aggressive behaviour continues or escalates, we will contact the police in order to ensure the safety of our staff team, children and families.
- If the person calms down and stops the aggressive behaviour a member of staff will listen to their concerns and try to resolve the issue
- Following an aggressive confrontation an incident form will be completed detailing the time, reason and any action taken.
- Any aggressive behaviour from a parent could result in the withdrawal of a place for their child's place. Parents will be informed, by the management team, in writing within 3 days of any incident that involved aggressive or threatening behaviour to their staff.

- Management will provide support and reassurance to any staff member involved in such an incident.
- Management will signpost parents to organisations/professionals that can offer support if applicable

This policy will be followed in the event of any other visitors/member of the public displaying this type of behaviour either by phone, email, social media or in person.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Access and storage of information Policy

EYFS: 3.77 – 3.80

Note from legal: The timescales provided are based on typical limitation periods which in some circumstances may be extended. These are not specific NDNA recommendations. The Data Protection Act 2018 allows you to retain personal data as long as is reasonably necessary. As a business you should conduct a risk assessment, review any insurance policies and if necessary, take independent legal advice to determine timescales of retention that are appropriate for your business.

At Abacus Children’s Day Nursery we have an open access policy in relation to accessing information about the nursery and parents’ own children. This policy is subject to the laws relating to data protection and document retention.

Parents are welcome to view the policies and procedures of the nursery which govern the way in which the nursery operates. These may be viewed at any time when the nursery is open, simply by asking the nursery manager or by accessing the file in the entrance hall. The nursery manager or any other relevant staff member will also explain any policies and procedures to parents or use any other methods to make sure that parents understand these in line with the nursery’s communications policy.

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner’s Office. A copy of the certificate can be viewed in the entrance hall. All parent, child and staff information is stored securely according to the requirements of data protection registration including details, permissions, certificates and photographic images. We will ensure that staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

The nursery’s records and documentation that are required to be kept and stored by current legislation are performed in accordance with minimum legal archiving requirements. We currently archive these records for at least 22 years to ensure we are covered for any child protection concerns.

Nursery records and documentation that are not required to be kept are deleted or destroyed in line with the current data protection laws and our Privacy Notice which can be found on our website.

If Parents have a specific deletion or retention request regarding any data that we hold, please raise a query in writing and we will respond formally to your request.

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

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Late collection and non-collection of children Policy

EYFS: 3.4, 3.7, 3.63

At Abacus Children's Day Nursery, we have morning, afternoon and all day sessions. Parents are able to collect their child from the nursery flexibly within this time period asking them to be no later than the session end time, for example if they attend the morning session, we expect children to be collected no later than 1pm, and afternoon/all-day session no later than 6pm. We understand that some parents may arrive earlier to collect their child, this is acceptable. However, the full fees still remain in place for the allocated session times.

We give parents information about the procedures to follow if they expect to be late. These include:

- Agreeing a safety password with the nursery in advance to be used by anyone collecting a child who is not the parent (designated adult).
- Calling the nursery as soon as possible to advise of their situation and expected time of arrival.
- Asking a designated adult to collect their child wherever possible.
- Informing the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by this situation.
- If the designated person is not known to the nursery staff, the parent must provide a detailed description of this person, including their date of birth where known. This designated person must know the individual child's safety password in order for the nursery to release the child into their care. This is the responsibility of the parent.

If a child has not been collected from the nursery after a reasonable amount of time has been allowed for lateness, for example fifteen minutes, we initiate the following procedure:

- The nursery manager will be informed that a child has not been collected.
- The manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the manager will try to contact the parents on the telephone numbers provided for their mobile, home or work. If this fails, the manager will try the emergency contacts shown on the child's records.
- The manager/staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the nursery will plan to meet required staff ratios. If the parents have still not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record.
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the local authority children's social services emergency duty team.
- The nursery will inform Ofsted as soon as convenient.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process.
- In order to provide this additional care a late fee of £15.00 for the first 15 minutes then a further £5 for every 15 minutes thereafter will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

Contact numbers:

Name	Contact No
Social Services Emergency Duty Team	033 240 1727
Ofsted	0333 123 1231

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Admissions Policy

EYFS: 3.3, 3.61, 3.66, 3.67

At Abacus Children's Day Nursery, we care for children between the ages of 3 months and 5 years.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

The nursery will use the following admission criteria which is applied in the following order of priority:

1. Looked after children.
2. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery.
3. A vulnerable child with either a Child Protection or a Child in Need Plan or Local Authority/Common Assessment Framework
4. Children who have siblings who are already with us.
5. Children whose parents live within the area.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability. We operate a waiting list and places are offered on an availability basis.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending nursery, parents must complete and sign a childcare agreement form and registration form. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Providers eligible to provide government funded places for early education

All settings registered to accept government funding (detailed in the code of practice) must offer free places for two- to five-year-olds for early learning sessions specified by the local authority. At Abacus Children's Day Nursery we currently provide approximately **40** free funded places available for children subject to availability. These places will be allocated on a first come, first served basis and can be booked the term before the child is eligible for the funding. Please note for admissions for the free nursery education we have a termly intake, beginning the term following your child's second or third birthday, dependant on the funding your child is eligible for.

Additional charge may apply to children claiming the working parents two-year-old funding, i.e. meals, trips, visits, consumables. Meals are charged at the current rate of £8.50 for a morning session, £8.50 for afternoon sessions and £15.00 for a full day session. Additional charge may apply to children claiming the disadvantaged 2 year and three or four- year-old funding, i.e. meals, trips, visits, consumables. Meals are charged at the current rate of £8.00 for a morning session, £8.00 for afternoon sessions and £14.00 for a full day session. These

are only charged term time only based on the number of hours you are claiming for your child.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place, we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes. We reserve the right to limit and/or have specific funded sessions, according to our business requirements.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Arrivals and departures Policy

EYFS: 3.7, 3.78, 3.34

At Abacus Children's Day Nursery, we give a warm welcome and goodbye to every child and family on their arrival and departure, as well as ensuring the safety of children, parent/carers, visitors, employees, volunteers and students.

Parents are requested to pass the care of their child to a specific member of staff who will ensure his/her safety (this is usually a child's key person). The staff member receiving the child immediately records his/her arrival in the daily attendance register. The staff member also records any specific information provided by the parents, including the child's interests, experiences and observations from home.

If the parent requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed.

If the child is to be collected someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. Photo identification and/or a password are also required where possible for the designated adult, this is to be completed on an 'authorised collection form'. Parents are informed about these arrangements and reminded about them regularly. Other than the parent/s or legal guardian of the child, we do not allow anyone under the age of 18 to collect. If anyone under the age of 18 arrives to collect child, the parent/carer will be contacted.

The child's key person or other nominated staff member must plan the departure of the child. This should include opportunities to discuss the child's day with the parent in addition to what may already be shared via electronic systems, e.g. meals, sleep time, activities, interests, progress and friendships. The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

The nursery will not release a child to anyone other than the known parent unless a prior agreement has been made at the time of arrival. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the nursery about the arrangements as soon as possible. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the staff member releasing the child must mark the child register immediately marked to show that the child has left the premises.

