

Honeypot Nursery: Policies and Procedures

Updated: November 2025

Our Mission: For Every Child to Succeed

Our Vision

We understand the importance of the early years and are committed to providing a happy, caring, and secure environment. Our goal is to encourage children to learn through play and exploration across a variety of constructive, imaginative, creative, and social activities.

These experiences are designed to enrich each child's development, allowing them to grow at their own pace. We believe that continuity of staff is essential to the wellbeing of every child, especially the very young. Our team brings a wealth of qualifications and experience, with a secure understanding of all areas of children's learning and development.

Our Aims

We strive to:

- Provide warmth, care, and security
- Encourage the development of self-esteem
- Promote positive self-image
- Support children in expressing emotions and coping with fears, anxieties, and challenges
- Offer a high-quality environment that meets both educational and care needs

We achieve this through the joy of play, which supports all areas of development.

Admission Policy

Honeypot Nursery welcomes all children. Places are allocated on a first-come, first-served basis, depending on availability and age.

To apply, parents must complete and return an application form to the Nursery Manager. Due to high demand, we cannot offer places without a clear indication of required days and times. If your schedule changes after a place has been offered, we will do our best to accommodate but cannot guarantee availability.

We accept government funding for eligible children, which provides:

- 15 or 30 hours of free childcare per week for 38 weeks per year, or
- 570 or 1,140 hours stretched across the full year
- Top up fees are not charged for these hours

Attendance Policy

Regular attendance is essential for children to benefit fully from their early education. This policy outlines our expectations and procedures in line with the *Early Years Foundation Stage (EYFS) statutory framework* effective from 1st September 2025.

Aims

- To promote consistent attendance and punctuality.
- To safeguard children by identifying patterns of absence.

- To support families in overcoming barriers to attendance.

Attendance Expectations

- Children are expected to attend all scheduled sessions unless unwell or in exceptional circumstances.
- Parents/carers must inform the nursery of any absence by 9:00am on the day, stating the reason.
- Absences can be reported via phone, text, email, or in person.

Monitoring and Follow-Up

- Attendance is recorded daily and monitored weekly.
- If a child is absent without notification, the nursery will contact the primary care giver via text.

Persistent Absence

- A meeting will be arranged with parents/carers to discuss concerns and offer support.

Safeguarding and Welfare

- Unexplained absences may indicate safeguarding concerns.
- All staff are trained to recognise signs of neglect or abuse and will follow the nursery's safeguarding procedures accordingly.

Curriculum

At HoneyPot, we focus on five key aims to help children feel safe, secure, and ready to grow:

- **Ready to Learn:** Children are confident and emotionally prepared to engage
- **Resourceful:** Children show initiative and use varied strategies to learn
- **Reflective:** Children learn from mistakes and understand their progress
- **Reciprocal:** Children collaborate and support one another
- **Resilient:** Children persevere through challenges

We plan our environment and curriculum using the Early Years Foundation Stage (EYFS) Framework, which guides children's play, learning, and development. Progress is assessed and shared via our secure online learning journal, accessible with your personal login.

EYFS Framework Includes:

- Legal welfare requirements to ensure safety
- Seven areas of learning and development
- Ongoing assessments of progress

The Seven Areas of Learning

Prime Areas (developed first and foundational to future learning):

- Personal, Social & Emotional Development: Building relationships, confidence, and emotional awareness
- Physical Development: Enhancing movement, coordination, and healthy choices
- Communication & Language: Developing expression, listening, and understanding

Specific Areas (built upon the prime areas):

- Literacy: Linking sounds and letters, reading, and writing
- Mathematics: Counting, calculating, and understanding shapes and measures
- Understanding the World: Exploring people, places, technology, and the environment
- Expressive Arts & Design: Creating and expressing through art, music, movement, and role-play

If your child attends another setting, we will collaborate with them to support your child's development holistically.

Equal Opportunities Policy

At Honeypot Nursery, we are committed to creating an inclusive environment where every child and carer is treated fairly and as an individual.

We aim to:

- Celebrate diversity by encouraging children to explore and learn about different cultures and religions through nursery activities
- Provide experiences and resources that promote positive role models and broaden children's understanding of the world
- Challenge discriminatory behaviour and attitudes in a constructive and respectful manner
- Ensure every child has the opportunity to integrate into their community free from bias or prejudice
- Reflect equality through the toys, materials, and activities we offer
- Encourage families to share significant cultural or religious events celebrated at home
- Supporting Children with English as an Additional Language (EAL)

We recognise and support the needs of children whose home language is not English by:

- Recording language preferences on the registration form and informing the child's key person
- Creating opportunities for children to use their home language in play and learning
- Working closely with parents to understand and support communication challenges that may affect behaviour
- Promoting a multicultural and multilingual environment with bilingual educational resources
- Accessing support from the Ethnic Minority Achievement Service (EMAS) when appropriate

Settling In Policy

To help your child feel secure and confident in their new environment, we offer a minimum of two settling-in visits before their official start date.

