



Policies and Procedures

July 2020



Accident Policy

Qualified pediatric first aiders will deal with minor accidents. If a child appears to need medical advice or attention we shall obtain it immediately. If necessary we will take the child to the hospital, while seeking to contact parents or emergency contacts. When a child needs to be taken to hospital an ambulance will be called.

All accidents are recorded on an Accident Record. Copies of accident and incident forms are kept in the rooms where the children are. This is so staff members can access them easily. The parent/carer who collects the child will be asked to sign the accident or incident form, on the day the accident occurs, to say they have been notified.

If a child has a head injury, or other significant injury such as a bite from another child, then we will inform parents over the phone immediately so that they are prepared on collection.

If a parent or guardian is concerned about the circumstances of any accident or incident, they should bring their concerns to the attention of the Nursery Manager. The Manager will then carry out an investigation and feedback their findings as soon that is practical or within 14 days.

The nursery also has a responsibility to inform Ofsted, Children's Services and RIDDOR of any major injuries that occur within the nursery as soon that is reasonably practical, within 14 days of the incident.



Admissions Policy

Moorwell Miracles Children's Nursery's places are allocated on a first come first served basis and are subject to availability.

The Nursery Manager will endeavor to meet the needs of every prospective parent and child.

Once a child has been allocated a place the parent/ carer must complete and return the Nursery's Registration Form before the child starts nursery.

The Registration Form includes all the information needed by the nursery so we can give the child the best care possible. It includes important information including emergency contacts and permissions such as administering Calpol and allergies. The Terms and Conditions of the nursery are also attached.

These forms will need to be filled in and sent back to the nursery as soon as possible before your child's start date to enable your child's records to be put on to file.

We also need to see an original copy of the child's birth certificate so that we can confirm that we have the child's correct date of birth for safeguarding reasons.

We are legally obliged to request this information during the registration process as part of our Ofsted Registration and, if applicable, to adhere to Local Authority and government statutory obligations e.g. 2 and 3-year funding. All personal details will be collected and stored under the General Data Protection Regulation (GDPR).

Management may ask for a £20.00 deposit to secure your child's place. The amount paid for your deposit is then deducted from your first month's bill when you start nursery. It is non-refundable should you decide not to use the place.

For parents that request extra sessions these cannot be guaranteed until the rota has been done on the Friday before the week care is needed. This is to ensure that staff:child ratios and room numbers are adhered to.



Alcohol and Drugs Policy

Alcohol:

Bringing alcohol onto the premises, without the prior permission of the owner, is strictly forbidden.

Anyone who is working in the nursery including staff, students, volunteers and even visitors should be aware of the length of time it takes for alcohol to be processed by the body and must ensure they are in a fit state to care for children during working hours.

Alcohol can impair judgment and therefore affect a person's ability to care for the children properly. At Moorwell Miracles the children's needs come first. Those that show signs of being under the influence of alcohol will be immediately sent home.

Staff must be vigilant in identifying signs of drinking, these may include:

- The smell of alcohol on breath;
- Sweating;
- Co-ordination difficulties;
- Shaking;
- Uninhibited behaviour;
- Slurring;
- Blood shot eyes; and
- Balance problems.

Any parent showing one or more of these signs will be asked by staff if they have consumed alcohol recently. If they say yes, or no but are displaying signs, the nursery will judge if the parent is suitable to care for the child. If the parent/ carer is deemed unsuitable the nursery will call the second, contact on the child's registration form to collect them. If we believe a parent has been drinking and they have come to collect their child in the car, we will call an emergency contact to collect instead.

If a child is thought to be at risk the nursery will follow the safeguarding procedure. Staff will call another contact and the Children's Services Duty Suite for guidance on 01724 296500 (or 01724 296555 out of hours) as this is a safeguarding issue. If the parent is being abusive staff must call the police by dialling 999.

For the children's safety and welfare staff may ask parents questions. These are in no way meant to pry, cause offence or make judgements. The children's needs will always be put first.

