

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C



POLICIES, PRACTICES AND PROCEDURES

CONTENTS:

MISSION STATEMENT & OBJECTIVES	3
ADMISSIONS POLICY	4
BEHAVIOUR MANAGEMENT POLICY	5
SAFEGUARDING & CHILD PROTECTION POLICY AND PROCEDURES	7
COMPLAINTS PROCEDURE	9
THE ROLE OF THE REGISTERING AUTHORITY	10
CONFIDENTIALITY POLICY	11
MOBILE PHONE & INTERNET POLICY	12
HEALTHY EATING POLICY AND PRACTICE	13
PROMOTING MENTAL AND EMOTIONAL WELL-BEING	14
EQUAL OPPORTUNITIES POLICY	15
ADMISSIONS	15
EMPLOYMENT	15
FAMILIES	15
FESTIVALS	15
THE CURRICULUM	15
RESOURCES	16
ADDITIONAL NEEDS	16
DISCRIMINATORY BEHAVIOUR/REMARKS	17
LANGUAGE	17
FOOD	17
FIRE DRILL POLICY	18
HEALTH AND HYGIENE POLICY AND PRACTICE	19
HEALTH	19
FOOD	19
OUTDOOR PLAY	19
PRESCRIBED MEDICATION	19
HYGIENE	20
CLEANING AND CLEARING	21
FOOD	21
PARENTAL INVOLVEMENT POLICY	22

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

<i>SAFETY – POLICY AND PRACTICE</i>	23
<i>PROCEDURE FOR DEALING WITH LOST OR UNCOLLECTED CHILDREN</i>	24
<i>LOST CHILD</i>	24
<i>UNCOLLECTED CHILD</i>	24
<i>MAJOR / CRITICAL INCIDENT AT KEYfs</i>	25
<i>PROLONGED STAY AT KEYfs</i>	25
<i>EMERGENCY COLLECTION BY PARENTS FOLLOWING MAJOR DISASTER</i>	25
<i>ADDITIONAL NEEDS POLICY</i>	25
<i>SETTLING IN KEYfs - POLICY AND PRACTICE</i>	27
<i>STAFFING AND EMPLOYMENT POLICY</i>	28
<i>SELECTING EQUIPMENT/TOYS POLICY AND PRACTICE</i>	29
<i>RISK ASSESSMENT POLICY</i>	30
<i>STUDENT PLACEMENT POLICY</i>	31

Review date: *January 2019*

Next review date: *September 2019*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

MISSION STATEMENT & OBJECTIVES

Our mission is:

- *To enhance the development and education of young children under statutory school age in a parent-involving, community based group.*
- *To provide a healthy, safe, secure and stimulating environment.*
- *To work within a framework that ensures equality of opportunity for all children, families and staff working therein.*

We offer your child:

- *A happy safe and fun environment to develop their skills.*
- *Excellent indoor and outdoor space all the year round.*
- *Weekly Forest School all year.*
- *The facilities they need to play and learn.*
- *Individual care and attention made possible by a high ratio of qualified adults to children.*
- *Fun and friendship with children and adults.*
- *The support of a personal keyperson.*
- *Opportunities for you and your family to be involved, in the activities of the group and in your own child's progress.*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

ADMISSIONS POLICY

It is our intention to make KEYfs genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- *Ensure that the existence of KEYfs is widely known in all local communities. We will place notices advertising KEYfs in places where all sections of the community can see them, giving a contact name and address.*
- *Arrange our waiting list in order of date of birth. Older children to be admitted first.*
- *Keep a place vacant, if this is financially viable; in order to accommodate emergency admissions.*
- *Describe KEYfs and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including child minders, and other people from all cultural, ethnic, religious and social groups, with and without disabilities.*
- *Make our Equal Opportunities Policy freely available on the web site.*
- *Be flexible about the attendance patterns to accommodate the needs of individual children and families.*

This policy was adopted at a meeting of KEYfs held in October 2016. Reviewed Jan 2019.

Signed on behalf of KEYfs:-

.....  *Deb J Manns (Owl)*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

BEHAVIOUR MANAGEMENT POLICY

We believe that children and adults flourish best in an environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt, hindered or bullied by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. In order to achieve this:

- *Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within KEYfs and explained to all newcomers, both children and parents/carers.*
- *All adults in KEYfs will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.*
- *All adults will provide a positive role model to the children with regard to friendliness, care and courtesy and will adopt the characteristics within the policy of British values.*
- *Adults in KEYfs will praise and endorse desirable behaviour such as kindness and willingness to share.*
- *We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.*

When children behave in unacceptable ways:

