



PARK TOWN NURSERY SCHOOL

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NURSERY SCHOOL POLICIES

The enclosed policies and procedures lay down comprehensive guidelines to help with the smooth running of Park Town Nursery School. Their existence is aimed at assisting 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.

REVISION DATE: - 26th January 2012

ADMISSIONS POLICY

At Park Town Nursery we are committed to providing the best in nursery education and to establishing a close partnership with parents and carers. It is our intention to make our nursery as accessible to children and families from all sections of the local community, providing flexible attendance patterns to accommodate the needs of individual children and families.

Although we are situated within the grounds of the Dragon School we are an independently run nursery, however priority will be given to the teaching staff of the Dragon school and Lynams.

SICKNESS/MEDICINE POLICY

We at Park Town 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/Vomiting
- Conjunctivitis
- Infectious diseases e.g. Chicken pox, mumps etc

If a child arrives at the nursery ill the nursery manager will make 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 during the day we will contact the parent and you may be required to collect your child.

Medicine procedure

The following must be adhered to by all parents and staff.

- Children who are taking prescribed medicine must be well enough to attend nursery.
- Only medicine prescribed by the child's General practitioner will be given to the child.
- Medicines must be clearly labelled with the following
 1. The child's name
 2. Dosage
 3. Date and expiry date
- A written consent form must be completed by the parent prior to any medication being given; these forms are kept in each child's individual file. The form indicates
 1. The child's name
 2. Date
 3. Times medicine is required
 4. Dosage
 5. Reason for medication
 6. Signature required by parent and staff

The only medicine that will be administered without being prescribed by the child's GP will be Calpol. A consent form must be completed prior to the child starting at the nursery, one dose will be administered for high temperature thereafter the parent will be contacted to collect the child.

FIRE DRILL PROCEDURE

- 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 (Kerrie Oliver) or deputy (Emma Waller) will check all areas including toilets, sleep room and kitchen.
- Close all doors behind you as you proceed out.
- Dial 9 for an outside line then 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 adults 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 next to the fire exits.

HEALTH AND SAFETY POLICY

At Park Town Nursery we believe that Health and Safety is of great importance, we aim to make our nursery a safe and healthy place for parents, children and staff.

We aim to make children, parents and staff aware of health and safety issues to minimise risks and to enable the children to thrive in a safe environment.

We ensure that staff are trained fully and are aware of the health and safety policy and that all staff are trained first aiders.

Hygiene

- We regularly seek information from the Environmental Health department to ensure we keep up to date with the latest recommendations
- Daily routines encourage the children to learn about personal hygiene
- We have a daily routine for cleaning the nursery including, classrooms, bathrooms, kitchen etc.
- All floor surfaces are cleaned and checked on a daily basis

Activities and Resources

- All equipment is regularly checked for cleanliness and safety any dangerous items will be fixed or discarded
- Sand is clean and suitable for children's play
- All creative materials are non-toxic
- The layout of the room allows staff and children to move around safely and freely

Outside area

- Our outdoor area is safe and secure
- The area is checked for safety and cleared of rubbish before each use
- The outdoor sand pit is covered when not in use and cleaned regularly
- All outdoor activities are supervised at all times

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 nursery manager.

OUTINGS POLICY

Children benefit from being taken out of the nursery to go trips, which include the local park museum and other venues which enhance their learning experiences.

Staff in the nursery ensures that they follow the procedure below.

- Parents sign an authorisation form to give consent for their child to be taken out as part of daily activities prior to the child starting at the nursery
- For outings that require the use of public transport or for more than 3 hours parents are asked to sign a separate consent form for each event
- The form is kept in each child's individual file on the nursery premises
- Risk assessments are carried out for each venue and reviewed regularly
- Staff take a mobile phone as well as an outings pack containing tissues, wipes, spare clothes and a mini first aid kit
- Staff take a list of the children and contact details of parents/carers
- We ensure that adult to child ratio remains the same on outings

ACCIDENT POLICY

As parents and carers we are all aware that children have minor accidents resulting in bumps, bruises and small scrapes. In the event of any accident that occurs at the nursery an accident form will be filled out and the parent notified at the end of the day. The form indicates

- The child's name
- Time and Date
- Where the incident happened
- How the incident happened
- What the nature of the injury is
- What action is taken
- Signed by the parent and staff

In the event of an Emergency

We also ask that an authorisation form be signed giving the nursery consent to seek Emergency Medical Treatment if necessary in circumstances where a parent cannot be contacted.