If the parent answers no, and there is a reasonable explanation for the symptoms then staff are to let the child go with the parent, but must document the incident.

Drugs:

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, will be asked to leave the premises immediately.

If they are a parent, the nursery will judge if the parent is suitable to care for the child. The nursery may call 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 procedure, Children's Services Duty Suite 01724 296500 (or 01724 296555 out of hours) and the police (101 or 999) may be called.

If we suspect a parent/ carer is taking drugs or smoking cannabis, this will be recorded in the child's file. If we have a significant safeguarding concern for a child, this information may be passed to Children's Services.

If staff, students, volunteers and visitors need to bring medication to the nursery they can as long as it has been prescribed or been obtained over the counter from a pharmacy, it is in a sealed package or container and the medication is kept in the staff room out of reach of the children.

The General Manager and/or Nursery Manager must be informed of the medication you are taking and that it is on the premises. You can then jointly agree any precautionary measures that need to be taken to ensure the safety of the children. Should you be taking medication which you are aware could have an adverse effect on you, then you must inform the Manager on arrival.

It is strictly forbidden to bring any illegal or non-prescribed drugs onto the premises.



Bringing in Toys from Home Policy

The nursery cannot take responsibility for any toys that get broken or lost whilst at nursery. Therefore, we say that toys are brought in at parent's own risk. Children can play with their toy in the room and will not be forced to share or remove it from the room. Instead, we will ask the child to find a quiet place to play with their toy. This is to reduce arguments amongst the children.

Once they have finished playing with their toy practitioners will encourage the child to put it in their bag or drawer for safe keeping. If a toy is found but the practitioner is not sure who it belongs to then the toy may be left on top of the drawers outside the room or in the lost property box.

For safeguarding reasons children are not allowed to bring into their room any devices from home that can take photos, make videos, record voices, have access to the internet or have a form of external communication such as voice calls or text messages. These must be left switched off in their bags outside or left at the reception for safe keeping.



British Values Policy

Practitioners will teach the children British Values as part of their everyday good practice and incorporate these into their planning.

The four British values include:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of different faiths and belief

Democracy

- Managers and staff listen to and encourage children to share their views and respect others and to talk about their feelings.
- Staff support children during decision making process and provide activities that involve turn taking and working as a team.

Rule of law

- Staff members ensure that children understand and value other people's behaviour and understand consequences and learn right from wrong. We continuously reinforce our high expectations of children and ensure that all staff members implement these consistently.
- Within our setting staff members collaborate with children to help them understand rules and expectations and the reasons behind them. Rules are there to protect us, to make sure that everyone has a responsibility and that there are consequences when rules are broken.

Individual liberty

- Children are supported to develop a sense of pride of themselves through praise and positive reinforcement.
- Staff provide activities to help children develop self-confidence and increase their self-esteem.
- Staff encourage and provide children with experiences that allow children to explore language of feelings, this can be done through a group discussion allowing children to have different opinions.
- Children are actively encouraged to make their own choices, knowing that they are in a safe and supportive environment.
- Children are encouraged to know, understand and exercise their rights and personal freedoms.

Mutual respect and tolerance of different faiths and belief

- Part of the nursery's mission statement and core values is that children are 'respected for uniqueness'. Staff actively promote diversity and show this by teaching the children about other religions and beliefs.
- Managers and practitioners demonstrate a strong ethos based on inclusive practice and tolerance where views, faiths, cultures and races are valued and children are engaged with their local wider community.
- Children are taught to respect and value their own and other cultures and understand the differences in cultures.
- Staff encourage, role model and support children with behaviours such as sharing and respecting others views.
- Staff promote diverse attitudes and challenge stereotypes. The nursery's displays and resources are carefully chosen to help demonstrate inclusive practice.

Staff members that breach any of the values outlined in this policy will be challenged and may be subject to disciplinary action.



Complaints Policy

The nursery welcomes suggestions to help the nursery improve. Suggestions can be communicated in person to a member of staff or by email to info@moorwellmiraclesnursery.co.uk.