- *Physical punishment, such as smacking or shaking, will be neither used nor threatened.*
- *Children will never be sent out of the room by themselves.*
- *Techniques intended to single out and humiliate individual children such as the 'naughty chair' will not be used.*
- *Children who misbehave will be given one-to-one adult support in seeing what was wrong and working towards a better pattern of behaviour.*
- *Where appropriate this might be achieved by a period of 'time out' with an adult.*
- *In cases of serious misbehaviour, it will always be made clear to the child or children in question that it is the behaviour of the child that is unwelcome.*
- *Adults will not shout, or raise their voices in a threatening way.*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

- *Any behavioural problems will be handled with respect given the individual child's level of understanding and maturity.*
- *Recurring problems will be tackled by the whole staff of KEYfs, in partnership with the child's parents/carers using objective observation records to establish an understanding of the cause, and develop a strategy to promote acceptable behaviour.*
- *Adults will be aware that some kinds of behaviour may arise from a child's special needs.*
- *Adults working with the children will be offered training in behaviour management and the practice of DISTRACTION, DISCUSSION, PRAISE AND REWARD (stickers).*

This policy was adopted at a meeting of KEYfs held in October 2016. Reviewed Jan 2019

Signed on behalf of KEYfs:-



Deb J Manns (Owl)

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

SAFEGUARDING & CHILD PROTECTION POLICY AND PROCEDURES

We intend to create in KEYfs an environment in which children are safe from abuse or neglect in which any suspicion of abuse or neglect is promptly and appropriately responded to. A copy of the Safeguarding and Child Protection Policy and Procedures is available on the Home page of Kemerton Early Years and Forest School C.I.C. website.

Useful Contacts

Sue Crutchley (Designated Safeguarding Lead) 01386 725697

Fiona Welland (Deputy Designated Safeguarding Lead) 01386 725697

Clare Rimell (Chair and Director responsible for Safeguarding) 01684 772428

Family Front Door

- 01905 822666 Monday to Friday 8.30am to 5.00pm
- 01905 768020 (evenings and weekends)

Police

Call 999 in an emergency, e.g. when a crime is in progress, when there is danger to life or when violence is being used or threatened. For less urgent issues call local police on 101.

Local Authority Designated Officer (LADO)

01905 843311 / 07809 586225

Ofsted

0300 123 1231

Babcock Prime Early Years Team

01905 678134

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

Community Social Workers Team

Team Manager:

Rob Kyle Mobile: 07703 097988

Telephone: 01905 845991

rkyle@worcestershire.gov.uk

Redditch Area:

Adam Benkalai

Mobile: 07766 925060

Telephone: 01905 843104

abenkalai@worcestershire.gov.uk

Bromsgrove:

Jeff Barnard Mobile: 07809 586050

- Telephone: 01905 845596

jbarnard@worcestershire.gov.uk

Pershore and Evesham

Vacancy (Please contact Jean Howes or Rob Kyle in interim) - Email:

jhowes@worcestershire.gov.uk - Mobile: 07584591200 -

Telephone: 01905 843775 Or Email:

rkyle@worcestershire.gov.uk - Telephone: 01905 843775 -

Mobile: 07703097988 or 07584591200

Worcester and Droitwich:

Keely Stayte

Mobile: 07827 872278

- Telephone: 01905 844019

kstayte@worcestershire.gov.uk

Emily Colley

Mobile: 07950808462

- Telephone: 01905 843121

Email:

ecolley@worcestershire.gov.uk

Malvern Vacancy (Please contact Jean Howes or Rob Kyle in interim) - Email:

jhowes@worcestershire.gov.uk - Mobile: 07584591200 -

Telephone: 01905 843775 Or Email: rkyle@worcestershire.gov.uk

Mobile: 07703097988

Wyre Forest

Jo Scattergood

Mobile: 07931 632494

- Telephone: 01905 843410

jscattergood@worcestershire.gov.uk

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

COMPLAINTS POLICY

We aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.

We believe that parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes.

Our intention is to work in partnership with parents and the community generally and we welcome suggestions on how to improve our group at any time.

COMPLAINTS PROCEDURE

- *A parent who is uneasy about any aspect of KEYfs provision should first of all talk over any worries and anxieties with the Deputy Manager or Managing Director.*
- *If this does not have a satisfactory outcome within a couple of sessions, or if the problems recur, the parent should put the concerns or complaints in writing and request a meeting with KEYfs Deputy Manager and/or keyperson. Both parent and Deputy should have an observer present if required and an agreed written record of the discussion should be made and signed by both parties.*
- *If the complaint is not resolved to a satisfactory conclusion a written complaint can be made to the Managing Director. If the complaint is about the Managing Director, then a written complaint can be made to the Chair of Directors who will then have 28 days to act upon the complaint. The parent can always contact OFSTED on 0300 123 1231 at any time during this period.*

*OFSTED 0300 123 1231
www.ofsted.gov.uk*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C


THE ROLE OF THE REGISTERING AUTHORITY

In some circumstances, it will be necessary to bring in the registration and inspection regulator – OFSTED, who have a duty to ensure laid down requirements are adhered to. The registering authority would be involved if a child appears to be at risk or where there seems to be a possible breach of registration requirements. In these cases both parent and KEYfs management would be informed and work with OFSTED to ensure a proper investigation of the complaint followed by appropriate action.