Parents/carers will be informed and reminded not to allow any other person onto the premises when dropping-off or collecting, this is to ensure the safety at all times. In the unlikely event that someone gains unauthorised access to the premises and if it feels safe to do so, a member of staff will ask the person what the purpose of their visit is. If needed our lockdown procedure will be initiated by staff and the police will be called. (Refer to lockdown procedure). In any cases where someone has gained unauthorised access to the premises, we will revisit our arrivals and departures procedures and risk assessment.

Adults arriving under the influence of alcohol or drugs.

Please refer to the alcohol and substance misuse policy.

Arrivals and departures of visitors

For arrivals and departures of visitors the nursery requires appropriate records to be completed on entry and exit e.g. in the visitors' book. Please refer to supervision of visitor's policy for further information.

Staff, Students and Volunteers

Staff, students and volunteers are responsible for ensuring they inform the officer in charge when leaving or entering the building, including on breaks and lunchtimes.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

No Nut Policy

EYFS: 3.56

Due to the severe reaction many children can have through eating nuts, Abacus nursery has introduced this policy to reduce the risk caused by nuts. The following steps have been taken;

- All staff on induction are requested to consume an alternative snack other than nuts, including meals and snacks that contain nuts.
- We **do** use products that may **contain** traces of nuts and/or made in the same factory as nuts.
- Our menus are based around each child's individual needs and allergies, which may result in the nursery not serving a particular food type on the day the child is in the nursery.
- Where possible we use substitutes to nuts in our cooked meals and snacks.
- We politely request for all parents/carers to not consume any kinds of nuts on the premises.
- If a child is bringing a packed lunch to the nursery, parents/carers are advised on what should be consumed and in addition items that are not to be eaten on the nursery premises.
- All staff are trained to check the lunch boxes before given to a child, this ensures no nuts or other prohibited items are included in the child's lunch box. If such items are found, they will be removed and stored in the manager's office, parents/carers will be informed of the procedure that has taken place, and the child will be offered an alternative snack choice.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Acceptable IT Use

EYFS:3.1-3.20

Legislation

- Data Protection Act 2018

Related Policies

- Whistleblowing
- Social Networking
- Safeguarding Children/Child Protection
- Online Safety

This Information and Communications Technology (ICT) Acceptable Use Policy describes the rights and responsibilities of staff using resources, such as computers, the internet, land line and mobile telephones, and other electronic equipment. It explains the procedures you are expected to follow and makes clear what is considered acceptable behaviour when using them.

These facilities are a vital part of our business and should be used appropriately and in the best interests of the nursery.

Security and passwords

All electronic devices will be password protected and passwords will be updated on a regular basis. Passwords for our systems are confidential and must be kept as such. You must not share any passwords with any other person.

Email

We expect all staff to use their common sense and good business practice when using email. As email is not a totally secure system of communication and can be intercepted by third parties, external email should not normally be used in relation to confidential transactions.

Emails must not be used to send abusive, offensive, sexist, racist, disability-biased, sexual orientation based or defamatory material, including jokes, pictures or comments which are potentially offensive. Such use may constitute harassment and/or discrimination and may lead to disciplinary action up to and including summary dismissal. If you receive unwanted messages of this nature, you should bring this to the attention of your Manager.

Internet access

You must not use the internet facilities to visit, bookmark, download material from or upload material to inappropriate, obscene, pornographic or otherwise offensive websites. Such use constitutes misconduct and will lead to disciplinary action up to and including summary dismissal in serious cases.

Each employee has a responsibility to report any misuse of the internet or email. By not reporting such knowledge, the employee will be considered to be collaborating in the misuse. Each employee can be assured of confidentiality when reporting misuse.

Personal use of the internet, email and telephones

Any use of our electronic communication systems (including email, internet and telephones) for purposes other than the duties of your employment is not permitted.

Emergency personal calls need to be authorised by the manager and where possible, be made on your own personal mobile phone in the staff area.

Disciplinary action will be taken where:

- the privilege of using our equipment is abused; or
- unauthorised time is spent on personal communications during working hours.

Data protection

When using any of our systems employees must adhere to the requirements of the General Data Protection Regulation 2018 (GDPR). For more information see our Data Protection and Confidentiality Policy.

Downloading or installing software

Employees may not install any software that has not been cleared for use by the manager onto our computers or systems. Such action may lead to disciplinary action up to and including summary dismissal in serious cases.

Using removable devices

Before using any removable storage, media which has been used on hardware not owned by us (e.g. USB pen drive, CDROM etc.) the contents of the storage device must be virus checked.

Removable devices must not be taken home unless under exceptional circumstances and authorised to do so by the management team, with prior written permission and risk assessment in place.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

CCTV Policy

EYFS:3.1-3.20

The nursery CCTV surveillance is intended for the purposes of:

- promoting the health and safety of children, staff and visitors
- protecting the nursery building and resources.
- Developing Best Practice

The system comprises of two fixed cameras, which are outside the nursery. This is to ensure the dignity of children is maintained.

The use of CCTV to control the perimeter of the nursery for security purposes has been deemed to be justified by the nursery management. The system is intended to capture images of intruders or of individuals damaging property or removing goods without authorisation or of antisocial behaviour.

Monitoring

The CCTV is monitored from the nursery office and is registered with the Information Commissioner under the terms of the Data Protection Act. This policy outlines the nursery's use of CCTV and how it complies with the Act. The nursery complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained to understand their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

Location of cameras

Adequate signage will also be prominently displayed at the entrance to the nursery's property. Signage shall include the name and contact details of the data controller as well as the specific purpose(s) for which the CCTV camera is in place in each location.

Storage and retention

The images captured by the CCTV system will be retained for a maximum of 30 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

The images/recordings will be stored in a secure environment with a log of access kept.

Access will be restricted to authorised personnel. Supervising the access and maintenance of the CCTV System is the responsibility of the registered person / manager.

In certain circumstances, the recordings may also be viewed by other individuals. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

Files will be stored in a secure environment with a log of access to recordings kept.

Recorded footage and the monitoring equipment will be securely stored in the office. The area will be locked when not occupied. A log of access to footage will be maintained.

When accessing images two authorised members of staff must be present. A written record of access will be made. A record of the date of any disclosure request along with details of who the information has been provided to (the name of the person and the organisation they represent), why they required it and how the request was dealt with will be made and kept, in case of challenge.

Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Activity / GDPR.

Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. The nursery will respond to requests within 14 calendar days of receiving the request. The nursery reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

A record will be made of the date of the disclosure, along with details of whom the information has been provided to (the name of the person and the organisation they represent) and the reason it was required.

Where footage contains images relating to 3rd parties, the nursery will take appropriate steps to mask and protect the identities of those individuals.

Complaints

Complaints and enquiries about the operation of CCTV within the nursery should be directed to the manager of the nursery in the first instance.

