



DINKY DOO NURSERY SCHOOL

The Dragon School, Bardwell Road, Oxford, OX2 6SS
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Proprietor: - Sara Mander

NURSERY SCHOOL POLICIES

The enclosed policies and procedures lay down comprehensive guidelines to help with the smooth running of Dinky Doo Nursery School. Their existence is aimed at assisting both parents / carers and staff, in fulfilling our aims and remaining within the boundaries of all relevant legislation.

These policies have been drawn up in accordance with OFSTED guidelines and recommendations.

ADMISSIONS POLICY

It is the policy of Dinky Doo Nursery to offer places on a first come, first served basis. Priority will be given, however, to siblings of children already attending the Nursery and to the staff of the Dragon and Lynams School. We require that your child attends a minimum of two sessions per week. This will give continuity to your child and to help your child to settle in the new environment.

MEDICATION POLICY

Only medicine prescribed by the child's General Practitioner will be given to the child.

Medicines must be labelled with the following:-

- The child's name
- The exact dosage required
- Time or times of day it is to be given.

The only medicine that will be administered without being prescribed by a child's General Practitioner will be Calpol. One dose will be given on the basis you have signed the declaration on the registration form.

The giving of medicines will always be witnessed by the Officer in charge or the Deputy Officer in charge.

A medicine administration form will be completed and again witnessed by the Officer in charge or the Deputy Officer in charge.

The Nursery will ensure that this record is kept up to date.

All medicines will be kept away from the children and stored safely and appropriately.

EMERGENCY POLICY

In the event of an accident requiring hospital treatment, the Officer in charge or Deputy Officer in charge will try to inform the parents immediately and take the child to hospital.

This person will stay with the child until the parents arrive.

If the parents do not arrive or we are unable to contact them, this person will stay with the child until the appropriate treatment has been given and then return the child to Dinky Doo Nursery, where he or she would be cared for until the arrival of the parents.

ILLNESS POLICY

We at Dinky Doo Nursery realise that all children have minor illnesses that do not prevent them from attending, however, in the following circumstances children will be excluded from the Nursery:-

- Diarrhoea and/or vomiting.
- Doubtful rash
- Conjunctivitis
- Infectious illness - for example chicken-pox, mumps or measles.
- Fever or temperature of 101 degrees Fahrenheit or 38 degrees centigrade or over.

If a child arrives at the Nursery ill, the senior member of staff will take the decision as to whether the child is fit to attend or not. If not, the parent will be asked to take the child home.

If a child becomes ill at Nursery, we will take responsibility for informing the child's parents. They will be asked to collect the child. Whilst waiting for the parent, the child will be comforted and given the chance to rest in a quiet area.

FIRE DRILL PROCEDURE

All staff are trained for the Fire Drill Procedures.

- After discovering a fire, raise the alarm.
- Immediately evacuate the building using the nearest safe exit.

- Nursery officers will pick up the registers.
- Staff will lead the children out in an orderly manner and should assemble off the Nursery premises on the path in Bardwell Road.
- The Officer in charge or proprietor, will check all area including toilets, staff room and baby changing areas.
- Close all doors behind you as you proceed out.
- Dial 999 and ask for the fire service. Do not replace the handset until the fire service confirms the Nursery address.
- Check the register to ensure all children are accounted for.
- Account for all staff and any other adult in the building.
- Only if it is not too dangerous and if you are sure you can do it quickly and safely, attempt to put out the fire using the appropriate fire fighting equipment, which can be found hanging next to all fire exits.
- Parents, visitors and trainees will be instructed on fire drill procedures. The fire drill will be held at regular and random intervals. These will be held with no regard to any conditions existing inside or outside of the Nursery premises, e.g. rain, snow, frost, mealtimes, light or darkness, busy or quiet, parents or visitors on site.
- Any member of staff can initiate a fire drill at any time, after consultation with the Nursery Manager.

HEALTH AND SAFETY POLICY

The proprietors of Dinky Doo Nursery take it upon themselves to make sure that:-

- The Nursery is safe and clean.
- All equipment is safe and in good order and where appropriate will conform to British Standards.
- Employees have healthy working conditions, including good natural light, heating, adequate clean toilet facilities, staff room/rest area with tea/coffee making facilities and toilet facility.
- Training will be provided to ensure that all staff are aware of the health and safety policy and understand its importance.
- A minimum of two qualified First Aiders will be present in the Nursery and appropriate first aid arrangements will be provided.