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of KEYfs and parents that complaints should be taken seriously and dealt with in a way which respects confidentiality.

This policy was updated at a meeting of KEYfs held in October 2016. Reviewed Jan 2019

Signed on behalf of KEYfs:-

..........*Deb J Manns (Owl)*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

CONFIDENTIALITY POLICY


KEYfs' work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in KEYfs can do so with confidence, we will respect confidentiality in the following ways:

- *Parents will have ready access to the files and records of their own children but will not have access to information about any other child.*
- *Staff will not discuss individual children, other than for the purpose of curriculum planning/group management.*
- *Information given by parents/carers to KEYfs supervisor or key person will only be used within the setting to ensure the best care for the child. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.*
- *Any anxieties/evidence relating to the safeguarding of a child's will be kept in a confidential file and will not be shared within the group except with the relevant staff.*
- *Students on recognised courses attending KEYfs will be advised of our confidentiality policy and required to respect it.*

All the undertakings above are subject to the paramount commitment of KEYfs which is to the safety and wellbeing of the child. Please see our specific Safeguarding and Child Protection policy and procedures and also our separate GDPR policy.

This policy was adopted at a meeting of KEYfs held in October 2016 and updated Jan 2019

Signed on behalf of KEYfs:-

..........*Deb J Manns (Owl)*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

MOBILE PHONE & INTERNET POLICY

Keeping children safe and sound

In order to protect our children from the possible misuse of images taken on mobile phones only the setting's own camera and Tapestry tablets may be used to take photos of the children. These photos will be available to parents to see on their own secure web album. Parents give permission (or not) for this method of recording their children's activity on their initial application form.

- *All staff mobile phones must be placed in the basket provided on the kitchen worktop.*
- *Parents staying to play must also put their phones in the basket or remain in their bags.*
- *Staff accessing social network sites must be mindful at all times of confidentiality and never refer to individual children by name or detail circumstances.*
- *Pictures placed on our website have had the permission of parents and are not available to 'download'. Parents wishing to have copies of their own children's photos can request them if they are not already on their child's individual album.*
- ***During drop off and pick up time parents must not use their mobile phones in the village hall where children are present.***

*This policy was adopted at a meeting of KEYfs held in October 2016. **Amended Jan 2019***

Signed on behalf of KEYfs:-



Deb J Manns (Owl)

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C


HEALTHY EATING POLICY AND PRACTICE

The sharing of refreshments can play an important part of the social life of the children at KEYfs. KEYfs will ensure that:

- *We will provide water and milk together with healthy snacks of fruit and vegetables.*
- *Children's medical and personal dietary requirements are respected.*
- *The dietary rules of religious groups and also of vegetarians/vegans are known and met in appropriate ways.*
- *Milk provided for children is semi-skimmed and pasteurised.*
- *Drinks may be sent in from home in a named flask/container.*
- *Snacks may be sent in from home in a named container for special dietary needs.*
- *Sweets/confectionery is not encouraged at KEYfs.*
- *Snacks are to be varied on a weekly basis.*
- *Lunch boxes are kept on a designated rack. Some items may be refrigerated on request.*
- *Staff will promote healthy options, and encourage the children to eat savoury first.*
- *Parents will be advised on the contents of a healthy lunch box and tricks to encourage healthy eating – i.e. small finger size pieces of bread, separate fillings, fruit, yogurt and moderate amounts of dried fruit*
- *A separate water drink is used at lunch time.*
- *Food within a child's lunch box will not be allowed to be shared in order to safeguard possible food allergies.*

This policy was updated at a meeting of KEYfs held in October 2016. Reviewed Jan 2019.

Signed on behalf of KEYfs:-

..........*Deb J Manns (Owl)*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

PROMOTING MENTAL AND EMOTIONAL WELL-BEING

At KEYFS we aim to promote emotional and mental wellbeing, by building self-esteem and positive relations between children and adults within our setting.

We ensure:

- *All children have space to express themselves and are encouraged to discuss their emotions.*
- *Children's diversity is embraced by the setting.*
- *Children are never shouted at or devalued by staff.*
- *Positive behaviour is rewarded with praise and stickers.*
- *A child is always talked to (not at) about anti-social behaviour and consequences.*
- *Children have the opportunity to develop a self-ness and identity, sameness and difference, Feelings and emotions and to learn right from wrong.*
- *Children develop an awareness of the environment through planned activities and first hand experiences.*
- *We develop links with a wider community by inviting local people into the setting i.e. lollipop lady, community police man, vet, doctor, dentists, local musicians and craftspeople.*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

EQUAL OPPORTUNITIES POLICY

KEYfs provides equality of opportunity for all children, families and staff. We aim to ensure positive attitudes to diversity and difference – not only so that every child is included and not disadvantaged, but also so that they learn from the earliest age to value diversity in others and grow up making a positive contribution to society.