Responsibilities

The manager (or deputy) will:

- That the use of CCTV systems is implemented in accordance with this policy
- They oversee and co-ordinate the use of CCTV monitoring for safety and security purposes.
- That all CCTV monitoring systems will be evaluated for compliance with this policy
- That the CCTV monitoring is consistent with the highest standards and protections
- They review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy.
- They maintain a record of access (e.g. an access log) to or the release of files or any material recorded or stored in the system.
- That the perimeter of view from fixed location cameras conforms to this policy
- That all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals
- That external cameras are non-intrusive in terms of their positions and views and comply with the principle of "Reasonable Expectation of Privacy".
- That monitoring footage are stored in a secure place with access by authorised personnel only.
- That images recorded are stored for a period not longer than 30 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil).
- That camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics.
- That under certain circumstances, the CCTV footage may be used for training purposes.
- That if safeguarding concerns arise from monitoring the footage, appropriate safeguarding actions are taken, e.g. contacting the local authority designated officer (LADO). See the safeguarding children policy for procedures in the event of a staff allegation.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Children's Well-being in the Nursery Policy

EYFS: 3.1, 3.34, 3.55,
3.58,3.69, 3.71

Well-being is a broad term that covers how you feel about yourself and your life. It encompasses the physical, emotional (and mental), social and spiritual areas of a person. Under the Early Years Foundation Stage (EYFS) this is covered in the children's personal, social, emotional development and physical development. Both of which are prime areas of learning and development.

Physical well-being covers everything physical to do with the body:

- Growth and development
- Moving and keeping physically fit
- Caring for your health (e.g. washing, cleaning teeth, etc.)
- Eating a balanced and nutritious diet
- Rest and appropriate sleep patterns.

Mental and emotional well-being includes:

- Acknowledging, expressing, and coping with feelings and emotions
- Thought processes.
- Reducing stress and anxiety.

Social well-being includes:

- Relationships
- Family (close and extended)
- Friends
- The feeling of belonging and acceptance
- Compassion and caring approaches.
- Including sadness and over excitement.

Spiritual well-being can cover the following:

- Value and beliefs held.
- Personal identity and self-awareness.

At Abacus we are an inclusive setting and ensure that all children, families, staff, and visitors are welcomed, and we are an inclusive setting. We support all to embrace their spiritual well-being and celebrate families and staff key events.

Children's physical well-being is supported through our carefully planned curriculum programme which supports all types of gross and fine motor play both inside and outside. We provide nutritionally balanced meals for the children and support our staff to make healthy choices in regard to their physical health.

Personal hygiene is supported in children of all ages, explaining the reasons for hand washing, tooth brushing and other routines.

Children are provided with quiet and calming areas for rest, sleep, and relaxation. This enables them to recharge their batteries and supports both their physical and mental well-being.

We support children to make strong attachments with their key person as well as forge relationships with their peers in order to support their social wellbeing. We offer opportunities and resources for children to play singly, in pairs, small groups and large groups to support this area of development.

Children’s mental and emotional wellbeing are supported. We provide activities in which children are able to recognise and express their emotions, including emotional literacy. This enables us to provide support for children who may be experiencing big emotions they cannot cope with just yet. We support children’s developing self-regulation through carefully planned activities and resources. This includes supporting children to manage their own emotions and behaviours using rules and boundaries created by the children themselves. Staff use the promoting positive behaviour policy to ensure consistency.

Staff are able to recognise when a child may need support with their emotions and provide this one to one or in a small group, whichever is more appropriate. Teaching children to recognise and manage their emotions at a young age helps support foundations to do this throughout their life.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>



Staff Well Being Policy

EYFS: 3.26, 3.27,3.28, 3.72

This policy links to the Health and Safety, Well-being in the Nursery, Return to Work, Supervisions and, Safeguarding and Child Protection and Prevent Duty and Radicalisation policies.

At Abacus Nursery we promote the good health and well-being of all our staff. Well-being is described in the Oxford English Dictionary as 'the state of being comfortable, healthy or happy'. As a Nursery, we endeavour to support staff well-being, not only to ensure that children receive high quality care, but also to ensure our employees feel supported and cared for, as part of a team.

Mental ill-health is usually caused by a combination of work and non-work-related factors. There is a myriad of reasons for mental ill-health; from the pressure of ongoing change at work to longer or more intense hours exacerbated by financial pressures at home, or relationship problems and greater caring responsibilities. Striking the balance between what is considered appropriate results or output, and robust mental health is tricky. We are committed to constantly upskilling ourselves so that we know about how to create and maintain conditions that support and encourage good mental health, as well as recognise the signs of ill health and provide appropriate support.

At Abacus Nursery we recognise the importance of safeguarding the mental health of all of our employees, by providing a happy and nurturing working environment. With statistics in the UK showing that each week 1 in 6 of us experiences a common mental health problem, we are committed to acknowledging and supporting our staff's physical and emotional needs.

Our ethos

At Abacus Nursery we know that the care and education of babies and young children is highly rewarding. However, we are also aware of the day to day demands and pressures of modern life such as family life, financial worries, health concerns and work-life balance; and how these pressures, alongside the role of providing high quality care and education to babies and young children, can place a high level of demand on all of our employees.

In order to support our staff team, we, the management team, will put procedures in place that ensure staff well-being remains one of the key focuses of our practice. In doing this, we aim to provide our team with a safe, inclusive and nurturing working environment that acknowledges their needs, not just within the workplace but as a whole person.

Miss Samantha Strong is the named member of staff who leads our setting's well-being practice. They will offer support on staff well-being and know where to access external support. Mrs Emma Kay Barton is also committed to keeping their well-being and mental health knowledge up to date and will review our practices; supporting the developing knowledge of the whole staff team, to ensure we are implementing the necessary strategies to safeguard the well-being of our staff.

Procedure to minimise work related stress:

- To ensure staff are supported within the setting, new staff will receive a full induction, so they feel competent and capable to carry out their role and responsibilities.
- Staff will receive ongoing training, coaching and mentoring to ensure that they are supported to feel confident in their role to minimise stress within the workplace.
- Regular supervisions will take place every term in which staff well-being will be discussed and recorded.
- Practitioners are respected and valued in their work, whatever their role. Tasks are shared out appropriately according to their role and level of responsibility, the workload is monitored and reviewed on a regular basis.
- Staff are encouraged to have a healthy work-life balance; this is supported by ensuring the workload is monitored so that it is not necessary for staff to work outside of their scheduled hours. All contributions to work are valued and celebrated.
- We will carefully review our expectations around the amount of paperwork that staff must complete, including observations and assessments of children. We will work as a team to ensure all record keeping is meaningful and kept to an appropriate level so as not to add undue pressure to staff members.
- We will work hard to maintain a reflective culture within the setting that encourages feedback from staff about management procedures and working relationships. This reflective culture will support an environment of teamwork, facilitating the involvement of every member of staff in the practice of our setting.
- Staff are encouraged to take their required breaks at appropriate intervals to ensure they have time to rest and recuperate, with time away from busy rooms.
- The nursery leader/well-being representative are available for staff to come and discuss any issues or concerns.
- The nursery will ensure that confidential conversations take place in private, away from other staff members and children.
- All information will remain confidential or on a need-to-know basis to support the facilitation of open and honest conversations. However, where the manager or the well-being representative feels there is a question around the safety of the staff member, they will refer to outside agencies for support and guidance. These measures will be discussed in a sensitive and understanding manner with the staff member, as appropriate.
- We actively promote a culture of mutual respect, tolerance and cooperation tolerance, in line with the British values.
- Team meetings are facilitated to support with team development, to raise awareness of mental health and well-being by engaging staff in conversations about how we, as a setting, can be maintaining a supportive environment.
- We promote a culture that supports any staff member who is experiencing a mental health related illness, and reasonable adjustments will be made to support any staff experiencing stress and any mental health issues
- If the nursery is made aware of any member of staff who requires support, a plan for more regular support sessions and adjustments to their working day will be discussed and decided in partnership with the staff member. This plan will be reviewed regularly and adapted to ensure it is a relevant and appropriate (**See Supporting Staff Members Individually Section**)
- If adjustments are unable to meet the needs of the member of staff or the nursery, then further advice and support will be sought.