All employees will be responsible for ensuring the following:-

- Keeping all fire exits clear at all times.
- Keeping all electrical equipment well out of the reach of the children at all times.
- Making sure that all external doors and gates are kept closed and locked at all times.
- All medicines are kept out of the reach of the children.
- All cleaning materials and equipment are kept locked away in their designated places.
- All equipment is safe and in good condition. If not it must be reported to the officer in charge.
- Floors are mopped after all spillages or accidents.

OUTING POLICY

Dinky Doo Nursery has following arrangements in place for the care of children when away from the registered premises.

- Sufficient and appropriate staff will be present to meet the type of activity being undertaken and to comply at least with minimum staffing ratios.
- We shall obtain written consent from parents prior to children being taken off the registered premises.

- We shall ensure that if hired or public transport does not have appropriate seating restraint, that parents are informed prior to the outing so that they may decide whether or not they wish their child to participate.
- There are contingency plans in the event of an accident or inclement weather.
- We shall ensure that, when children are transported away from the premises, a first aid box is taken on the trip.
- We shall ensure that at least one mobile phone accompanies the outing.

As part of the structured day children will be given the opportunity to visit the local amenities such as parks, libraries and museums. In order for your child to participate in these activities please sign the declaration on the registration form. Permission from parents will be sort for any other excursions that will exceed more than three hours.

ACCIDENT POLICY

All accidents will be entered into the Accident Book and parents will be informed of the circumstances and asked to sign the book. In the event of an emergency the Nursery will contact the parent/guardian or the emergency contact person immediately, but reserves the right to seek direct medical treatment attention if necessary.

Please ensure you give your consent to this on the registration form.

EQUAL OPPORTUNITIES POLICY

Dinky Doo Nursery is committed to promoting equality of opportunity throughout all of its activities, including employment of staff, promotional material and publications, its training and assessment procedures and throughout the planning and implementation of the educational curriculum and quality of care delivered to the children in our care.

No person should be disadvantaged or receive less favourable treatment than any other through reason of age, gender, sexual orientation, class, disability, employment status, race or religion.

The nursery will demonstrate a commitment to providing equality of opportunity for all - employees, trainees, parents and children.

When considering applicants for either employment or admission to the Nursery the criteria for employment or selection will be the ability to fulfil the work role effectively within practical placements.

The curriculum's within the nursery should reflect a commitment to promoting equality of opportunity in all the afore mentioned aspects and that all employees and learners are responsible for implementing this policy positively in their attitudes, behaviour and day to day work.

There is a clearly defined company management structure to whom complaints regarding any aspect of discrimination may be made in the expectation of an immediate investigation.

This policy defines the responsibilities of all employees and trainees within the Nursery in removing discrimination and underpins our commitment to encourage and achieve the pursuit of excellence.

SPECIAL NEEDS POLICY

At Dinky Doo Nursery, we recognise that all children have individual needs which must be met by use of a range of strategies, approaches and support. It is the aim of the Nursery to enable each child to develop their potential in all areas of development, physical, emotional, intellectual and social.

A child is recognized as having special individual needs if he or she has a learning difficulty which requires special provision to be made of him or her.

Most learning difficulties can be met within the Nursery but we recognize the importance of obtaining specialist expertise when required. The current code of practice forms the basis of our work.

Stage 1

Concern maybe expressed by staff or parent – this is called is called ‘initial action’. Support is given within the setting and close observations are made and recorded. A review date is set. If sufficient progress has not been made stage two is put into practice.

Stage 2

The situation is reviewed and information collated. Discussions with special needs co-ordinator, staff and parents take place and an individual plan of action is drawn up. A review date is set. If sufficient progress is made the individual education plan of action may be further developed and a second review date set. If insufficient progress has been made stage three would be put into practice.

Stage 3

At this stage further advice would be sought from outside agencies, eg, health service, speech therapists, social services, L.E.A. support, educational psychologist. An individual education plus plan of action would be further developed and a review date set, this is known as ‘early years action plus’.

Stage 4

At this stage the child would be referred to the local authority for statutory assessment.

Stage 5 At this stage if appropriate a statement of educational needs is drawn up.

It is an extremely small number of children who would require to move beyond stage three and we find that most children's needs can be met within the Nursery.

Our work is co-ordinated by our special educational needs co-ordinator – Isabelle Mamet.

We review our work with children through regular staff meetings. We liaise with other providers for young children and pass on any information of the child's progress to the next setting they attend.