We work in accordance with legislation as defined in the Equality Act 2010.

We believe that the group's activities should be open to all children and families, and to all adults committed to their welfare. We aim to ensure that all who wish to work or volunteer to help with KEYfs have an equal chance to do so.

ADMISSIONS

KEYfs is open to every family in the community. The waiting list is not operated on a first come, first served basis but on a system where the needs of an individual child or family are considered.

Families joining KEYfs are made aware of its Equal Opportunities Policy.

EMPLOYMENT

KEYfs will appoint the best person for the job and will treat fairly all applicants for jobs and those appointed. Commitment to implementing the group's Equal Opportunities Policy will form part of the job description for all workers.

FAMILIES

KEYfs recognises that many different types of family successfully love and care for children.

KEYfs offers a flexible payment system for families with differing means.

FESTIVALS

Our aim is to show respectful awareness of all the major events in the lives of the children and families in KEYfs, and in our society as a whole, and to welcome the diversity of backgrounds from which they come. In order to achieve this, we aim to acknowledge all the festivals which are celebrated in our area and/or by the families involved in KEYfs:-

- Without indoctrination in any faith, children will be made aware of the festivals which are being celebrated by their own families or others, and will be introduced where appropriate to the stories behind the festivals.*
- Before introducing a festival with which the adults in KEYfs are not themselves familiar, appropriate advice will be sought from people to whom that festival is a familiar one.*
- Children and families who celebrate festivals at home with which the rest of KEYfs is not familiar, will be invited to share their festival with the rest of the group, if they themselves wish to do so.*
- Children will be encouraged to welcome a range of different festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.*

THE CURRICULUM

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

RESOURCES

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society. Materials will be selected to help children develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people.

ADDITIONAL NEEDS

KEYfs recognises the wide range of special needs of children and families in the community, and will consider what part it can play in meeting these needs. Planning for events will take into account the needs of staff, parents or children with disabilities.

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

DISCRIMINATORY BEHAVIOUR/REMARKS

These are unacceptable in KEYfs. Staff responses to such behaviour/remarks will aim to be sensitive to the feelings of the victim(s) and to help those responsible, to understand and overcome their prejudices.

LANGUAGE


Bilingual/multilingual children and families are an asset. They will be valued and their languages recognised and respected by KEYfs. If English is not a family's first language every effort will be made to have all our policies, practices, admission forms and consent forms translated into an appropriate common language.

FOOD

Medical, cultural and dietary needs will be met.

This policy was adopted at a meeting of KEYfs held in October 2016. Reviewed Jan 2019

Signed on behalf of KEYfs:-

..........*Deb J Manns (Owl)*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C


FIRE DRILL POLICY

- *Fire drills are carried out on each day of the week within the first 2 weeks of each term to ensure that every child is familiar with the procedure.*
- *All children will attend at least one fire drill per term.*
- *The procedure is on view at all times^[CR1].*
- *All fire exits are kept clear at all times.*
- *All staff and volunteers are aware of policy and procedure.*

A written record is kept of the fire drills and evaluated by the Health and Safety Officer. Any unsatisfactory procedure will be discussed with the MD and appropriate action will be taken to rectify the situation.

This policy was adopted at a meeting of KEYfs held in October 2016. Reviewed Jan 2019

Signed on behalf of KEYfs:-

.......... Deb J Manns (Owl)

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

HEALTH AND HYGIENE POLICY AND PRACTICE

KEYfs promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

HEALTH

FOOD

- *All snacks provided pay due attention to children's particular dietary requirements.*
- *When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.*

OUTDOOR PLAY

- *Children will have the opportunity to play in the fresh air throughout the year in KEYfs grounds and at our Forest School site in Kinsham.*

ILLNESS

- *Parents are asked to keep their children at home if they have any infection, and to inform KEYfs as to the nature of the infection so that KEYfs can alert other parents, and make careful observations of any child who seems unwell.*
- *Parents are asked not to bring into KEYfs any child who has been vomiting or had diarrhoea until at least 24 hours has elapsed since the last attack.*
- *The two points above apply to the children of KEYfs staff, and will not accompany their parents to work at KEYfs.*
- *Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.*
- *Nebulisers and other lifesaving medication will be administered by child's parent/carer or staff with a paediatric first aid qualification or any other required training.*
- *KEYfs will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed.*
- *There will always be at least one member of staff present who has been trained in Emergency First Aid and the setting will endeavour to train all staff in this.*
- *All children will be encouraged to wear appropriate clothing, i.e. hats in summer, coats in cold weather.*
- *In hot weather sun cream should will be administered to the children by the parents/carers before the start of the session. Permission to apply the child's own, named sun-cream will also be sought.*
- *Shade will be provided in outside areas during times of hot weather or children will be invited to play inside.*