All complaints and grievances made by parents/carers, students, trainees or other persons visiting or attending the nursery will be investigated and responded to promptly and politely. All formal complaints will receive a written acknowledgement within 5 days of receipt of the complaint. Attempts will be made to resolve all matters in a mutually satisfactory manner.

When determining action, the needs of others will be taken into account and decisions will be made on the basis of the general good of the nursery.

If a parent/carer has an issue either involving their child or the care of children in the nursery, they should in the first instance raise this with the person concerned, their nominated Key person or the Nursery Manager. The Nursery Manager can be contacted on 01724 846871.

If the parent/carer feels unable to raise the matter in this way they can approach the owners Kerry Smith on 07930699231 and/or Ellesha Raspin on 07540250776.

In the event of a complete breakdown of communication or malpractice the complaint/grievance should be taken to Ofsted. To complain to Ofsted:

Telephone – **0300 123 1231**

Prefix for Typetalk – **18001**

For textphone/ Minicom Users - **0161 618 8524**

Email - enquiries@ofsted.gov.uk

Address - OFSTED, Piccadilly Gate, Store Street, Manchester, M1 2WD

All complaints will be logged in our Complaints file in the nursery and parents are welcome to look at this if they wish. We will send out a written response detailing the outcome of our investigations to all complainants within 28 days of the complaint being made.



Confidentiality, Data Protection and GDPR Policy

It is a legal requirement for the nursery to hold information about the children and families using the nursery and the staff working at the nursery. This information is used for registers, invoices and emergency contacts. All confidential records will be stored in a locked cabinet in line with Data Protection legislation.

To protect the information the nursery holds we will:

- Store confidential and personal records in a locked filing cabinet
- Ensure that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery
- Ensure that parents have access to files and records of their own children but not to any other children's details
- Ensure all staff are aware that 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
- Ensure staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
- Ensure that staff never request information that they do not need in order to care for the child
- Ensure staff, student and volunteer inductions include an awareness of the importance of confidentiality in the role of the key person. 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
- Ensure staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality
- Ensure issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions
- Ensure 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 policy will override confidentiality.
- All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child.
- The nursery's computers hold personal information relating to families and staff which attend the nursery. Computers must be locked when any staff member leaves it.
- Any paperwork, that does not need to be stored for legal reasons, which contains any personal information must be shredded once it is no longer needed. Personal data could include the names and addresses, date of birth, contact details etc. of anyone linked to the setting.



DBS Policy

The safety of children and young people is paramount, and Moorwell Miracles is fully committed to safeguarding and promoting the welfare of children and young people and to the rigorous implementation of Disclosure and Barring Service (DBS) procedures and arrangements.

The nursery will obtain an enhanced DBS Check for all the staff working directly with the children including students and volunteers and those who may regularly visit the nursery such as handymen, cleaners, and gardeners if relevant etc. The safety of the children is paramount and as a nursery we want to make sure those that could come into contact with the children are suitable to do so.

The nursery will obtain a new DBS check every 3 years. Staff are also asked if there is any change to their suitability (including someone they live with) every time they have a supervision with management, which staff then sign.

Those who have DBS Checks pending, or don't have one at all must not under any circumstances be left alone with the children. People that do not have a DBS Check obtained by the company must not be allowed to change nappies or accompany children to the toilet.

To obtain a DBS check a member of staff from the nursery who is an 'Authorised Verifier' (usually a member of the management staff) should check the applicant's ID e.g. passport or driving licence or birth certificate and confirm the applicant's surname, previous surnames (where possible), date of birth and their current address e.g. a utility bill dated within the last 3 months.

DBS Checks should be obtained through the authorised umbrella body. DBS checks must be returned as 'clear'. Offers of employment will be subject to a 'clear' DBS Check being obtained. Please see our policy on employing ex-offenders for more information of what to do if the DBS is 'unclear'.

All DBS details and staff qualifications are kept on a Single Central Record, which is kept in the Management Monitoring File.