We liaise closely with our area Senco, pre-school teacher, counsellor and with others who support children with special educational needs.

ACCESS TO INFORMATION POLICY

In accordance with the requirements of the “Access to Personal Files Act 1967”, we at Dinky Doo Nursery have an “open files” policy.

It is principally aimed at parents whose children attend the Nursery and for the OFSTED Inspection Unit. It is our aim to keep all records up to date, ensuring that they are factually correct and do not contain opinions or assumptions. Staff will also have access to their own personal file as well as the children's files. Strict confidentiality will be maintained in all other cases.

COMPLAINTS PROCEDURE POLICY

As part of the partnership between Dinky Doo Nursery, staff and parents, it is important that parents and staff are able to discuss any matters arising without fear of disapproval.

This procedure is as follows:-

- When a complaint is received, the proprietors or Officer in charge will gain as much information as possible on the nature of the concern.

- With the relevant information, the proprietors or Officer in charge will attempt to resolve the problem with the person either verbally or in writing.

- All complaints will be treated seriously and always recorded in the appropriate file. However minor they may seem all complaints will be investigated and the result will be confirmed with the complainant.

- If the person is not satisfied with the explanation for action taken by Dinky Doo Nursery, then the complaint can be forwarded to the following:-

Complaints, Investigation and Enforcement
Ofsted Early Years.
Freshford House,
Redcliff Way,
Bristol,
B51 6NL.
Telephone 0845 40 40 40

This unit is responsible for the registration and inspection of day nursery establishments under the Children's Act 1989.

If in any doubt about a complaint, then contact with the above is advised.

CHILD PROTECTION POLICY

In accordance with new Ofsted procedures in October 2005 it is now the responsibility of Dinky Doo Nursery to conduct an enhanced Criminal Records Bureau (CRB) police check on all staff and volunteers working in close proximity to the children. This in line with protection procedures of the Children's Act 1989.

All staff will be required to complete and submit forms for clearance through the Nursery's contracted agent TMG.

Children will only be allowed to leave the Nursery with the person's named on the registration forms, unless by prior arrangement, preferably written.

Dinky Doo Nursery will report suspected abuse or neglect in order to protect a child. Whenever staff in the Nursery suspect that a child is suffering from abuse, they must report their concerns to the Proprietor or Officer in charge or Deputy Officer in charge. It will be their responsibility to report any suspicions to the Social Services duty officer for the area where the child resides.

Dinky Doo Nursery abides by the Oxfordshire Social Services Policy on Child Protection.

The partnership between parents, the Nursery and the Local Authority is an important part of protecting your child and promoting his/her welfare. We have a duty to inform the Local Authority of any significant concerns regarding the children in our care.

BEHAVIOUR AND DISCIPLINARY POLICY

The emphasis within the Nursery is very much on encouraging positive behaviour.

We endeavour to encourage the development of a sense of right and wrong whilst bearing in mind each child's age level of understanding.

Children of this age are generally keen to please, and have a natural and sometimes unbounded enthusiasm for all that we offer them. We try to instil a sense of respect for themselves, their peers and their carers, and also instil traditional good manners; please and thank you's, table manners, etc.

However, the children within our care are very young, and need sympathetic discipline rather than rigid, punishing discipline in order to obtain the best results. In spite of our best efforts there will be occasions when a child carries out what may be construed as anti social behaviour.

In this event, the offending child will be gently reminded of the correct way to behave and will be asked to explain why he/she has reacted in such a way. He/She will also be encouraged to apologise for his behaviour.

A child whose behaviour is repeatedly unacceptable will be removed from the situation and constructively occupied under close supervision. In extreme cases a sanction may be imposed, perhaps the withdrawal of the use of the computer that session, or not being able to go outside that session.

In cases of persistent anti social behaviour such as smacking, biting, pinching, scratching, wilful destruction of equipment, continual disobedience or where difficult behaviour is thought to be becoming habitual, nursery staff will discuss the situation with the child's parents to try and form a plan of action that can be implemented both at home and at the nursery.

Incidents of persistent anti social behaviour are rare, but are nonetheless occasionally inevitable in a 'group' care situation and in these instances the nursery staff will liaise closely with all affected parents to achieve positive results as quickly as possible.

Throughout the Nursery, encouragement and expressions of approval are used whenever possible and a positive attitude is adopted to behaviour and discipline.