PRESCRIBED MEDICATION

If a child is on prescribed medication the following procedures will be followed:-

1. *If possible, the children's parents will administer medicine before the start of the session. If not, the medication must be clearly labelled with the child's name, dosage and any instructions.*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

Written information will be obtained from the parent, giving clear instruction about the dosage administration of the medicine and giving written permission for a member of staff to follow the instructions in the medicines administration book.

- 2. A medical log will be kept, with the child's name, times that the medication should be administered, together with date, time and signature when the dosage is given. Parents must sign the Medications Administrations book when instructions are given and at the end of the session when the child is picked up so that there is no confusion over dosage.*
- 3. All medication will be kept out of reach of the children either in the fridge if required or the cupboard*

HYGIENE

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed:

PERSONAL HYGIENE

- Hands washed after using the toilet.*
- Children with pierced ears are not allowed to try on or share each other's earrings.*
- A large box of tissues is always available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues will be disposed of hygienically.*
- Children are encouraged to shield their mouth when coughing.*
- Staff blowing children's' noses must wash or gel their hands after disposing of used tissues.*
- Hygiene rules relating to body fluids is followed with particular care and all staff and volunteers are aware of how infections, including HIV infection, can be transmitted.*
- Plastic gloves must always be worn for nappy changes and the clearing up of any bodily fluids*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

CLEANING AND CLEARING

- Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet. Rubber/plastic gloves must always be used when cleaning up spills of body fluids. Floors and other affected surfaces will be disinfected using Milton solution. Soiled garments will be bagged and returned to parents,
- Spare laundered clothes will be brought to the setting by parents in case of accidents, plus bags for soiled garments.
- Surfaces are cleaned daily with an antibacterial disinfectant or Milton.
- Separate colour coded cloths are used for cleaning surfaces and washing up.
- Anti-bacterial hand-wash must be used by staff before and after handling food or dealing with a child who has soiled themselves.


FOOD

The adults in KEYfs will:

- Always wash hands under running water before handling food and after using the toilet.
- Not be involved in food preparation if suffering from an infectious/contagious illness or skin trouble.
- Use different colour coded cleaning cloths for different tasks.
- Ensure waste is disposed of properly and out of reach of children. Keep lid on dustbin and wash hands after using.
- Wash fruit and vegetables thoroughly before use.
- Ensure that any food or drink that requires heating will be immediately consumed after heating and not left standing. No food or drink is to be re-heated.
- Tea towels and hand towels to be washed after daily use. A rota system for washing is in place.

This policy was updated at a meeting of KEYfs held in October 2016. Reviewed Jan 2019

Signed on behalf of KEYfs:-

.......... Deb J Manns (Owl)

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

PARENTAL INVOLVEMENT POLICY

Parents are the first educators of their young children. The aim of KEYfs is to support their essential work,. We will:

- *Make all new parents/carers aware of KEYfs systems and policies.*
- *Encourage parents/carers on an individual basis to play an active part in sessions of KEYfs.*
- *Ensure that parents/carers are informed on a regular basis about their child's progress.*
- *Ensure that all parents/carers have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.*
- *Involve parents/carers in shared record keeping about their own child, whether formally or informally but particularly using Tapestry as a means of communication*
- *Welcome the contributions of parents/carers, whatever forms these may take.*
- *Encourage parents/carers to read the notice boards and make contributions towards the planning of future events and term themes.*
- *Supply all parents/carers with a regular newsletter.*
- *Provide opportunities for parents/carers to learn about KEYfs's curriculum and about young children's learning in KEYfs and at home.*
- *Make known to all parents/carers the systems for registering queries, complaints or suggestions.*

This policy was adopted at a meeting of KEYfs held in October 2016. Reviewed Jan 2019

Signed on behalf of KEYfs:-

..........*Deb J Manns (Owl)*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