- Staff well-being and staff self-care information is available within designated staff areas.
- Leaders and managers support practitioners in a safe culture where bullying, harassment and discrimination are not tolerated; along with a culture that will challenge and deal with any inappropriate behaviour in a timely manner.

Supporting staff members individually

At Abacus Nursery we include well-being as part of our discussions at staff supervision sessions and appraisals. During these sessions, we will work with staff on an individual basis, and have well-being discussions to ascertain any individual well-being needs. Where the Manager and staff member feel it is appropriate, they will draw up an individual action plan, this will include looking at the workload and any stress triggers. With the needs of the nursery also in mind, reasonable adjustments will be made for the member of staff; this could include flexible working agreements (see below), changes in environment, adjustments to job roles and responsibilities; more frequent breaks, a working buddy, or any other appropriate measure that it is felt could be helpful.

Flexible working requests

Employees are able to request flexible working from day one of their employment and they can make two flexible working requests in any 12 month period.

If a member of staff is returning to work after a period of absence, a back to work interview is carried out as per our 'Return to Work Policy.'

We follow all statutory guidance on the safeguarding of our workforce and as stated, if the Manager is concerned about the safety of a member of staff, we will work with the Designated Safeguarding Lead to ask for support from the appropriate external agencies; this is to ensure the continued safety of our workforce at all times.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Pregnancy and Family Friendly Policy

EYFS: 3.27, 3.28, 3.72,3.78

Maternity rights

This section is for pregnant employees and new mothers. It details their rights, which fall into three main categories:

- Paid time off for antenatal care
- Maternity leave
- Maternity benefits.

Ante-natal care

You are entitled to be paid your normal rate of pay for any appointments during working hours related to antenatal care. In order to receive payment an appointment card must be produced confirming the appointment and you will be expected to return to work after keeping your appointment wherever possible.

When a certificate confirming pregnancy is issued, this must be handed in as soon as possible.

Ordinary maternity leave

You are entitled to 26 weeks ordinary maternity leave and have the right to return to work in your previous job. These rights apply regardless of length of service, or the number of hours worked.

If you work full time, you have the right to return to your full time position but you do not have the right to return part time. However, your employer will discuss any request for part time work and on request consider offering part time work. Requests should be made in writing to your employer, giving as much notice as possible.

You can start your ordinary maternity leave at any time from the 11th week before the expected week of childbirth (EWC) and there is a two-week compulsory maternity leave period following the birth (four weeks for factory workers). For all maternity leave purposes "childbirth" is either a live birth before the end of the 24th week of pregnancy or a live or still birth after the 24th week of pregnancy.

Throughout the ordinary maternity leave period, all your terms and conditions of employment are maintained with the sole exception of pay.

Additional maternity leave

Additional maternity leave starts at the end of the ordinary maternity leave period and ends 26 weeks later. As with ordinary maternity leave, all your terms and conditions of employment are maintained throughout this period with the sole exception of pay.

Notification

The notice periods detailed below must be complied with in order to safeguard your rights.

You must notify your employer in writing by the 15th week before the EWC of the following:

- That you are pregnant,
- The EWC,
- The date on which you intend to start your maternity leave.

You must also provide a certificate (normally a form MAT B1) stating the EWC. Your employer will then write to you within 28 days to confirm your date of return to work. You can change the date on which you intend to start your maternity leave by giving your employer at least 28 days written notice.

Returning to work

If you take the full entitlement to maternity leave your return date will be the date previously notified to you by your employer. If you wish to return early you must give your employer eight weeks' written notice of your early return date. Your early return may be delayed if this procedure is not followed.

If you intend to return to work at the end of your maternity leave but fail to do so, your employer's normal rules regarding absence will apply.

Maternity benefits

Although you do not need any qualifying service or to work a minimum number of hours to be entitled to maternity leave or the right to return to work, in order to qualify for Statutory Maternity Pay (SMP) from your employer, you need to have the following:

- At least 26 weeks continuous service at the end of the 15th week before the EWC (this is known as the "qualifying week" for maternity pay purposes)
- Average earnings above the National Insurance lower earnings limit during the eight weeks before the qualifying week.

If you meet these conditions you are entitled to a maximum of 39 weeks SMP which is calculated as:

- Six weeks at 90% of average weekly earnings
- 33 weeks at the lesser of the lower rate of SMP or 90% of average weekly earnings.

If you do not qualify for SMP you may be entitled to Maternity Allowance (MA).

Sickness absence during pregnancy

If you are absent from work because of a pregnancy related illness or reason at any time during the four weeks before your EWC, the ordinary maternity leave period begins on the first day of absence. If the pregnancy related absence began before the fourth week, then the ordinary maternity leave period begins at the start of the fourth week.

If you are absent from work and the illness is not pregnancy related, the maternity leave period will begin on the date you have previously notified.

If you are absent from work in the weeks leading up to your maternity leave it may affect the higher rate of SMP (90% of normal pay) because it is based on your average earnings in the eight weeks prior to the qualifying week.

Adoption rights

This section is similar to the previous section but deals with employee rights on the adoption of a child, which fall into three main categories:

- Paid time off to attend pre-adoption appointments.
- Adoption leave.
- Adoption benefits.

Pre-adoption appointments

If you are the primary or sole adopter and you have been advised that a child is due or expected to be placed with you for adoption, you are entitled to be paid your normal rate of pay for up to five pre-adoption appointments during working hours. The appointments must have been made by or at the request of the adoption agency and in order to receive payment an appointment card must be produced confirming each appointment. The maximum time off for each appointment is six and a half hours and you will be expected to return to work after keeping your appointment wherever possible.

Ordinary adoption leave

If you are the adoptive parent who has elected to take adoption leave you have the right to 26 weeks ordinary adoption leave, which includes two weeks' compulsory adoption leave. You can start your adoption leave as soon as the child is placed with you for adoption or if pre-notified up to 14 days before that date.