EQUALITY AND DIVERSITY POLICY

Statement of Intent

Park Town Nursery is committed to valuing diversity by providing equality of opportunity and anti discrimination practice for all children and families.

Our aim is:-

- To provide a secure environment in which all our children can flourish and in which all contributions are valued.
- To include and value the contribution of all families to our understanding of equality and diversity.
- To provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and people with disabilities.
- To improve our knowledge and understanding of issues of anti discriminatory practice, promoting equality and valuing diversity.

The legal framework for this policy is:-

- The Equality ACT 2006
- Disability Discrimination Act (DDA) 1995, 2005
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discrimination Act 1976, 1986
- Children Act 1989, 2004
- Special Educational Needs and Disability Act 2001

Methods

Admissions

Our setting is open to all members of the community:-

- We advertise our service widely.
- We reflect the diversity of members of our publicity and promotional materials.
- We provide information in clear concise language whether in spoken or written form.
- We base our admission policy on a fair system.
- We do not discriminate against a child or their family, or prevent entry to our setting on the basis of colour, ethnicity, religion or social background such as being a member of a travelling community or asylum seeker.
- We do not discriminate against a child with a disability or refuse a child entry because of any disability.
- We develop an action plan to ensure that people with disabilities can participate successfully in the services offered by the setting and in the curriculum offered.
- We take action against any discriminatory behaviour by staff or parents, displaying openly racist insignia, distribution of racist material, name calling or threatening behaviour are unacceptable on or around the premises and will be dealt with the most strongest manner.

Employment

- Posts are advertised and all applicants are judged against explicit and fair criteria.
- Applicants are welcome from all backgrounds and posts are open to all.
- We may use the exemption clauses of the Race Relations Act and the Sex Discrimination Act where this is necessary to enable the service to best meet the needs of the community.

- The applicant who best meets the criteria is offered the post, subject to references and checks by the Criminal Records Bureau, this ensures fairness in the selection process.
- All job descriptions include a commitment to equality and diversity as part of their specifications.
- We monitor our application process to ensure that it is fair and accessible.

Training

- We seek out training opportunities for staff and volunteers to enable them to develop anti discriminatory and inclusive practices, which enable all children to flourish.
- We review our practices to ensure that we are fully implementing our policy for equality, diversity and inclusion.

Curriculum

The curriculum offered in the nursery encourages children to develop positive attitudes about themselves as well as to people who are different from themselves. It encourages children to empathise with others and begin to develop the skills of critical thinking.

We do this by:-

- Making children feel valued and good about themselves.
- Ensuring that children have equality of access to learning.
- Recognising the different learning styles of girls and boys, making appropriate provision within the curriculum to ensure each child receives the widest possible opportunity to develop their skills and abilities.
- Positively reflect the widest possible range of communities in the choice of resources.
- Avoiding stereotypes and derogatory images in the selection of books or other visual materials.
- Celebrating a wide range of festivals.
- Creating an environment of mutual respect and tolerance.
- Helping children to understand that discriminatory behaviour and remarks are hurtful and unacceptable.
- Ensuring that the curriculum offered is inclusive of children with special needs and children with disabilities.
- Ensuring that children learning English as an additional language have full access to the curriculum and are supported in their learning.
- Ensuring that children speaking languages other than English are supported in the maintenance and development of their home languages.

Valuing diversity in families

- We welcome the diversity of family lifestyles and work with all families.
- We encourage children to contribute stories of their everyday life to nursery.
- We encourage parents/carers to take part in the life of the setting and to contribute fully.
- For families who speak languages in addition to English we will develop means to ensure their full inclusion.

Food

- We work in partnership with parents to ensure that the medical, cultural and dietary needs of children are met.

- We help children to learn about a range of food and of cultural approaches to mealtimes and eating, and to respect the differences among them.

Parental Involvement policy

Park Town Nursery believes that children benefit most from nursery education and care when parents and nursery's work together in partnership.

Or aim is:-

- To support parents as their children's first and most important educators.
- To involve parents in the life of the nursery and their children's education.
- To support parents in their own continuing education and personal development.