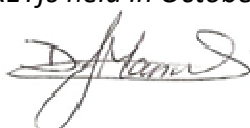
SAFETY – POLICY AND PRACTICE

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, KEYfs will ensure that:-

- *All children are supervised by adults at all times.*
- *A book is available at each session for the reporting of any accident/incident.*
- *Regular safety monitoring will include checking of the accident and incident records.*
- *All adults are aware of the system(s) in operation for children's arrival and departure and an adult will be at the door during these periods.*
- *A member of staff will also be present in the cloakroom during arriving and departing times.*
- *Children will leave KEYfs only with authorised adults.*
- *The safety chain will be in place during each session. Visitors must ring the doorbell provided.*
- *Outdoor space is securely fenced.*
- *Equipment is checked regularly and any dangerous items repaired/discarded.*
- *Adequate space allows children and adults to move safely and freely between activities.*
- *Fire doors are never obstructed.*
- *Fires – heater/electric points/wires and leads are adequately guarded.*
- *All gas heaters are checked annually by a qualified gas fitter,*
- *All cleaning materials are stored out of reach of children in a locked cupboard.*
- *Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials.*
- *Adults do not walk about with hot drinks or place hot drinks within reach of children.*
- *Fire drills are held at least twice a term on different days.*
- *A register of both adults and children is completed as people arrive so that a complete record of all those present is available in an emergency.*
- *No smoking is permitted within the premises including outside.*
- *A correctly stocked first aid box is available at all times*
- *Fire extinguishers are checked annually and staff know how to use them.*
- *Whenever children are on the premises at least two adults are present.*
- *Large equipment is erected with care and is checked regularly.*
- *Activities such as cooking, woodwork and energetic play receive close and constant supervision.*
- *If a small group goes out, there will be sufficient adults to maintain appropriate ratios of staff and children remaining on the premises and an appropriate risk assessment has taken place.*
- *When travelling in cars or bus 2 adults will be present either within each vehicle or in close convoy.*
- *Equipment offered to children is developmentally appropriate; recognising that material suitable for an older child may pose a risk to younger/less mature children or those with special needs.*
- *The premises are checked on entering the building (see risk assessment policy).*
- *The premises are checked before locking up at the end of the session.*
- *Non-attendance and existing injuries will be noted and enquires made when required.*

This policy was updated at a meeting of KEYfs held in October 2016. Added Feb 2019

Signed on behalf of KEYfs:-

.....  Deb J Manns (Owl)

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

PROCEDURE FOR DEALING WITH LOST OR UNCOLLECTED CHILDREN

LOST CHILD

If a child is lost whilst in the care of KEYfs, the most senior person on duty will ensure that the following guidelines will be adhered to:^[CR2]


- Ensure that all other children are safe and in the care of a responsible adult and that adult/child ratios are adhered to if possible.
- Search local area. Call child by given name.
- Raise the alarm, notify other adults in the area, give description of missing child, call other possible sources of help.
- The nominated person will call the police on 999.
- Follow instructions given by the police, ensuring that the situation is managed in a calm and authoritative manner.
- Assist in the care of the other children.
- Be available to give phone number of parents/carers, description of child, preferred name and any other relevant information.
- Most senior staff member to contact Parent/Carer of lost child.
- Contact Ofsted as soon as possible (within 14 days) in writing.
- After incident, all staff involved to review and evaluate procedures and amend if necessary.

UNCOLLECTED CHILD

- Ensure child is happy and comfortable with the situation.
- Give the child a toy or activity to distract them.
- Telephone contact number, if there is no answer, wait as they may be on their way or held up in traffic.
- When sufficient time has elapsed ring emergency contact number, which can be found on the admission forms which have at least two numbers on them.
- If a child is collected by other adult carer leave a note on the front door giving details of times and who collected the child.
- If no other carer is available and you must leave KEYfs, contact another member of staff to explain situation and ask for advice, leave note on door giving all times and location of child and a contact phone number.
- Take contact phone numbers with you, phone all numbers repeatedly until an adult carer is located.

This policy was adopted at a meeting of KEYfs held in October 2016. Reviewed Jan 2019

Signed on behalf of KEYfs:-

.......... Deb J Manns (Owl)

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

MAJOR / CRITICAL INCIDENT AT KEYfs

The children's safety and wellbeing is paramount

The staff members' safety should be taken into account

The senior member of staff (Normally Deputy Manager) to synchronise procedure

Children and staff should be removed from the incident to a place of safety, St Nicholas Church or Pub.

Deputy Manager to notify relevant emergency services

All parents and carers to be contacted as soon as possible to enable collection of children .

Details of incident recorded by senior member of staff on incident form.

Notify all relevant outside bodies e.g. Health and Safety , Ofsted, Early Years, community police etc.

PROLONGED STAY AT KEYfs

In the event of a prolonged stay at KEYfs due to a natural incident i.e flooding, all parents and staff families will be informed of the location of the children and staff.

Provisions would be obtained locally from the public house and shop.

Local home owners would be asked for other equipment i.e. blankets, pillows.

All children will be kept on KEYfs premises if possible unless alternative arrangements are made by the child's parents. The password collection would be enforced.

EMERGENCY COLLECTION BY PARENTS FOLLOWING MAJOR DISASTER

Emergency contact numbers are updated regularly, and reminders put in newsletters.