ANTI-SOCIAL BEHAVIOUR POLICY

We all appreciate that it is very distressing to any parent to hear that your child has been hurt in any way, and parents seem to view biting as being 'worse than any other form of spitefulness'. Please believe that Staff would obviously prefer to prevent every episode of anti social behaviour as they all dread having to tell a parent that their child has been hurt during the day, knowing that some parents will react badly.

The reason that any form of anti social behaviour is able to take place is that within a nursery situation, we provide group care, not one to one care. Whilst all our staff work very hard at providing an excellent standard of supervision, there are times during the day, particularly during free play or garden time where the children have a freer reign when staff cannot supervise every single child for every single second. Almost all incidents of biting, pinching, scratching, pushing, etc. happen unbelievably quickly and are almost always the result of a disagreement over a toy between two children. For every incident that does happen, the staff will have successfully averted 10 times as many potential offences.

When any parent chooses their type of childcare, they have to weigh up the advantages and disadvantages of each option. The obvious advantages of choosing nursery care over having a Nanny, is that your child will have lots of company, will have the opportunity to enjoy many more experiences and activities than most people can offer at home, and in time enjoy the benefit of an increasingly more educational environment which undoubtedly will give him an advantage when going on to school.

The disadvantages of any nursery environment, (and school environment) is that your child will also inevitably be exposed to a number of other children with immature social skills, which means that children who have not yet learnt to share, communicate effectively or play with other children rather than play alongside other children may react aggressively if something they are playing with is taken away from them by another child. Indiscriminate anti social behaviour is very rare.

We have discussed at length, both as a team and with our Day Care Advisor, how best to deal with anti social behaviour within the nursery and have formed the following policy as a guideline for parents.

The hurt child will always be comforted first. Please rest assured that all children recover extremely quickly.

If they have sufficient command of language they are asked to explain what has happened and a member of staff will explain that next time they must ask for help if another child has hurt them or taken something away from them rather than deliberately hurt another child.

Our policy is to firmly reinforce to the offending child that what they have done is wrong, and that they have hurt someone. If they have offended because they have had a toy taken away from them, they will be asked to now give that toy to the hurt child.

They are always encouraged to apologise to the other child.

The incident will be recorded in the accident book and their parent informed of the situation at home time.

It is not our policy for staff to disclose the name the offending child. We have learnt from past experience that if a child becomes notorious for anti social behaviour, biting, pinching etc, that they are subsequently blamed for every incident that happens by both children and parents.

BITING POLICY

When a child either bites another child or a member of staff whilst at nursery the following policy should be used to deal with the situation.

1) The child who has been bitten:

They should be inspected immediately for any visible injury. Any unbroken skin injury should be treated with a cold compress to alleviate any swelling. If the child has a broken skin injury a dry compress should be applied until any bleeding has subsided. Then a suitable dry dressing used to cover the wound.

The incident should be recorded on an incident form as soon as possible, where possible this should be completed by any member of staff who has witnessed or was in close vicinity of the incident. Any witnesses should be recorded on the incident form. This form should then be passed onto either the manager or proprietor and kept in the office.

The child's parents or guardian should be informed at the first available opportunity. They should not be shown the incident form as this will name the child who has bitten their child. Due to confidentiality purposes and possible conflict this information shall not be disclosed.

2) The child who has caused the bite:

This child should be taken aside and told that they should not have done that. The words naughty or bad should NOT be used to deal with the situation.

On the first occasion this incident is able to go unreported to the parents unless the bite is particularly big or involves broken skin. The nursery accepts this could be a one off incident and in many children this behaviour will not be repeated.

If the child shows any intention to bite another child at nursery on a second occasion, or actually bites for a second time, then the room leader should approach the child's parents or guardian and inform them of the situation. If the room leader is not available then a senior member of staff should be responsible for informing parents.

The parents of the child who has bitten another child can be told the name of the injured child if they ask for this information. If they do not ask then this information will not be provided. The main purpose of keeping the named children confidential is to prevent any possible conflict between the two parties. Any discussions of this nature should be done in a private matter, away from other parents and children. The office is a suitable place for informing parents.

3) Recurrent biting:

If a child continues to bite on more than one occasion, the child who is biting should be immediately removed to stop any further harm coming to the children around him/ her. Holding is permissible to stop further occurrences in the short term. Further help should be immediately sought and management informed.

Any problems arising from a biting incident that is not discussed in this policy should be addressed by either the nursery manager or the proprietors.