- Visit 1: You and your child are invited to explore the nursery, meet the staff, especially your child's key person, and ask any questions. You'll also complete the registration form.
- Visit 2: Your child attends a short session without you. If additional visits are needed to support their transition, we're happy to arrange them.

We kindly ask that you:

- Remain positive when leaving your child, as children can easily sense anxiety
- Collect your child a few minutes early during the first few sessions to help them feel secure
- Learn staff names and encourage your child to talk about their nursery experiences
- Feel free to call or text us at any time for updates or reassurance

Transition Policy

When your child is ready to move to the next age group, their key person will work closely with you to repeat the settling-in process. Your child will already be familiar with other staff and children, making the transition smooth and natural.

For children moving on to school or another setting:

- We will share your child's development records
- You can download their learning journey to pass on to the new setting
- Our staff attend transition meetings with local schools and encourage Reception teachers to visit the nursery to support a positive transition

The Role of the Key Person

Your child's key person plays a vital role in their nursery experience. They will:

- Welcome you and your child, introduce you to staff, parents/carers, and other children
- Lead settling-in visits alongside the room deputy, discussing routines such as sleep and feeding
- Address any concerns or questions you may have
- Monitor and communicate any changes in your child's behaviour
- Keep you informed about your child's daily activities (e.g., meals, sleep, play)
- Maintain and share up-to-date records and observations of your child's development
- Build a strong, trusting relationship with you and your child throughout their time at nursery
- Liaise with external agencies when needed (e.g., Area SENCO, Health Visitor)
- Support children with Individual Education Plans in collaboration with the Nursery SENCO

Parental Involvement & Support Policy

At Honeypot Nursery, we believe:

"Parents are the primary educators of their children and should be actively involved in all aspects of nursery life. By working in partnership with families, we aim to strengthen parental responsibility, enhance the enjoyment of parenting, and deepen understanding of child development."

We are committed to supporting and involving parents through the following:

- Open Communication
We operate an open-door policy. You are welcome to speak with staff or your child's key person at any time. If immediate discussion isn't possible, we'll gladly arrange a convenient time. Translation services or interpreters may be available if English is not your first language.
- Regular Newsletters
A newsletter is issued each half term to keep you informed about current themes, learning topics, and upcoming events.
- Progress Updates
You will receive a detailed progress report twice a year. Appointments are available to meet with your child's key person to discuss achievements, development, and next steps.
- Feedback Opportunities
We value your feedback. It helps us celebrate what we're doing well and identify areas for improvement.
- Online Learning Journal
Each child has a secure online learning journal. You are encouraged to view and contribute to it regularly to stay engaged with your child's learning journey.
- Stay and Play Sessions
Every half term, parents are invited to join their child for a special activity session, offering a chance to experience nursery life firsthand.

Inclusion Policy

SENCO: Kelly Bryant and Emma Stratford who are both Level 3 accredited SEND practitioners

At Honeypot Nursery, our aim is to ensure full inclusion for all children. Every child is assigned a key person who observes and supports their individual learning, development, and care needs.

We are committed to:

- Removing or helping to overcome barriers to learning and participation
- Identifying early signs of additional needs and responding promptly, including involving external agencies and applying for additional funding where appropriate
- Stretching and challenging all children to reach their full potential
- Planning daily to meet each child's unique needs
- Ensuring smooth transitions between rooms or settings by sharing Individual Education Plans (IEPs) and relevant information with parents and key staff

Working in Partnership

Close collaboration between key persons and parents is essential for identifying learning needs and responding effectively to any difficulties. Children requiring additional support are identified as needing "SEN support," which may involve input from the nursery, external agencies, and parents.

Our Commitments

- We follow the Department for Education (DfE) Code of Practice for identifying and assessing special educational needs
- We adhere to the Children and Families Act 2014 and the Equality Act 2010
- We define disability as: *"A physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities."*
- We provide inclusive activities tailored to each child's needs
- Staff maintain confidential records and observations in partnership with parents/carers to monitor progress
- We work closely with external professionals including the area SENCO, therapists, health visitors, psychologists, social workers, paediatricians, and portage workers to support children's specific needs
- We will always seek your consent before contacting external agencies and will support you throughout the process
- The nursery manager ensures staff have access to ongoing training in a wide range of special educational and exceptional needs to continually enhance their skills and knowledge
- Please inform the SENCO or your child's key person of any specific needs your child may have so we can provide the best possible care and support.