Emergency Closure Policy

This policy details the procedure to follow when the nursery needs to close in the event of an emergency. The welfare of all the children on site is the first priority. If it is not safe the nursery may be forced to close.

An emergency closure may occur in the event of:

- fire damage;
- flooding;
- snow and/or ice;
- extreme heatwave;
- high levels of sickness among staff or children;
- health pandemic e.g. flu/ Covid-19; or
- no heating or water in the building.

Staff will be informed in person if they are at the nursery or via text message or a by phone call if they are not at work.

The Nursery Manager and/or the owners will contact parents to let them know via the Parentmail App in the first instance and then we will endeavour to call all the parents to make sure they are aware of what has happened and when the nursery will reopen.

If the children are present when the emergency is taking place and the nursery is no longer safe/ suitable then the staff may take the children to another local venue where the children can play safely whilst they wait for parents to collect them.

Parents will be given a mobile number so that staff can be contacted at the new venue. We will also leave a sign on the door of the nursery detailing the new arrangements should any parents not get a message.

The Nursery Manager and/or the owners are responsible for contacting relevant services, for example fire service, gas, water, electric. Their contact numbers are kept in the telephone numbers book in reception.

The Nursery Manager and/or the owners are responsible for contacting relevant bodies to tell them that the nursery is closed, including Ofsted and the local authority.



Equality of Opportunities Policy

The nursery believes that all children are individuals, they have an equal right to be listened to and valued and are entitled to access nursery facilities. Nursery practitioners ensure all children have the opportunity to reach to their full potential and ensure children and their families are treated fairly regardless race, gender, disability, age, family circumstances, religion or sexual orientation.

Any acts of unlawful discrimination will be challenged and the person concerned helped to understand why this is not acceptable.

We are committed to providing an inclusive environment that celebrates diversity and works with parents to ensure that every child is able to access nursery care and education that challenges and enhances their learning and development.

The nursery will make any reasonable adjustments to ensure that the setting is accessible to all children and families. The nursery already hosts a disabled parking space for ease of access, spacious halls and it is all on one level so wheelchair users can move around the premises easily.

In order to promote Equality and Diversity we will:

- Ensure that all parents are made aware of our policy.
- Offer equality and choice for all.
- Access additional funding where necessary and available.
- Reflect the diversity of members of our society in our publicity and promotional materials.
- Ensure our admissions policy promotes equality for all families.
- Not discriminate against a family or prevent entry to our setting on any grounds.
- Provide opportunities for parents/carers to contribute to their child's care and education.
- Use funding from within the nursery's budget, where possible and as the budget allows, to use for special educational needs including training.
- Challenge inappropriate attitudes and practices by staff, children and parents/ carers.

The legal frameworks for this policy include:

- Education Act 1996
- Special Educational Needs and Disability Code of Practice 2014
- Special Education Needs and Disability Regulations 2014
- Children and Families Act 2014
- Care Act 2014
- The Statutory Framework for the Early Years Foundation Stage
- Safeguarding Disabled Children- practice guidance 2009
- Children Act 1989
- Childcare Act 2006
- Equality Act 2010

We will work with parents/ carers and other professionals to make reasonable adjustments to the environment as required by the Equality Act 2010, to accommodate the needs of a child with identified learning difficulties and/or physical disabilities.

The nursery welcomes linguistic diversity and strives to provide learning experiences which develop both the first languages and English for bilingual and multilingual children. The nursery displays positive images of people from diverse backgrounds through posters, books, displays, small world and other resources.

Moorwell Miracles embraces British Values, including democracy, the rule of law, individual liberty and mutual respect in its everyday good practice and incorporate these into our planning. This helps maintain equality of opportunities within the nursery.

The nursery welcomes staff from all areas of the community and from diverse backgrounds. We will not discriminate against age, gender, sexual orientation or race.

All staff are briefed on the equal opportunity policy during the induction process. Staff are also encouraged to attend training to support their awareness and understanding of equality and diversity.