You are entitled to return to work in your previous job after the ordinary adoption leave period. If you work full time, you have the right to return to your full-time position but you do not have the right to return part time. However, your employer will discuss any request for part time work and on request consider part time work. Requests should be made in writing to your employer, giving as much notice as possible.

Throughout the ordinary adoption leave, all your terms and conditions of employment are maintained with the sole exception of pay.

Additional adoption leave

If you are entitled to ordinary adoption leave, additional adoption leave starts at the end of the ordinary adoption leave period and ends 26 weeks later. As with ordinary adoption leave, all your terms and conditions of employment are maintained throughout this period with the sole exception of pay.

Notification

The notice periods detailed below must be complied with in order to safeguard your rights.

You must notify your employer in writing of the following no later than seven days after being matched with a child for adoption:

- The date of placement of the child for adoption,
- The date on which you intend to start your adoption leave.

You must also provide an Adoption Certificate from the approved adoption agency.

Your employer will then write to you within 28 days to confirm your date of return to work. You can change the date on which you intend to start your adoption leave by giving your employer at least 28 days' written notice.

Returning to work

If you take the full entitlement to adoption leave your return date will be the date previously notified to you by your employer. If you wish to return early you must give your employer eight weeks' written notice of your early return date. Your early return may be delayed if this procedure is not followed.

If you intend to return to work at the end of your adoption leave but fail to do so, your employer's normal rules regarding absence will apply.

Adoption benefits

Although you do not need any qualifying service or to work a minimum number of hours to be entitled to adoption leave or the right to return to work, in order to qualify for Statutory Adoption Pay (SAP) from your employer, you need to have the following:

- At least 26 weeks continuous service at the end of the week in which the child was matched with you for adoption.
- Average earnings above the National Insurance lower earnings limit during the eight weeks before the week in which the child was matched with you for adoption.

If you meet these conditions you are entitled, subject to special rules where the adoption is disrupted or where the child reaches age 18, to a maximum of 39 weeks SAP, calculated as:

- Six weeks at 90% of average weekly earnings,
- 33 weeks at the lesser of the lower rate of SAP or 90% of average weekly earnings.

In order to be paid SAP, you should notify your employer in writing of the following no later than 28 days before the date on which you wish your SAP period to begin:

- The name and address of the approved adoption agency
- The date on which the child is expected to be placed for adoption and where the child has already been placed for adoption, the date of placement.
- The date on which you were informed that the child was to be placed with you for adoption.

Paternity rights (birth)

Ante-natal appointments

You are entitled to accompany the child's mother on up to two ante-natal appointments without pay during working hours. This is on condition that you have or expect to have responsibility for the upbringing of the child and that you are the biological father of the child or are married to or are the partner of the child's mother. The maximum time off for each appointment is six and a half hours and you will be expected to return to work after keeping your appointment wherever possible.

Ordinary paternity leave

If you have at least 26 weeks continuous service at the end of the 15th week before the EWC, you are entitled to choose to take either a single block of one week or two separate blocks of one whole week each, of ordinary paternity leave if you meet the following conditions:

- You have or expect to have responsibility for the upbringing of the child.
- You are the biological father of the child or are married to or are the partner of the child's mother.

Leave has to be taken in whole weeks and cannot be split into days.

You cannot start your ordinary paternity leave until the child is born and the leave can be taken within 52 weeks of birth. You must give prior notice of your entitlement and intention to take leave by the 15th week before the EWC (or if this is not reasonably practical, as soon as is reasonably practical) but you do not have to give notice of the dates you intend to take leave until at least 28 days before that period of leave is due to start.

Throughout the ordinary paternity leave, all your terms and conditions of employment are maintained with the sole exception of pay.

Paternity benefits

If you are entitled to ordinary paternity leave and your average earnings were above the National Insurance lower earnings limit during the eight weeks up to and including the 15th week before the EWC, you are entitled to be paid Statutory Paternity Pay (SPP). SPP is paid during the entire ordinary paternity leave period and is the lesser of:

- the standard rate of SPP or
- 90% of average weekly earnings.

Notification

To safeguard your rights to ordinary paternity leave and pay you must complete Form SC3 by the 15th week before the EWC. You can change the date on which you intend to start your ordinary paternity leave by completing a new Form SC3 at least 28 days before the original leave date.

Paternity rights (adoption)

Pre-adoption appointments

If you are the primary adopter's partner and you have been advised that a child is due or expected to be placed with you, you are entitled to attend up to two pre-adoption appointments without pay during working hours. The appointments must have been made by or at the request of the adoption agency and the maximum time off for each appointment is six and a half hours. You will be expected to return to work after keeping your appointment wherever possible.

Ordinary paternity leave

If you have at least 26 weeks continuous service at the end of the week in which the child's adopter is matched with the child for a UK adoption, you are entitled to choose to take either a single block of one week or two separate blocks of one whole week each, of ordinary paternity leave if you meet the following conditions:

- You are not taking adoption leave in respect of the child.
- You have or expect to have responsibility for the upbringing of the child
- You are married to or are the partner of the child's adopter.

Leave has to be taken in whole weeks and cannot be split into days.

You cannot start your ordinary paternity leave before the day the child is placed with the adopter and it must end within 56 days beginning with the date of placement.

Notice of actually taking the leave must be provided 28 days before each period of leave by employee.

Notice of entitlement must be provided to the employer within seven days of the employee receiving notification that they have been matched with a child for adoption. This notice must be in writing and should include the date of notification of being matched with a child, when the placement is expected to start or has started, whether they have or will have responsibility of child's upbringing; and whether they are married to, civil partner of or partner of child's main adopter.

You must give prior notice of the day you intend to start your ordinary paternity leave, which can be:

- The day on which the child is placed with the adopter.

- A day which you specify as a number of days after the day on which the child is placed with the adopter.
- A pre-determined date, which must be later than the date on which the child is expected to be placed for adoption.

Throughout the ordinary paternity leave, all your terms and conditions of employment are maintained with the sole exception of pay.

Paternity benefits

If you are entitled to ordinary paternity leave and your average earnings were above the National Insurance lower earnings limit during the eight weeks before the week in which the child was matched for adoption, you are entitled to be paid Statutory Paternity Pay (SPP). SPP is paid during the entire ordinary paternity leave period and is the lesser of:

- the standard rate of SPP or
- 90% of average weekly earnings.

Notification

To safeguard your rights to ordinary paternity leave and pay you must complete a Form SC4 no later than seven days after the date on which the adopter is notified of having been matched with the child for adoption. You can change the date on which you intend to start your ordinary paternity leave by completing a new Form SC4 at least 28 days before the original leave date.

Shared parental rights (birth)

Introduction

Many parents will be able to share leave in the year after their child's birth and take leave in a more flexible way by stopping and starting their shared parental leave, taking their leave at the same time, and returning to work between periods of leave.

To qualify for shared parental leave you must have at least 26 weeks continuous service at the end of the 15th week before the EWC and still be in employment the week before you take the shared parental leave. In addition, you must share the main responsibility for the care of the child that the shared parental leave and pay relates to with the other parent and meet an 'employment and earnings' test.