In order to fulfil these aims:-

- We are committed to ongoing dialogue to improve our knowledge of the needs of their children and to support their families.
- Through access to written information and through regular informal communication we inform all parents about how the group is run and its policies. We check to ensure parents understand the information which is given to them.
- We inform all parents on a regular basis about their children's progress.
- We involve parents in the shared record keeping about their children, either formally or informally and ensure parents have access to the children's written records.
- We provide information about opportunities being involved in the nursery in ways which are accessible to parents with basic skills needed for those whom English is an additional language.
- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the group.
- We welcome the contribution of parents in whatever form these may take.
- We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure.
- We provide opportunities for parents to learn about the nursery curriculum and about young children's learning in the nursery and at home.

SPECIAL NEEDS POLICY

At Park Town 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, e.g., 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 moving 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 – Emma Waller.

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 children'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.

COMPLAINTS POLICY

At Park Town Nursery we believe that parents and children are entitled to expect courtesy and prompt careful attention to their needs and wishes.

As part of the partnership between the nursery and parents we feel that it is important that parents be able to discuss any concerns that may arise.

We aim to resolve any concerns with an informal approach as quickly as possible regarding the matter in hand to minimise any distress for parents or their children.

Procedure

- If at any time a parent has any concerns regarding any aspect of the nursery they should immediately voice these to the nursery manager.
- Once a complaint has been received the nursery manager will gain as much information as possible and aim to resolve the issue as amicably and quickly as possible.
- If the issue is not resolved to the parent's satisfaction or the issue recurs then the parent can put the complaint in writing to the nursery manager or proprietor.
- Once the nursery receives a written complaint a full investigation will take place and the parent notified of the outcome within 28 days.
- If after the investigation the parent is still dissatisfied with the action taken by the nursery then the complaint can be forwarded to Ofsted to the following address:-

The National Complaints Team
Ofsted National Business Unit
Piccadilly Gate
Store Street
Manchester
M1 2WD
Telephone: - 0300 123 4666

SAFEGUARDING CHILDREN POLICY

Park Town Nursery is committed to creating and maintaining a safe and secure environment for children to be cared and educated.

We recognise that it is our responsibility to safeguard the welfare of all children by committing to a practice that protects them.

Our aims are:-

- To promote protection for all the children in our care
- To provide all staff with guidance on the correct procedures they should follow, if they suspect a child may be experiencing or be at risk of harm, including how and who to make a referral to.
- To provide all staff with guidance on what will happen if an allegation is made against them.
- To provide parents with guidance on who to contact if they suspect a member of staff of possible abuse towards a child within the nursery.

We recognise that:-

- All children have the right to protection from all types of harm or abuse regardless of Colour, ethnicity, spoken languages at home religious beliefs, cultural traditions and home background.
- Working in partnership with children, parents, carers and other agencies is essential in promoting children's welfare.
- All staff needs to be carefully selected and be fully trained and accept responsibility for safeguarding children within their care.

We will ensure that we safeguard children by:-

- Providing parents with all safeguarding policies and procedures.

- Working in partnership with parents, carers, families and children and provide them with the opportunity to voice any concerns.
- Ensuring we respond quickly and appropriately to all suspicions and allegations of abuse relating to child welfare.
- Sharing information about concerns with agencies that need to know, and involve the parents and children appropriately.
- Ensuring all confidential information is stored and managed in accordance with national guidance.
- Providing all staff with up to date training on safeguarding ensuring that they are able to recognise the signs and signals of any possible abuse and that they are aware of the local authority guidelines for making referrals.
- Recruiting staff safely and ensuring that all checks including CRB are made.

Designated Persons

- The current named persons for Safeguarding children are:-
 1. Melissa Osborne
 2. Kerrie Oliver
 Who have both carried out Specialist Safeguarding Training

Allegations against Staff

- If a parent or members of staff are concerned about the behaviour or actions of staff within the nursery, they are encouraged to speak directly to the Nursery Manager Kerrie Oliver and in her absence Melissa Osborne Designated person.
- We respond to any disclosure regarding concerns about the behaviour of staff in the nursery by first recording the details of any such alleged incident, then referring any such allegation immediately to the Local Authority Designated Officer to investigate. We also report any such alleged incident to Ofsted outlining what measures we have taken to protect children.
- Where parents and staff members feel talking to the Nursery manager or designated person inappropriate contact should be made to the Local Authority Designated Officer or Ofsted directly.
- Local Authority Designated Officer – Barry Armstrong 01865 810603
- Ofsted – 0300 123 1231

The nursery will co-operate fully with any investigation carried out and the management will take appropriate action to protect the children in our nursery during this time.