The Role of the SENCO

At Honeypot Nursery, the Special Educational Needs Co-ordinator (SENCO) plays a vital role in supporting all children and their families, ensuring that every child's special or exceptional educational needs are identified and met with care and professionalism.

Responsibilities of the SENCO

The SENCO is responsible for:

- Implementing, reviewing, and updating the nursery's inclusion and SEND policies
- Staying informed about changes in legislation, guidance, and codes of practice

- Working closely with parents/carers and key persons to address concerns about a child's development
- Supporting key persons in preparing and reviewing Individual Education Plans (IEPs) and maintaining accurate records
- Liaising with other early years settings your child may attend to ensure continuity of care
- Collaborating with external agencies to access additional support and resources
- Participating in ongoing professional development and training to maintain current knowledge
- Facilitating smooth transitions to school by inviting Reception teachers to visit the nursery and attending transition meetings
- Ensuring that all relevant records are passed on to your child's next nursery or school

The SENCO is available to support you and your child throughout their time at Honeypot Nursery. Please feel free to speak with the SENCO or your child's key person about any specific needs or concerns.

Health Policy

At Honeypot Nursery, the health and wellbeing of all children, staff, and families is our highest priority. To maintain a safe and healthy environment, we are unable to accept children who are unwell.

If your child is ill, they should remain at home. If you're unsure whether they are well enough to attend, please call the nursery before your session begins to avoid an unnecessary journey.

Illness Guidelines

We ask that children stay home under the following circumstances:

- **Chickenpox:** Children must remain at home until all spots are dry and scabbed over (usually 6–7 days). This illness can be harmful to expectant mothers.
- **Conjunctivitis:** Highly contagious and requires treatment from a doctor before returning.
- **Coronavirus (COVID-19):** Please follow current government guidance regarding testing and isolation.
- **Coughs, colds, and sore throats:** Children with sore throats, persistent coughing, or thick green nasal discharge should not attend nursery.
- **Gastric upsets** (vomiting/diarrhoea): Children must stay home for 48 hours after the last episode to prevent the spread of infection and allow recovery.
- **German measles (rubella):** A minimum of 4 days away from nursery is advised from the onset of the rash.
- **Hand, foot, and mouth disease:** Children should not return until spots and blisters have cleared (usually 5 days).
- **Head injuries:** If a child receives a bump to the head during nursery hours, parents will be contacted immediately. If the injury occurred before arrival, the child will not be admitted.
- **Head lice:** No exclusion is required, but prompt treatment is essential.
- **Hepatitis:** Children must be declared fit by a doctor before returning.
- **Impetigo and other infectious skin conditions (e.g., cold sores):** Children should remain at home until scabs have cleared or 48 hours after starting treatment.
- **Measles:** At least 7 days exclusion from the onset of the rash is recommended.
- **Meningitis:** Children must be declared fit by a doctor. We will follow advice from the local Health Authority.
- **Mumps:** Children should stay home for 7 days or until swelling subsides and temperature returns to normal.
- **Polio:** Children may return only once fully recovered, in consultation with the Health Authority.
- **Scabies:** Requires immediate treatment. Children may return after treatment is completed.

- **Scarlet fever:** Children may return 24 hours after starting appropriate antibiotic treatment.
- **Slapped cheek disease:** Children should remain at home until fully recovered due to risks to expectant mothers.
- **Threadworms:** No exclusion is required, but prompt treatment for the whole family is necessary. Please inform the nursery.
- **Tuberculosis:** Children may return only once fully recovered, in consultation with the Health Authority.
- **Whooping cough:** Children must stay home until fully recovered and treatment is complete.

If any member of your household has one of the above illnesses, please be aware that your child may still be incubating the illness and could pose a risk to others.

In cases where medical advice varies, we will make an informed decision based on the best interests of all children and staff.

Administration of Prescribed Medication

- Medication that can be administered outside nursery hours should be given at home.
- Prescribed medication required during nursery hours must be clearly labelled with:
 - Your child's full name
 - Name of the medication
 - Dosage and time to be administered

You will be asked to complete and sign a medication authorisation form. Medication will be administered by a senior member of staff, with a second staff member present. Both will sign the form to confirm the time and dosage given.

Antibiotics: Children must remain at home for the first **48 hours** after starting antibiotics to allow time for the medication to take effect.

Non-prescription medication: We do not administer non-prescription medication under any circumstances.

Food and Nutrition Policy

At Honeypot, we are dedicated to fostering healthy eating habits and integrating nutrition into our daily curriculum. In line with the updated *Early Years Foundation Stage (EYFS) statutory framework* effective from 1st September 2025, we kindly ask parents and carers to provide a nutritious packed lunch for their child.

