

Please find below a small selection of nursery policies and procedures, for your perusal.
A full set of parent policies are given out at induction to the nursery.

Child Sickness Policy.

The nursery respectfully asks that you do not bring any child to nursery, whom you know to be unwell.

If you are unsure please do not hesitate to contact nursery staff by telephone, before gaining entry to the nursery premises.

The nursery requests that you keep in mind the welfare of the other children and consider what you would expect of other parents.

Sickness and Diarrhoea.

Please do not bring any child in to nursery who has been suffering from sickness or diarrhoea, in the last forty-eight hours, unless prior consent has been sought and given by the duty manager. Children who suffer diarrhoea due to teething may be admitted, if there are no concerns for any other underlying cause - such as a bug travelling around the nursery.

Common Childhood Diseases.

The nursery provides parents with a list of exclusion periods for the more common infectious childhood diseases at induction. Further copies are available on the parent notice board and from the office. Please follow the guidelines listed, if you do have any queries please do not hesitate to contact the duty manager.

Informing Staff.

Can you please inform staff of any worries or concerns you may have about your child's health. We would especially appreciate this if you have concerns that your child may not be well enough to attend nursery on any particular day. By doing so the staff can then ensure that your child is closely observed and assessed throughout the day. Finally if you do intend to keep your child at home for the day, a courtesy call in the morning to advise staff is required.

Informing Parents.

Staff will inform parents of any contagious diseases that may be present in the nursery. If you prefer not to enter the nursery because of any illness, you are welcome to return your child to their home. Once a contagious illness has been identified, staff will do their best to ensure that children stay separated as much as possible to prevent the spread of infection.

Contacting Parents.

If a child becomes unwell during the nursery day staff will take steps to contact the child's parents. If this is unsuccessful staff will use the emergency contact list supplied by parents on the child's record sheet. In an emergency staff may take the child to hospital for any treatment required, excluding any treatment stated they should not receive on the child's record sheet.

Please note all childhood diseases should be reported to the nursery in order for staff to advise other parents of any potential risk.
This includes any risk to pregnant mothers working in the setting or using the service.

Corona virus

If a child is suffering from a communicable illness, he/she should not be brought to nursery until such a time as the infection has cleared. This includes signs and symptoms of Covid19.

Parents should follow government guidance and make themselves aware of the signs and symptoms of Covid19. Parents must agree to follow government and nursery guidelines in regards to exclusion and self isolation.

If anyone becomes unwell whilst at nursery with a new, continuous cough or a high temperature, we will contact their parent/carer immediately. The child will be sent home and advised to follow the COVID-19: Guidance for households with possible Corona virus infection.

Whilst the child is awaiting collection they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child, and with appropriate adult supervision (ensuring safeguarding and PPE procedures are met.)

Ideally, a window will be opened for ventilation. Where it is not possible to isolate them, they will be moved to an area which is at least two metres away from other people. They will be comforted and reassured whilst waiting for collection, as per our usual policy.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected, using standard cleaning products, before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs.) In an emergency staff will call a manager and 999 if they are seriously ill, injured or their life is at risk.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of Corona virus in a setting?’ below.) They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Cleaning the affected area with normal household disinfectant after someone with symptoms has left, will reduce the risk of passing the infection on to other people. Further information about cleaning the room used for isolation can be found at <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

When a child, young person or staff member develops symptoms compatible with Corona virus, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of Corona virus, and are encouraged to get tested in this scenario.

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their nursery group should be sent home and advised to self-isolate for 14 days. The other household members of that group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

In these cases all information will be recorded on an incident form or Covid-19 record form.

- Policy review took place January 2021

Data Protection and Confidentiality Policy and Procedure.

At the Roundhouse Day Nursery Limited 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 locked cabinet or on the office computer with files that are password protected in line with data protection principles. 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) 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 General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR), 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 or on the office computer with files that are password protected
- Ensuring staff, student and volunteer inductions include an awareness of the importance of 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 this information about children and families 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.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child.

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 safeguarding of the children, attendance, development records, funding etc. We will not share or use your data for other purposes.
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 GDPR. This includes:

- Being confident of the processing conditions which allow them to store and share information which is sensitive and personal and should be treated as "special category personal data"
- 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 if 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.

Staff and volunteer information

- All information and records relating to staff will be kept confidentially in a locked cabinet
- Individual staff may request to see their own personal file at any time.

Data Breaches

- A personal data breach may arise from theft, a deliberate attack on the premises, unauthorised use, accident or equipment failure.
- Breaches should be reported to the management team.
- The ICO should be informed and other outside agencies as required
- Any persons affected by the breach should be informed
- Damage limitation should take place
- An assessment of the damage should be made including priorities for change for the future where possible.
- An evaluation of the way in which the breach is handled should take place and changes to policy and procedures made where possible.

Policy Reviewed January 2021

Immunisation Policy and Procedure.