Opting into shared parental leave and pay

If the mother and her partner agree, the mother can curtail her current maternity leave and 'convert' what remains of the leave period into shared parental leave (SPL). The mother must do this by giving formal notice to her employer and, if you are the mother, we have a form that can be completed to provide the required information. At least eight weeks' notice must be given to curtail maternity leave, at which time the mother and her partner must also give their respective employers an indication of how they intend to take the shared parental leave and pay.

The mother's notice to curtail maternity leave will normally be accompanied by a notice of entitlement to take shared parental leave and a request for a period of shared parental leave and pay. Once notice to curtail maternity leave has been given, it can only be withdrawn in very limited circumstances. However, if the mother gives notice to curtail her maternity leave before the child is born, she has up to six weeks after the birth to change her mind. If the mother revokes her curtailment notice, she remains on maternity leave and can give a new notice to curtail her maternity leave at a later date.

Taking shared parental leave

Before you can take shared parental leave and pay you must provide your employer with a notice of your entitlement to shared parental leave and pay, and this must be accompanied by a 'declaration' from your partner. This is a 'one off' notice and, if you are the mother, you will already have given this notice with your notice to curtail your maternity leave. If you are the mother's partner, we have a form that can be completed to provide the required information. The total number of weeks of SPL available is 52 weeks minus the maternity leave that the mother has already taken (including the compulsory maternity leave period). The leave must be taken in whole weeks (part- weeks count as whole weeks), and it must be taken before the child's first birthday.

All your terms and conditions of employment are maintained throughout the SPL period with the sole exception of pay and, if your combined total of maternity/paternity and SPL does not exceed 26 weeks, you are entitled to return to work in your previous job. If you work full time you have the right to return to your full time position but you do not have the right to return part time. However, your employer will discuss any request for part time work and on request consider part time work. Requests should be made in writing to your employer, giving as much notice as possible.

Notification

You are allowed three 'notifications' to take a period of SPL. A minimum of eight weeks' notice must be given before each period of leave, and the mother's first notice to take SPL will usually be included as part of the notice to curtail maternity leave.

If your notice is for a continuous period of SPL, for example six weeks off, it cannot be refused. If however your notice is for a discontinuous period of leave, for example six weeks comprising three weeks of SPL, three weeks in work, then three weeks of SPL, this can be refused. The first two weeks of the eight week notice period are to enable you and your employer to discuss this type of request and to try to reach agreement on the pattern of leave.

If agreement cannot be reached you have until the 15th day after you submitted your request (i.e. the day after the discussion period expires) to either let the request stand or to withdraw the request. If you let the request stand your employer can insist that the SPL is taken as a period of continuous leave (in the above example as a continuous period of six weeks). You then have five days in which to decide the start date for the period of continuous leave, otherwise it will start on the date of the first period you previously notified. Alternatively, you can withdraw the request and it will not count as one of your three notifications.

If you want to change the dates of a previously notified period of SPL and your employer agrees to this, then the change does not count as a formal 'notification'. If, however, your employer does not agree to the change you can submit a formal notification of the change (giving at least eight weeks' notice). Your employer will have to accept this notification, but the change will count as one of your three 'notifications'.

Statutory Shared Parental Pay

If you qualified for SMP, MA or SPP you will also qualify for Statutory Shared Parental Pay (SSPP). The total number of weeks of SSPP available is 39 weeks minus the number of weeks of SMP already paid to the mother. SSPP is paid at the lesser of:

- The standard rate of SSPP or
- 90% of average weekly earnings.

As there will be more weeks of SPL available than weeks of SSPP, employees who claim SSPP will be required to sign a declaration stating the total pay available and the total pay received.

Shared parental rights (adoption)

Introduction

Many parents will be able to share leave in the year after the adoption and take leave in a more flexible way by stopping and starting their shared parental leave, taking their leave at the same time, and returning to work between periods of leave.

To qualify for shared parental leave you must have at least 26 weeks continuous service at the end of the week in which the adopter is notified of having been matched with a child for adoption and still be in employment the week before you take the shared parental leave. In addition, you must share the main responsibility for the care of the child that the shared parental leave and pay relates to with the other parent and meet an 'employment and earnings test'.

Opting into shared parental leave and pay

If the primary adopter and their partner agree, the primary adopter can curtail their current adoption leave and 'convert' what remains of the leave period into shared parental leave (SPL). The primary adopter must do this by giving formal notice to the employer and if you are the primary adopter, we have a form that can be completed to provide the required information. At least eight weeks' notice must be given to curtail adoption leave, at which time the primary adopter and their partner must also give their respective employers an indication of how they intend to take the shared parental leave and pay.

The primary adopter's notice to curtail adoption leave will normally be accompanied by a notice of entitlement to take shared parental leave and a request for a period of shared parental leave and pay. Once notice to curtail adoption leave has been given, it can only be withdrawn in very limited circumstances.

Taking shared parental leave

Before you can take shared parental leave and pay you must provide your employer with a notice of your entitlement to shared parental leave and pay, and this must be accompanied by a 'declaration' from your partner. This is a 'one off' notice and, if you are the primary adopter, you will already have given this notice with your notice to curtail your adoption leave. If you are the secondary adopter/adopter's partner we have a form that can be completed to provide the required information. The total number of weeks of SPL available is 52 weeks minus the adoption leave that the primary adopter has already taken (including the compulsory adoption leave period). The leave must be taken in whole weeks (part-weeks count as whole weeks), and it must be taken during the first year following the adoption.

All your terms and conditions of employment are maintained throughout the SPL period with the sole exception of pay and if your combined total of adoption/paternity and SPL does not exceed 26 weeks, you are entitled to return to work in your previous job. If you work full time you have the right to return to your full time position but you do not have the right to return part time. However, your employer will discuss any request for part time work and will, on request consider part time work. Requests should be made in writing to your employer, giving as much notice as possible.

Notification

You are allowed three 'notifications' to take a period of SPL. A minimum of eight weeks' notice must be given before each period of leave, and the primary adopter's first notice to take SPL will usually be included as part of the notice to curtail adoption leave.

If your notice is for a continuous period of SPL, for example six weeks off, it cannot be refused. If however, your notice is for a discontinuous period of leave, for example six weeks comprising three weeks of SPL, three weeks in work, then three weeks of SPL, this can be refused. The first two weeks of the eight week notice period are to enable you and your employer to discuss this type of request and to try to reach agreement on the pattern of leave.

If agreement cannot be reached you have until the 15th day after you submitted your request (i.e. the day after the discussion period expires) to either let the request stand or to withdraw the request. If you let the request stand your employer can insist that the SPL is taken as a period of continuous leave (in the above example as a continuous period of six weeks). You then have five days in which to decide the start date for the period of continuous leave, otherwise it will start on the date of the first period you previously notified. Alternatively, you can withdraw the request and it will not count as one of your three notifications.

If you want to change the dates of a previously notified period of SPL and your employer agrees to this, then the change does not count as a formal 'notification'. If, however, your employer does not agree to the change you can submit a formal notification of the change (giving at least eight weeks' notice). Your employer will have to accept this notification, but the change will count as one of your three 'notifications'.