All children and staff are kept in a place of safety, St Nicholas church or village pub.

Parents are contacted by emergency telephone number.


Parents are informed of location.

Parents to collect, or use code word for someone else to collect.

All children and staff will remain at safe place until all children are collected.

This policy was adopted at a meeting of KEYfs held in October 2016. Reviewed Jan 2019

Signed on behalf of KEYfs:-

.....  Deb J Manns (Owl)

ADDITIONAL NEEDS POLICY

KEYfs follows the DfE Code of Practice on Special Educational Needs and Disabilities (SEND), and provides a welcome, and appropriate learning opportunity for all children.


- *Children with additional needs, like all other children, are admitted to KEYfs after consultation between parents, KEYfs Managing Director, key person and any other professional person working with the child or family, to ensure that the child is provided with the best care for their individual needs.*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

- *Our system of observation and record keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.*
- *Our key person system ensures that each adult is responsible for a small number of children, so each child receives plenty of adult time and attention.*
- *KEYfs staff attend SEND training which is appropriate to KEYfs needs.*

This policy was updated in October 2016. Reviewed Jan 2019

Signed on behalf of KEYfs:-

..........*Deb J Manns (Owl)*

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

SETTLING IN KEYfs - POLICY AND PRACTICE

We want children to feel safe and happy, in the absence of their parents/carers, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents the new learning experiences enjoyed in KEYfs.


In order to accomplish this, we will:

- *Encourage parents/carers to visit KEYfs with their children during the weeks before admission is planned.*
- *If desired, arrange for the Manager / keyperson to visit the family at home, in order to gain more insight into the child's background and needs and allow the child to become familiar with KEYfs adults.*
- *Include the activities the child likes in our planning i.e. playing with sand, dressing up.*
- *Introduce flexible admission procedures, if possible, to meet the needs of individual families and children.*
- *Make clear to families from the onset that they will be supported in KEYfs for as long as it takes for their child to settle.*
- *Reassure parents/carers whose children seem to be taking a long time settling into KEYfs.*
- *Encourage parents, where appropriate to separate from their children for brief periods at first, gradually building up to longer absences.*

Children cannot play or learn successfully if they are anxious or unhappy. Our settling-in procedures aim to help parents help their children to feel comfortable in KEYfs, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session.

This policy was adopted at a meeting of KEYfs held in October 2016.

Signed on behalf of KEYfs:-

.....  Deb J Manns (Owl)

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

STAFFING AND EMPLOYMENT POLICY

Keeping children safe and sound


A high adult-to-child ratio is essential in providing a good quality of care.

In KEYfs:

- *We have at least one member of staff to every six 3 & 4-year-old children, and one adult to every four two year olds.*
- *Our key person system ensures each child and their family has one particular staff member who is the first point of contact and responsible for ensuring the child is cared for, nurtured, happy and stimulated. The allocated Key person provides and receives information about the child and the child's progress with the family.*
- *Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss individual children's progress.*
- *We adhere to our Equal Opportunities policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.*
- *Most of the staff on duty at any one time are qualified to at least level 3.*
- *Regular in-service training is carried out with all staff, both paid and volunteer members.*
- *All permanent staff hold a current paediatric first aid certificate.*
- *All staff are trained in Basic Food Hygiene.*
- *All members of staff have completed the relevant OFSTED checks including DBS checks and references are taken up before employment can commence.*
- *All members of staff are expected to adhere to our policies and procedures.*
- *All members of staff are given the opportunity to input into planning a curriculum.*

This policy was updated in October 2016.

Signed on behalf of KEYfs:-

.....  Deb J Manns (Owl)


SELECTING EQUIPMENT/TOYS POLICY AND PRACTICE
Keeping children safe and sound

The toys and equipment in KEYfs provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The equipment we provide:

- *Is appropriate for the ages and stages of the children.*
- *Offers challenges to developing physical, social, personal and intellectual skills.*
- *Features positive images of people, both male and female, from a large range of ethnic and cultural groups, with or without disabilities.*
- *Includes a range of raw materials that can be used in a variety of ways and encourages an open-ended approach to creativity and problem solving.*
- *Encourages children to play indoors and freely transfer to outside play areas with chosen activity.*
- *Will enable children, with adult support, to develop individual potential and move towards required learning goals.*
- *Conforms to all relevant safety regulations and is sound and well-made.*

This policy was adopted at a meeting of KEYfs held in October 2016.