“Immunisation is the process whereby a person is made immune or resistant to an infectious disease, typically by the administration of a vaccine. Vaccines stimulate the body’s own immune system to protect the person against subsequent infection or disease.” (WHO 2017)

Facts about immunisations - World Health Organisation (WHO)

Immunisation prevents illness, disability and death from vaccine-preventable diseases, including diphtheria, measles, pertussis, pneumonia, polio, rotavirus diarrhoea, rubella and tetanus

Immunisation Policy and Procedure

At the Roundhouse Day Nursery Limited we expect that children are vaccinated in accordance with the government’s health policy and their age. Parents are responsible for updating the nursery about their child's current immunisation status. We ask 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 in the nursery may not be vaccinated, 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.

We record, or encourage parents to record information about immunisations on children’s registration documents and we update this information as and when necessary.

Staff vaccinations policy

It is the responsibility of all staff to ensure they keep up-to-date with their vaccinations, as recommended by the 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 on a regular basis with reminders to parents in newsletters, at parent's evenings and a reminder on the parent notice board.

Policy reviewed Jan 2021.

Safeguarding Children/Child Protection Policy and Procedure

*** Please note that this is a partial policy please contact the nursery for the full policy details.**

At Roundhouse Day Nursery limited 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. 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. At the Roundhouse Day Nursery all staff, students, supply staff and visitors are made aware of and are required to adhere to the policy.

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) 2017
- 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.
- Prevent Duty 2015

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.
- Preventing impairment of children's mental and physical health
(Definition taken from Keeping Children Safe in Education 2020)

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 modeling
- 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
- Ensure parents have a copy of our safeguarding policy and procedures and ask them to sign to say they have read, understood and agree to the contents. Parents are also required to sign a disclosure which recognises that the nursery has a duty to report any suspicion of abuse to the relevant authorities.
- Share information with other agencies as appropriate.

The nursery is 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. The nursery has a key person system that ensures there is a person in the setting that holds a special interest in the welfare of each child and may be best placed to notice any changes in a child's behaviour or development.

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 wellbeing, confidence and resilience. We will support children to develop awareness of how to keep themselves safe, healthy and develop positive relationships and protect their mental health and physical development.
- 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, maintaining professional curiosity around the welfare of children and share information and seek the help that the child may need
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Birmingham local authority
- 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 using appropriate filters, checks and safeguards, monitoring access at all times
- Take action to prevent children being at risk whilst in the care of nursery staff. Identify changes in staff behaviour and 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 child protection policies and procedures when they register with the nursery and provide them with any updates.
- 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 Birmingham Local Authority

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.

The nursery safeguards children and staff by:

- Providing adequate and appropriate staffing resources to meet the needs of all children
- Informing 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
- Giving 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.
- Requesting DBS checks on a 3 year basis/or we use the DBS update service (with staff consent) to re-check staff's criminal history and suitability to work with children
- Abiding by the requirements of the EYFS 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
- Ensuring volunteers, including students, do not work unsupervised
- Abiding 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
- Having procedures for recording the details of visitors to the nursery and take steps in regards to security to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
- Ensuring all visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use
- Staying vigilant as a staff team and being fully aware of how to safeguard the whole nursery environment and aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times
- Having a Staff Behaviour Policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy 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
- Ensuring that staff have access to and comply with the whistle blowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- Ensure that staff are trained to look out for signs of inappropriate staff behaviour. This 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
- Ensuring that all staff 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
- Having 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
- Ensuring that 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.
- A Mobile Phone, Technology, Internet Usage and Photograph policy and procedure, in place to underpin safeguarding within the setting.

Early Help Services

When a child/family would benefit from support but do not meet the threshold for Local Authority Social Care Team support, a discussion will take place with the family around early help services. The nursery will work in partnership with parents/carers to identify any help that may benefit the child or family with consent. This may include family support, counselling, food banks or parenting services.

Corona virus

- We will continue to follow our comprehensive safeguarding policy and procedure.
- Staff have completed child protection training and are aware of how to identify and act upon new safeguarding concerns. Following lock down there is a real threat that children may have experienced or witnessed abuse in the home or community and therefore staff should be especially vigilant when children return.
- Shift patterns will allow for a DSL to be on duty or contactable by telephone to support staff if necessary.
- Staff will act upon any updated advice received from local authorities, for example EHC plan risk assessment, attendance and keep-in-touch mechanisms
- The staff have renewed their training on "Right Help Right Time" document and will incorporate any updated advice received from local safeguarding partners into their

practice where applicable.

- In addition, we will follow the specific government Covid-19 guidance for early years
- The nursery whistle blowing policy remains in place and staff are aware of what to do if they have concerns about a colleague.
- Staff will continue to work in collaboration with safeguarding partners, such as social workers or Ofsted. This may be carried out online, if necessary.

Policy review took place March 2021.