Statutory Shared Parental Pay

If you qualified for SAP or SPP you will also qualify for Statutory Shared Parental Pay (SSPP). The total number of weeks of SSPP available is 39 weeks minus the number of weeks of SAP already paid to the primary adopter. SSPP is paid at the lesser of:

- The standard rate of SSPP or
- 90% of average weekly earnings.

As there will be more weeks of SPL available than weeks of SSPP, employees who claim SSPP will be required to sign a declaration stating the total pay available and the total pay received.

Parental leave

Parents of children born or placed for adoption on or after 15th December 1999 are entitled, on completion of one year's service with the Company, to take unpaid parental leave. The right applies to mothers and fathers and to a person who has legal parental responsibility. Parents who already have at least one year's service are able to start taking parental leave when the child is born or adopted, and the remainder are able to start taking parental leave as soon as they have completed one year's service.

Parents are entitled to 18 weeks' leave for each child, to be taken before the child reaches age 18. Parents must give 21 days' written notice to take parental leave and it must be taken in blocks or multiples of one week (part weeks, including single days or part days, count as whole weeks) up to a maximum of four weeks in any one year. Parents of disabled children for whom a disability living allowance has been awarded have the additional flexibility to take leave in days without them being counted as whole weeks, although part days count as full days.

Leave can be postponed by the Company for up to six months where the business cannot cope, except when a father gives the above advance notice to take leave immediately after the date when the child is born or when the partner of a primary adopter gives the above advance notice to take leave immediately after the date when the child is placed for adoption.

Time off for dependants

You will be allowed to take reasonable time off work without pay to deal with an emergency involving a dependant. The amount of time off allowed will depend on the circumstances.

For example, if a dependant is ill or injured, reasonable time off will be given to deal with the emergency – this does not mean that you will be allowed to take time off to look after the dependant personally.

Compassionate leave

This leave applies on the death of an employee’s spouse, life partner, parent, brother, sister, grandparent, dependent or other relative for whom the employee has special responsibility or has had special ties.

Generally, the amount of time off required will be at the manager’s discretion of the senior management team and will depend on individual circumstances but up to 37 hours (the equivalent of one working week) paid leave would be considered.

Death of a Child

If an employee has a death of a child under the age of 18 or suffers a stillbirth from 24 weeks of pregnancy, or has an abortion after 24 weeks (in very limited circumstances an abortion can take place after 24 weeks if the mother’s life is at risk or the child would be born with a severe disability), all employees will be entitled to two weeks paid leave; subject to meeting the eligibility criteria having been employed for at least 26 weeks.

Additionally, an employee may take parental bereavement leave in the event of the death of an adopted child while on adoption leave or the death of a child while on shared parental leave. The amount of leave depends on the circumstances and the employer will seek legal advice regarding the employee’s individual circumstances at the time of the bereavement.

Support will be given including making reasonable adjustments on the return to work and further ongoing support will be provided.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Multiple Birth Families Policy

EYFS: 1.1, 1.16, 3.1, 3.34,
3.82

At Abacus we aim to ensure that all families are included and supported fully, no matter how big or small. There are increasing numbers of multiple births occurring in the UK, twins, triplets and even more. As a nursery we accommodate all families and work together with parents to ensure all children are treated as individuals and supported to make the best progress they can.

Twins, triplets and other multiple birth children will have unique relationships with their sibling, different to any other relationship in the nursery so we will take this into consideration with all aspects of care and early learning.

To this end we will:

- Acknowledge multiple birth relationship as special and to be celebrated as well as enabling children to develop as individuals.
- Work with parents to explore each child's individual preferences, interests, needs and starting points including, where applicable ways for staff to identify them apart.
- Complete individual forms for each child to discover their individual routines (where age appropriate), specific requirements, dietary needs etc.
- Recognise each child and call them by name. Differences will be recognised and tuned into to enable each child to be seen as an individual.
- Create "all about me" books for each child, including photos and special features.
- Recognise and celebrate all individual achievements.
- Report back on each child separately at the end of the day to the parents.
- Consider separation if this is beneficial for their development. Parents, and where appropriate the children, will be involved in the decision for when, where and how this may occur (e.g. focused activities, outdoor play)
- Arrange parental consultations for each child. Each child will be compared against the peer group or against typical developmental benchmarks not compared to their sibling. Each child will receive the same time during the consultation as any other child in the setting. Assessments will be shared based on their individual progress and comparisons between the children will not be made, any concerns will be discussed as per SEND policy.
- Understand that each child is unique and not expect them to behave in the same manner, excel in the same areas or enjoy the same activities.
- Not expect each child to behave in the same manner, excel in the same areas or enjoy the same activities. If one child is not achieving at the expected rate, then we would investigate the reasons why.
- Ensure all staff are able to identify each child and know their name.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Record Retention Policy

EYFS: 3.77,3.80

This policy is subject to the laws relating to data protection and document retention. We are required under legislation to keep certain records about children, parents and also staff members. Due to this legislation, we are required to keep this information for a set amount of time.

Below is a brief overview of the information we keep and for how long, full details are held on GDPR file. This policy should be used in conjunction with the Access and Storage of Information policy, the Data Protection and Confidentiality policy and the Privacy Notice.

Children's records - A reasonable period of time after children have left the provision. We will follow the Local Authority procedure here and this states they should be kept for 25 years.

Records relating to individual children e.g. care plans, speech and language referral forms – We will pass these on to the child's next school or setting following our Local Authority's protocols for transition and sharing of sensitive records. Copies will be kept for a reasonable period. We will follow the Local Authority procedure here and this states they should be kept for 25 years.

Accidents and pre-existing injuries - If relevant to child protection we will keep these until the child reaches 22 years and 3 months old.

Safeguarding Records and Cause for Concern forms – We will keep until the child has reached 25 years old.

Records of any reportable death, injury, disease or dangerous occurrence (for children) - As these incidents could result in potential negligence claims, or evolve into a more serious health condition, we keep records until the child reaches the age of 21 years and 3 months.

Records of any reportable death, injury, disease or dangerous occurrence (for staff) – 3 years
Type of accidents include fractures, broken limbs, serious head injuries or where the child is hospitalised.

Observation, planning and assessment records of children - We keep our planning filed since the last inspection date so there is a paperwork trail if the inspector needs to see it.
Information and assessments about individual children is either given to parents when the child leaves or to the next setting/school that the child moves to (with parents' permission).

Personnel files and training records (including disciplinary records and working time records) – 7 years.

Visitors/signing in book – Up to 24 years as part of the child protection trail.

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

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Menopause Policy

EYFS: 3.27,3.28

Here at Abacus Children's Day Nursery, we understand that some members of staff will need the help and support to go through the changes during the Menopause. Menopause is the time during an individual's life when menstruation periods permanently stop and an individual experiences hormonal changes. It is defined as occurring when the individual has experienced no periods for 12 consecutive months and no other biological or psychological cause can be identified. However menopausal symptoms can begin months or years before periods stop and this stage is known as the perimenopause. Each individual is different and according to the NHS some people's symptoms last around 4 years and others much longer.