Our Equality of Opportunity Coordinator will continually monitor and evaluate the effectiveness of this Equality of Opportunities Policy. They will attend regular and targeted training and will include updates as and when necessary as well as reviewing the policy annually.



E-Safety Policy

The children will have access to a range of technology including, computers, ipads, smart boards. On occasions children may have access to the internet on these devices in order to access educational games. Children using the internet will be supervised at all times.

To ensure that children are safe online management will select websites that are suitable for the children to view and will put settings on each device to stop the children viewing any pages that have not been reviewed and accepted. We will seek parent and child consultation to define which sites are safe to use.

The nursery will embed e-safety in staff training, continual professional development and across all areas of children's learning and development. This policy will be given to staff to read, sign and date to show that they understand and will adhere to the policy during their induction. If staff members become aware of any relevant information about emerging issues then they will be encouraged to share this with others.

Staff members will be encouraged to be vigilant and to use their common sense to decide whether a website is appropriate. Examples of what is defined as inappropriate include:

- Any sites that are not suitable for the child's age;
- Any site that contain swearing and foul language;
- Any site that contains indecent or inappropriate images or videos;
- Any site that contains fighting or abusive behaviour;
- Any site that supports extremism or terrorist activity.

Staff should not use the children's computers for any personal reasons and should not bring in their own electronic devices for children to use.

All computers will be password protected. All computers and related equipment will be automatically 'locked' when left unattended to prevent unauthorised access. It is the responsibility of the person who used the computer last to ensure this is done.

Computers will have anti-virus software installed and staff will be made aware that opening emails from names that aren't recognised could potentially corrupt the settings computer by transferring viruses.

The setting's e-safety policy will be reviewed and updated regularly to make sure that it is still relevant and effective. It will also be discussed at staff meetings and one to ones.

If children bring their own DVD's or games in to the setting all staff members are responsible for checking whether it is appropriate for their age. If so, staff will not allow the child(ren) to watch it.

Staff must report any indecent images or other unsuitable material that they find to the manager immediately. It is important that staff do not investigate the matter or evaluate the material, as this may lead to evidence being contaminated which may impede a police investigation.

Appropriate filters, including limiting access to social media sites must be in place for the internet used by the children. This is to protect them from potentially harmful online material and forms of online bullying whilst at nursery.

Training on e-safety is available from the Local Children's Safeguarding Board (LCSB).

Information and guidance can be found on Thinkyouknow.co.uk.



First Aid Policy

All staff members that have a level 2 and/or level 3 qualification must have an up-to-date Pediatric First Aid Certificate. This will be updated every 3 years to refresh the staff member's knowledge.

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 Pediatric First Aid Certificate 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.

The nursery keeps copies of all the Pediatric First Aid Certificate's in a file in reception for parents to access.



Head Lice Policy

Head lice are a common occurrence among young children.

If you notice that your child has head lice we ask that you treat them before bringing your child to the nursery. This helps reduce the spread of head lice to other children.

Staff members should not look for head lice in a child's hair. If staff notice a child has head lice staff members will not comb the child's hair or try to pull the head lice out.

All parents will be informed that a case of head lice has been found so that they can check their children's hair regularly over the next few weeks and treat if necessary. Staff must not disclose which child(ren) have evidence of head lice.

We would recommend checking your children's hair regularly as part of the child's personal hygiene care at home. Screenings are most easily done as part of the child's normal routine, for example after bathing or showering when their hair would be combed anyway.

Parents should seek advice from their Health Visitor or GP to obtain the correct treatment.

To minimise the spread of head lice within the nursery staff should:

- Encourage the children and help them feel comfortable about speaking up if they feel itchy.
- Dress-up headwear may be temporarily not used.
- Sleeping mats and bedding is changed for every child.
- Give concerned parents a leaflet with information about coping with head lice and eggs.

The nursery also keeps a supply of Head Lice treatment should parents need this.