BEHAVIOUR AND DISCIPLINARY POLICY

We at Park Town Nursery believe that children thrive best when their personal, social and emotional needs are met, and where there are clear and developmentally appropriate expectations for their behaviour. We encourage the children to learn to consider the feelings of others and the impact that their behaviour has on others.

- We require all staff to provide a positive model of behaviour by treating children, parents and one another with care and courtesy.
- Parents are regularly informed about their child's behaviour by the child's key person.
- Behaviour limits will be set to ensure the children learn that it is not acceptable to hurt themselves, their peers or staff.
- Staff use positive language and strategies for handling inconsiderate behaviour.
- We support each child in developing self esteem and confidence.
- We never use physical punishment, such as smacking or shaking. Physical restraint will only be used to prevent a child from injuring themselves, other children or staff, if physical intervention is used the incident will be recorded and the parents informed.
- We acknowledge positive behaviour such as sharing and kindness with praise and encouragement.

UNCOLLECT CHILD POLICY

In the event that a child is not collected by a parent/carer at the end of a session the following procedure will be followed:-

- The nursery manager or senior member of staff will attempt to contact the parents on the numbers provided either at home, work or mobile.
- If this is unsuccessful then the adults authorised by the parents to collect their child from nursery will be contacted.
- Again if this is unsuccessful every effort will be made to contact a parent or authorised adult.
- If after one hour the child has not been collected and there is no one who can be contacted then the Children and Families Assessment Team will be contacted. Telephone:- North Team 01865 816670 Out of hours team 0800 833408
- The child will stay at the nursery with two members of staff until they have been safely collected by the parent or a social care worker.
- A full written report of the incident will be recorded and filed in the child's individual file.

MISSING CHILD POLICY

Children's safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through carrying out the settings procedures to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing the key person/staff must alert the Nursery Manager/Deputy Manager.
- The Nursery Manager/Deputy Manager will carry out a thorough search of the building and garden.
- A designated member of staff must check all doors and gates to see if there has been a breach of security whereby a child could wander out.
- If the child is not found within 10 minutes the Nursery Manager/Deputy Manager must contact the parents and report the missing child to the police.
- The Nursery Manager/Deputy Manager will then talk to the key person/staff to establish where the child was seen last and at what time all of this information will be recorded.

After the incident a full written report must be produced detailing:

- a) Who was responsible for the child?
- b) When the child was last seen
- c) Future actions as a result of this incident
- d) Any other conclusions

Child going missing on an outing

- As soon as it is noticed that a child is missing, staff on the outing must gather all of the children together with their designated key person/staff and they must conduct a roll call and head count.
- A designated person usually the Nursery Manager/Deputy Manager will immediately begin to search the vicinity for no longer than 10 minutes.
- If the child is not found, the Nursery Manager/Deputy Manager will then contact the police to report the incident.
- The Nursery Manager/Deputy Manager will then contact the child's parents and ask them to make their way to the venue.
- The Nursery Manager/Deputy Manager will then talk to the key person/staff to establish where the child was seen last and at what time all of this information will be recorded.
- The Nursery Manager/Deputy Manager must remain at the venue and wait for the police and the rest of the staff must take the remaining children back to the setting.

After the incident a full written report must be produced detailing:

- e) Who was responsible for the child?
- f) When the child was last seen
- g) Future actions as a result of this incident
- h) Any other conclusions.

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

The policies addressed are:-

- ADMISSIONS POLICY
- SICKNESS/MEDICINE POLICY
- FIRE DRILL PROCEDURE
- HEALTH AND SAFETY POLICY
- OUTINGS POLICY
- ACCIDENT POLICY
- EQUAL OPPORTUNITIES POLICY
- SPECIAL NEEDS POLICY
- COMPLAINTS PROCEDURE POLICY
- SAFEGUARDING CHILDREN POLICY
- BEHAVIOUR AND DISCIPLINARY POLICY
- UNCOLLECT CHILD POLICY
- MISSING CHILD POLICY

Parent / Guardian Name
(Please Print)

Signed

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 Park Town 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

Parent/Guardian Name

Signature

Date

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 Name

Signature

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.