Aims

The aims of this policy are to:

- Ensure we create an environment in which colleagues are comfortable to have discussions about menopause.
- Ensure that everyone knows and understands what menopause is, and that everyone is clear on our policy and practice.
- Ensure that members of staff experiencing symptoms are comfortable to come and talk to the management team and ask for support if needed.
- Ensure that each member of staff has support if this is needed.

Employee Responsibilities

All employees should contribute to a respectful working environment and be willing to support colleagues who may be experiencing menopause. It is important that employees talk openly with the management team or room leader if they need support with menopausal symptoms. All employees are responsible for:

- Taking personal responsibility to look after their health.
- Being open and honest in conversations with the management team.
- Contributing to a respectful and productive working environment.
- Being willing to help and support all colleagues.

During any discussions with the management team, they will consider your individual situation and evaluate if any adjustments can be made. We will ensure that all needs will be addressed sensitively, and confidentiality will be maintained.

Employer Responsibilities

Managers are responsible for:

- Ensuring that no one experiences less favorable treatment because of menopause.
- Ensure that conversations are kept strictly confidential.
- Putting in place any required support and/or adjustments where reasonably possible.
- Recording any agreements made.
- Holding regular reviews with employees regarding support required, including follow-up meetings to review adjustments that have been made.
- Seeking additional advice from occupational health where necessary
- Agreeing with employee if other colleagues should be informed about any adjustments that have been agreed (Even if the reason is not disclosed).

When responding to an employee experiencing difficulties caused by Menopause, managers will continue to have an open-door policy so that employees feel comfortable in approaching

them. They will support staff to talk openly about their current situation and will not make presumptions about how it is affecting them.

We understand that employees may feel uncomfortable discussing their personal information with their manager. If this is the case, they can discuss it with the room leader and other members of the management team.

Workplace adjustments

At Abacus Children's Day Nursery, we are committed to supporting all staff with any individual needs. As with any long-standing health related condition, sympathetic and appropriate support from the setting is crucial to provide employees with the support that they need. Above all, it is important to listen to individuals and respond sympathetically to any requests for adjustments at work.

There are numerous symptoms of the menopause that can affect an individual both physically and mentally. The menopause affects individuals in different ways and symptoms can start during the perimenopause and last for many years.

Some of the more common symptoms include.

- Hot flushes
- Difficulty sleeping
- Fatigue
- Headaches
- Low mood or anxiety
- Problems with memory or concentration
- Anxiety
- Heavy and/or painful periods
- Panic attacks.

The following options are available to an employee who may be experiencing menopausal symptoms, depending on the needs of the individual and the business needs of the Nursery.

Flexible working

We recognize that flexibility may be of significant benefit to someone who is experiencing menopausal symptoms. This is at the discretion of the manager and may include changes in working hours, more breaks throughout the working day, or change in starting and finishing hours. This will be reviewed regularly and discussed with the manager in charge.

Temperature control

We strive to achieve a comfortable working temperature for employees. We will allow flexibility within the dress code where reasonable. We will also consider any other appropriate adjustments such as providing fans in the workplace.

Sickness and absence

See the Absence Management Procedure

If an employee is unwell due to menopausal symptoms, the nursery will provide them with all reasonable support during this period. It is important that all employees feel that they can be open with the management team about the reason for their absence and feel supported. We would also encourage employees to discuss any relevant concerns with their GP and discuss any relevant advice with the Management team.

Available Support

Employees are encouraged to inform the management team at an early stage if they are experiencing menopausal symptoms that could affect their work to ensure that the support is put into place as early as possible. Early notification will help the management team determine the most appropriate action to support the employee's individual needs. Any employee that does not feel they can approach the Management Team can discuss this with a trusted colleague or Room Leader, but the Management team pride themselves on an Open Door Policy.

Employees and Managers may find external sources of help and support useful including the following:

Information about the menopause, menopausal symptoms, and treatment options
<https://www.menopausematters.co.uk/>

Support for women experiencing premature menopause or premature ovarian insufficiency
<https://www.daisynetwork.org/>

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>June 2024</i>		<i>June 2025</i>

Physical Activity Policy

EYFS: 3.51,3.55, 3.56, 3.68, 3.76

At Abacus Children's Day Nursery, we aim to promote the health and well-being of the whole setting through encouraging physical activity and providing consistent messages to children, parents and staff.

We are aware that children of all ages should be active. Being active is important for children under five because it helps them to build and maintain a good level of health; physical activity is essential for growth and development. Children under five need time to play and learn new skills; the early years are also an important time to establish good habits relating to physical activity.

We follow the guidelines set out by the Chief Medical Officer regarding how much physical activity children under five should be taking part in:

Children who are not yet walking

- Physical activity should be encouraged from birth, through floor-based play, reaching, grasping, rolling etc. Babies should also have 30 minutes tummy time everyday, spread throughout the day

Children who are confident walkers

- Children should be physically active for at least three hours throughout the day. For preschoolers, 60 minutes of this time should be moderate to vigorous activity. Our nursery curriculum includes planning our indoor and outdoor activities. For children who cannot walk, we encourage movement through the use of treasure baskets and floor play which helps encourage children to reach and grasp.

More confident walkers use their bodies to be able to move in a variety of ways. We encourage the children to participate in yoga, dancing, make obstacle courses with the wooden blocks. We ensure that the children have as much time outdoors as possible.

Physical activities are planned to ensure children are taught the skills they need as well as the children having child initiated, free-flow play. The children have access to the wooden blocks to create obstacle courses to be able to move their bodies in a variety of ways, climbing equipment with adult supervision. They are able to be creative with these resources in a stimulating and safe environment.

We conduct risk assessments, both internally and for off-site visits to ensure the safety of all the children in our care.

We minimise the amount of time children spend being sedentary (except sleeping time). This includes low-energy activities such as sitting or lying down which limits the child's opportunity to move. Children are only required to sit when eating and not for extended periods of time.

All children, including those with special education need and disabilities (SEND) are entitled to a comprehensive programme of physical activities.

We are confident in providing advice to parents and carers in relation to families adopting healthy lifestyles and being physically active. We encourage parents to walk, scoot or cycle

with their children for part or all the way to the nursery. We enable this by providing a safe place to store scooters and buggies. We hold information sessions to help parents understand the importance of being physically active.

Our staff aspire to be positive role models for our children. We aim to take part in physical activity whenever possible, e.g. as part of practitioner sessions and sharing hobbies such as running, cycling, dancing etc. Alongside this, we join in when the children are doing physical activity at nursery.

All physical activity is in line with our Health and safety - general policy and Overall approach to risk assessments policy.

Use of any external personnel including activity leaders and volunteers will be in line with the Supervision of visitors policy.

Our nursery Physical activity and nutrition coordinator (PANCo) is **Amy Symes**.

The role of the PANCo in our setting includes offering physical activity and nutrition advice and support for children, staff and families within the setting

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