Healthy Eating Policy

We encourage children to develop a positive attitude to food and adopt healthy lifestyles. All the meals prepared at the nursery are made with fresh ingredients in house.

- Those responsible for food preparation and handling of food must be competent to do so, and all staff will have the appropriate food hygiene/safety qualifications. All staff receive training in Food Hygiene.
- Information will be made available to parents/carers regarding food and drinks provided for the children. Menus will be displayed for parents/carers to see.
- The nursery will obtain and record necessary information from parents/carers regarding any special dietary requirements, preferences or food allergies in advance of the child being admitted to the nursery. A care plan will be completed and will be reviewed during attendance at the nursery.
- The nursery will provide healthy, balanced and nutritious meals, snacks and drinks which have been nutritionally analysed to provide a healthy balanced choice across the weekly menu.
- Foods from the four main food groups will be offered every day (starchy carbohydrates, fruit and vegetables, milk and dairy foods and proteins).
- No salt will be added to foods and foods high in salt will be used as little as possible. If these products are used (e.g. gravy granules, stock cubes, etc.) they will be the lowest salt variety available.
- When a child has a birthday at nursery, parents often bring in a birthday cake for them to share and celebrate with other children. The cake will be eaten at meal times, e.g. as a dessert, or sent home with the child at the end of the day with parents/carers. Because of special diets and allergies, we regret that only those that are in unopened packaging with an ingredients list can be given to children. We are unable to accept homemade cakes.

If parents/carers have any concerns they should discuss these with their Health Visitor, GP or Dietician.



Holiday Entitlement Policy

We offer parents 2 weeks' holiday completely free of charge each year. The number of holiday days you have depends on how many days your child attends each week. For example, if you attend for 2 days per week you will get 4 holiday days each year.

The year runs from January to January. Parents must book their holidays in at least one month in advance so that it can be deducted from the corresponding month's invoice.

Parents must complete and return a holiday form detailing the dates required as holiday. These can be obtained from the reception.

Holidays can be taken at any time in the year. Holidays can be taken in the whole two-week block or individual days. Holidays that are not taken cannot be carried across to the following year.



Infection Control Policy

This policy follows the guidelines set out by the Health Protection Agency and Ofsted regarding infection control. To help us ensure a safe and healthy environment for all children within our care. To reduce the risk of infections we:

- Provide protective clothing and equipment for staff in accordance with company procedures.
- Have daily, weekly and monthly routine sterilising processes in place.
- We clean the premises daily.
- If an outbreak occurs a deep clean is completed in the appropriate area/s by nursery staff or contract cleaners.

Following the guidelines in this policy reduces unnecessary exposure to illnesses and ensures infections are managed effectively creating a happy and healthy nursery for all.

If at any time there are any infectious diseases found at the nursery this will be clearly displayed at the entrance to the room where the infection has occurred.

Should your child become ill they should only return to nursery when your child is over any symptoms in accordance with the guidelines shown in this policy leaflet and are well enough to do so.

What happens if my child is ill at Nursery?

If your child becomes ill at nursery:

- his/her condition is brought to the attention of one of the senior members of staff / Manager.
- A decision is then taken based upon the symptoms including any visible signs and the child's body temperature as to whether you are immediately informed or whether continued monitoring of the child should occur.
- Should a child's condition deteriorate you will be contacted by a member of the team and actions will be agreed. This could include administering of medicines or collection of the child in more serious cases or if more acute symptoms are present (e.g. vomiting or diarrhoea).

What happens if my child is ill at home?

Depending upon the symptoms you may have to consider excluding your child from the nursery in accordance with our guidelines later in this document.

Should your child be well enough to attend we do require you to notify us of any illness that has occurred. This ensures our team is able to monitor for any signs of reoccurrence or for unusual child behaviour. In extreme cases this will also ensure any symptoms of infectious diseases are picked up early and managed effectively.

Key Guidelines for Exclusion

Based upon Health Protection Agency guidance we adhere to the following exclusion periods depending upon the symptoms and illness.