Signed on behalf of KEYfs:-

..........*Deb J Manns (Owl)*


KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

RISK ASSESSMENT POLICY

- *Risk assessments are carried out for all areas of KEYfs by the appointed Health and Safety Officer and updated on a termly basis.*
- *New risk assessments are undertaken as and when new risks/scenarios are identified.*
- *Solutions and risks are acted upon immediately.*
- *All staff are aware of the risk assessment policy and made aware that it is their responsibility to reduce the risks of accidents at all times.*
- *Accident forms are reviewed on a regular basis by H&S officer and any amendments to risk assessments are shared with all staff.*
- *Daily safety checks are done inside and out. See safety checks (Appendix 1)*
- *Detailed risk assessments are produced for all areas and used as working documents. They are available to see at the setting.*

This policy was adopted at a meeting of KEYfs held in October 2016.

Signed on behalf of KEYfs:-

....  Deb J Manns (Owl)

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

STUDENT PLACEMENT POLICY


We recognise that the quality and variety of work which goes on in a KEYfs makes it an ideal place for students on placement from school and college childcare courses.

Students are welcomed into KEYfs on the following conditions:-

- *The needs of the children are paramount and therefore a maximum of 2 students will be permitted at any one time.*
- *Students must be confirmed by their tutors as being engaged in a bona fide childcare course that provides necessary background understanding of children's development and activities.*
- *Students will undergo a formal Induction on their first day at the setting.*
- *Students required to conduct child studies or observations will obtain written permission from the parents of the child to be studied.*
- *Students will always obtain permission from KEYfs before conducting any observations.*
- *Any information gained by the students about the children, families or other adults in KEYfs must remain confidential.*
- *All students must undergo an Enhanced DBS check and unrestricted access to children will not be permitted unless clearance has been received.*
- *Students will be required to provide 2 references.*
- *Students will comply with KEYfs's policies.*
- *Student placement will be withdrawn if the MD and staff members have any concerns (pending any inquiry).*

This policy was adopted at a meeting of KEYfs held in October 2016.

Signed on behalf of KEYfs:-

.....  Deb J Manns (Owl)

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

Appendix 1

Daily indoor safety checks.

- Check steps up to hall are not slippery.
- If they are, use a notice advising visitors to use ramp.
- Ensure phone is plugged in.
- Open all curtains.
- Check steps are secure with hooks on either side.
- Ensure front row of chairs are stacked 6 high.
- Close door to table store.
- Check men's toilet (free from intruders) close door on exiting.
- Check ladies toilets, put light on, open doors, check toilet paper / towels and refill if necessary. Check toilets are clean and free from cleaning products.
- Ensure water heater is on marked thermostat setting.
- If heater in ladies needed, ensure guard is there and toilet door secured open tight against wall.
- Ensure main door entrance is locked and chain on.
- Check hall floor for any rubbish, remove as necessary.
- Kitchen, check oven is off, ensure all work surfaces are clean and clear of any cleaning substances.
- Turn on water heater under sink.
- Fit gate to kitchen doorway and close
- Check all fire exits are secure and alarms on.
- Ensure a space between activities so that all activities are accessible by all.
- Ensure clear pathway to toilet along hall wall using barrier.
- Check upstairs room for occupancy and electricity on (off at end of day).
- Ensure wall switch on as indicated above staircase (power for awning).
- Ensure gate at bottom of stairs in place and bolted.
- Check stage door is bolted and alarmed.
- Ensure hand washing units are clean and filled with fresh warm water.

At the end of the session the checklist should be followed in reverse, turning off lights and ensuring the premises are secure when exiting the building.

Checked by _____ on _____

Daily outdoor safety checks and procedures.

The paddock is only available if a member of staff is available to stay outside in the paddock or courtyard. The children must be in earshot and easily seen. Children may play in the courtyard only if a member of staff is present in the back room and available to assist if required.

KEMERTON EARLY YEARS & FOREST SCHOOL C.I.C

- Ensure gate at side of building is secure.*
- Keys are found on hooks by rear committee room door.*
- Hang outdoor bag containing emergency numbers, phone etc is on hook by trellis or under water-play canopy if wet.*
- Check water is clean in water-play area and all containers are emptied of rain water in courtyard and paddock.*
- Wash down surfaces soiled by birds using hard brush and Milton solution.*
- Check area for sharp or hazardous objects.*
- Check all sand play areas are clean and remove covers to set places.*
- Sweep leaves etc off steps and walls to avoid slipping.*
- If the weather is hot and sunny, erect the sun canopy.*
- All children to wear sun hats and appropriate clothing.*
- All adults and carers to be reminded regularly about the application of sun cream, before attending KEYFS.*
- Fill outdoor mobile washbasin with hot water.*
- Dry slides and rocking horses with old towel (children may help with this).*
- Provide water to rinse hands and feet/wellies of sand by the gate before the steps.*
- Children should wear wellies or have bare feet in the sand pit (weather dependent).*
- Wellies and waterproofs to be worn in very wet conditions. Outdoor shoes may be worn in courtyard, on the astro-turf and dry grass.*
- Secure gate in open position when children are in the paddock.*

Check carried out by on