BULLYING POLICY

Bullying in any form is not tolerated at Dinky Doo. Whether it be emotional, physical or emotional, it will not be accepted for both staff and children to bully. In the case of staff, disciplinary procedures will be taken. In the case of children, discussions with parents will be implemented and a strategy drawn up to tackle any bullying problems which may arise

CURRICULUM DEVELOPMENT POLICY

The overall aim of Dinky Doo Nursery will be to offer a range of activities, opportunities and experiences that will enable all children that attend, to develop skills, confidence and independence.

We will endeavour to provide suitable materials and equipment to enable staff to prepare a plan and carry this out.

ACTIVITIES

These will provide the children with the opportunity to work together.

They can experiment with different materials. The opportunity to help with planning, preparing and clearing away.

We also aim to encourage the development of language, co-operation, problem solving and self-esteem, to produce something to take home and/or to learn from.

EXPERIENCES

These will enable all children to have the opportunity to participate in unproductive activities. This is particularly important with very young children. These may include things like natural materials, walks, story sessions and singing. Children learn through their senses. We therefore need to stimulate this as early as possible. It is also nice to do things with the children which are fun as well as educational.

OPPORTUNITIES

The above will be offered to all children regardless of sex, ability or age. Children with developmental delay will be given any extra help that the Nursery staff feel is necessary. All children will be encouraged to participate in activities etc., but will never be forced to do so.

AIM

Our ultimate aim is to have happy, confident children who will leave us to go to school with a variety of skills and abilities that will enable them to cope as they go forward in life.

We aim to keep in constant communication with parents regarding their child's progress and development on an informal basis. Parents will also have the opportunity to discuss their child's progress during parents evening.

FAILURE TO COLLECT A CHILD

In the event of a parent/guardian or designated person failing to collect a child, every effort will be made by the supervisor to contact that person as soon as possible. If none of these people can be contacted then the emergency person will be contacted. If all attempts to contact designated persons fail then the supervisor will inform the local authority of the situation without delay. It will be up to the duty social worker to take charge of the situation and decide what happens next, and whether the police need to be involved in helping to trace the parent/guardian of the child. If the parent/guardian or other designated person cannot be found, the duty social worker can arrange for the child to be placed temporarily with foster parents until the situation is resolved.

LOST CHILDREN POLICY

In the event of a child going missing from the registered provision, or being lost on an outing from the provision, the Supervisor will call the police immediately. She will make a note of the circumstances surrounding the disappearance in order to help the Police who will then be able to advise the Supervisor about informing the parents/guardians of the child and the next steps.

I confirm that I have read and agree with the Dinky Doo Nursery Policies described within this, document.

The policies addressed are:-

- ADMISSIONS POLICY
- MEDICATION POLICY
- EMERGENCY POLICY
- ILLNESS POLICY
- FIRE DRILL PROCEDURE
- HEALTH AND SAFETY POLICY
- OUTING POLICY
- ACCIDENT POLICY
- EQUAL OPPORTUNITIES POLICY
- SPECIAL NEEDS POLICY
- ACCESS TO INFORMATION POLICY
- COMPLAINTS PROCEDURE POLICY
- CHILD PROTECTION POLICY
- BEHAVIOUR AND DISCIPLINARY POLICY
- ANTI-SOCIAL BEHAVIOUR POLICY.
- BITING POLICY
- BULLYING POLICY
- CURRICULUM DEVELOPMENT POLICY
- FAILURE TO COLLECT A CHILD
- LOST CHILDREN POLICY

Signed

Name
(Please Print)

Date

Special Needs

Does your child have any Disabilities / Special Needs or Medical Condition that has not already been mentioned?

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.....

Emergency Treatment Authorisation

I hereby authorise Dinky Doo Nursery, in the event of an emergency to call an ambulance for urgent medical attention.

Parent / Guardian Name.....Signature

Date

Authorisation to administer Calpol Medicine

I consent to my child being given one dose of Calpol in an attempt to reduce a high temperature. The giving of this medicine will be witnessed by the most senior member of staff in charge and a medicine administration form will be completed.

Parent / Guardian

Name.....Signature.....

Date

Photography Authorisation

From time to time we like to take pictures of the children enjoying activities and use them for internal nursery displays and for your child's records of achievement. Do we have your permission to do this?

Yes / No

Outings Authorisation

As part of the structured day, children will be given the opportunity to visit local amenities such as parks, libraries and museums. In order for your child to participate in these activities please sign.

Parent/Guardian NameSignature.....

Date

Please note : Permission from parents will be sort for any type of excursions not listed above and/or that will exceed more than three hours.