No Exclusion

Head Lice
Conjunctivitis
Tonsillitis
Roseola
Slapped Check
Threadworms
Hand, Foot and Mouth

48 Hours

Vomiting – after last symptom
Diarrhoea – after last symptom

5 Days from symptoms

*Whooping Cough
*German Measles
*Measles
*Mumps
Chicken Pox

Other

*Scarlet Fever – can return 24 hours after commencing antibiotics
Scabies – until fully treated

Ringworm – until on treatment
Impetigo – until lesions have crusted over

***Notifiable Diseases**

There is a list of notifiable diseases which we have a legal obligation to report to the Health Protection Agency and Ofsted should a child within our care become infected. Some are named in this leaflet and are shown by a '*' by the relevant illness. In these cases we work closely with you the parents, the HPA and Ofsted to ensure we follow any additional advice that may be given.

Information for Pregnant Mothers

There are a number of infections which can be harmful to the unborn baby. These include:

Chicken Pox

*German Measles (Rubella)

Slapped Cheek

*Measles

Food Poisoning

Please inform the nursery of any instances of food poisoning that may have occurred whilst at nursery. As a provider we have an obligation to report any food poisoning that affects two or more children cared for on the premises. Notification will be made as soon as is reasonably possible, but in any event within 14 days of the incident.

If you or your child has been at the nursery when one of the above infections is present we advise you to see your GP/Midwife to check if you are immune and seek their professional medical advice.

Pandemic

In situations where there is a local or global pandemic e.g. Covid-19 then children displaying symptoms will be sent home from the nursery for 14 days or until medical examinations have come back clear. This is to protect other children, staff and visitors to the nursery.

The nursery will put in place more vigilant handwashing and cleaning procedures to reduce the possible spread of infection. The nursery may be forced to close, following advice from the government.



Integrated Progress Check at Age Two Policy

The Early Years Foundation Stage (EYFS) requires that parents and carers must be supplied with a short written summary of their child's development in the three prime learning and development areas of the EYFS: Personal, Social and Emotional Development, Physical Development and Communication and Language. This should be completed when the child is aged between 24-36 months.

The aims of the progress check are to:

- Review a child's development in the three prime areas of the EYFS.
- Share this information with parents at an agreed time to ensure they have a clear picture of their child's development.
- Note areas where the child is progressing well and identifies any areas where progress is less than expected.
- Identify if there are any emerging concerns, or an identified special educational need or disability.
- To develop a targeted plan to support the child's future learning and development (including working with other professionals where appropriate. Parents must be consulted before consultation with external agencies).

Wherever possible the EYFS summary should be integrated with the Health Visitor ASQ 2 year check. All children who are under the age of 2 and a half should receive an integrated check and it is the responsibility of providers and health visitors to make sure this takes place. If the child has already had the health visitor 2 year old check the setting will still carry out the EYFS 2 year old check to inform staff and parents of the child's stage of development.

Children attending more than one setting or changing settings

In the case of children who are attending more than one setting, the integrated progress check will normally be carried out by the child's key person at the setting where the child spends the greatest amount of time each week.

If the setting is not Moorwell Miracles, we will offer our views to help inform the other setting if required. Copies of our termly summaries for that child will be sent to the setting.

If a child moves between settings between 24 and 36 months, we will discuss with the other provider who will complete the progress check. It will usually be the setting where the child has spent the most time to date.



Sickness Policy

Moorwell Miracles Nursery aims to provide the best possible care for all our children and has a responsibility to protect the children from passing on germs and becoming ill whilst at the setting.

As a result the nursery cannot admit poorly children into the nursery especially when they are contagious to others.

It is the parent's responsibility to ensure their child does not attend nursery and put other children/staff at risk. Please use the following guidelines before bringing your child back to nursery:

- Colds and Flu: The child should have a normal temperature and feel fit and healthy.
- Conjunctivitis: Cream must have been received from the doctor and treatment should have commenced.
- Chicken Pox: All spots must be completely scabbed over (usually 5 days incubation period)
- Impetigo: Medical advice must have been sought and sores must not be weeping
- Hand, Foot and Mouth: All sores must have been treated by a doctor and sores should not be weeping
- Head lice: Children will not be sent home; however, parents will be informed so that treatment process can commence as soon as the child gets home. A notice will be put up on the door of the room to notify parents.
- Measles: Rash should have gone and child acting healthy
- Sickness/diarrhoea: At least 48 hours should pass since the last bout.
- Temperature: The normal temperature for a child is 37°C, if any child's temperature reaches 39°C or above parents will be contacted for medical advice or collection
- Unknown rashes: Medical advice should be sought
- Broken limbs / Stitches: According to medical advice and based on the individual child this will be discussed with parents.

If a parent is not sure whether their child is able to attend due to sickness please contact the staff at the nursery before your child is due to attend to check.

If a child is showing signs of being ill or tells a member of staff they are ill, you will be contacted immediately by a member of the nursery staff to let you know. If staff think the child should go home because they are ill, you will be asked to collect your child. The child will be cared for by a member of staff in a quiet area away from other children until parents / carers arrive to collect them.

If a child has a notifiable illness, serious injury resulting in disability; or a death of a child the nursery will contact the Department of Health and Ofsted.



Special Educational Needs Policy

Our Special Educational Needs (S.E.N.C.O) Coordinator is noted on the nominated practioners poster in reception.

The nursery recognises that children have differing levels of skills and abilities and it is important that there is a full assessment of all areas of their development, to inform plans for future activities and to identify any additional support needs.

All children are valued and supported including those children who are disabled or have special educational needs. The individual needs of all children will be met by altering the nurseries environment, routines, activities so that all children are able to participate and that they are appropriate for all children's abilities and levels of development.

Children with Special Educational Needs (SEN) have difficulties or disabilities that make it harder for them to learn than most children of the same age. They may need extra help in areas of their development such as communication, physical skills, learning or behaviour. Many children will have SEN of some kind at some time.

The nursery understands that early identification is essential in order to support the child and help them to reach their potential throughout their time at nursery. Moorwell Miracles aim to build strong relationships with parents/carer's in order to work effectively to meet each child's individual needs.

The nursery will monitor each child's progress with regular reports and assessments in their Look at Me Folders. Through careful monitoring staff will be able identify any emerging difficulties and/or areas of concern quickly. Parents will be informed of any concerns and more information would be gathered through observations and discussions. The child will receive support and gentle encouragement to help them improve in the area they need.

Throughout the process staff will share information with parents and continually monitor and review the situation to ensure the parent is aware of how the child is progressing. If after a reasonable time the situation has not improved, and the nursery don't feel they are fully able to meet the child's needs then staff will seek parental consent to get help from outside professionals.

Staff members working with a child with special educational needs are supported by the SENCO, who liaises with parents, professionals and the Nursery Manager in planning activities and adaptations. We work in accordance to the revised SEN Code of Practice 2015 and we will follow a 'graduated approach' when supporting a child with an emerging

difficulty or identified need, where the key person and SENCO will plan, do, assess and review small, achievable targets for the child to help them to meet their potential.

The SENCO has additional training to enable them to carry out their responsibilities effectively. Where there are children with special needs in their group, we seek to provide staff with appropriate training and support so that staff understand the differences in children and can act as role models to the children in the setting. This aims to create a culture of value of diversity in others and encourage children to value and respect others.

Any member of staff that displays an inappropriate attitude or practice will be challenged and may be subject to disciplinary.

This policy will be reviewed regularly through nursery meetings. Parent views will also be welcomed in order to help the nursery monitor and evaluate the effectiveness of our inclusive practices.

Parents are invited to contribute their views also. This can be done by speaking the Nursery Manager.

The SEN CODE OF PRACTICE is available to read at the nursery.

Note:

If you do not see the policy you were looking for here, the nursery has a large number of other policies, procedures and risk assessments that parents can request copies of 📄