Packed Lunch Guidelines

To support your child's wellbeing and development, we encourage packed lunches to include:

- A starchy food such as bread, pasta, rice, or wraps
- At least one portion of fruit or vegetables
- A source of protein like meat, eggs, beans, lentils, or fish
- A dairy item such as cheese, yoghurt, or a suitable non-dairy alternative

We kindly ask that confectionery items such as sweets, chocolate bars, and cakes are not included.

Food Safety and Storage

As our temporary nursery does not have refrigeration facilities, please help us keep food fresh and safe by:

- Using an insulated lunch bag or box clearly labelled with your child's name
- Including an ice pack for perishable items
- Sending warm meals in a child-friendly food flask designed to retain heat

To reduce choking risks

- Cut grapes and cherry tomatoes lengthwise, then into quarters
- Slice cocktail sausages into lengthwise strips

What We Provide

Throughout the day, we offer a variety of healthy snacks, which may include:

- A selection of fruit
- A selection of vegetables
- Healthy dips
- Milk or water. Please note, we are a squash-free setting

Our staff are trained in paediatric first aid and are prepared to respond appropriately to any choking incidents.

Allergies and Dietary Requirements

To ensure the safety and inclusion of all children:

- We are a nut-free setting – please avoid any items containing nuts
- Please inform us of any allergies, dietary needs, or cultural preferences
- This information is collected during registration, but we ask that you notify us of any updates or changes

Intimate Care Policy

At Honeyptot Nursery, we are committed to supporting each child's care and welfare in line with their individual needs. We recognise that all children benefit from consistent, familiar carers who help them grow with confidence and self-assurance. Physical reassurance such as cuddles, encouragement, and gentle support is sometimes essential to help children feel safe and secure.

What Intimate Care Involves

Intimate care routines are a vital part of the nursery day and may include:

- Nappy changing
- Supporting children with toileting
- Changing clothes when necessary
- Administering first aid
- Providing specialist medical support

To protect each child's privacy and dignity, these routines are carried out on a one-to-one basis whenever possible and ideally by the child's key person.

Safeguarding and Support

We aim to ensure the safety and wellbeing of every child during intimate care routines, while also supporting staff to carry out their responsibilities confidently and appropriately. We do this by:

- Promoting consistent, caring relationships through our key person system and ensuring parents understand how it works
- Ensuring all staff involved in intimate care have enhanced DBS checks
- Providing training in appropriate methods for intimate care, including access to specialist training such as first aid and medical support
- Conducting thorough inductions for new staff to ensure they understand nursery procedures related to intimate care
- Working closely with parents on all aspects of their child's care and education, especially when specialist support is required

If a child needs specific care or medical support, we will arrange a meeting with the parent to gather all relevant information. This ensures our staff can meet the child's needs safely, respectfully, and effectively.

Notifiable Diseases Policy

At Honeypot Nursery, we are required to notify the Consultant in Communicable Disease Control (CCDC) at the local Health Authority if we have a confirmed or suspected case of any notifiable disease.

If your child is absent due to illness, it is important that you inform the nursery as soon as possible so we can take appropriate action.

List of Notifiable Diseases

Anthrax	Cholera
Diphtheria	Encephalitis (Acute)
Food poisoning (or suspected food poisoning)	Haemorrhagic fever (viral)
Hepatitis (A, B, C, D, E)	Leprosy
Leptospirosis	Malaria
Measles	Meningitis (viral, bacterial, fungal)
Meningococcal septicaemia (without meningitis)	Mumps
Ophthalmia neonatorum	Paratyphoid fever
Plague	Poliomyelitis (Acute)
Rabies	Relapsing fever
Rubella	Scarlet fever
Smallpox	Tetanus
Tuberculosis	Typhoid fever
Typhus	Whooping cough
Yellow fever	

Action Plan in Case of an Outbreak

If a case of any notifiable disease is confirmed or suspected within the nursery, we will take the following steps:

- Notify all parents and visitors to the nursery
- Carry out a deep clean of the premises
- The College Health and Safety Manager and Nursery Manager will complete a formal report
- The report will be submitted to Ofsted and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- A copy of the report will be made available to parents upon request

This policy ensures we respond quickly and responsibly to protect the health of all children, staff, and families in our care.

Managing Behaviour Policy

At Honeypot Nursery, we focus on supporting positive behaviour through understanding, consistency, and care rather than discipline. Our approach is rooted in promoting emotional wellbeing, self-esteem, and respectful relationships, through our 'Nursery Values'.

Lead Practitioner for Behaviour Management: Kelly Bryant

Staff have received behaviour management training, which is regularly reviewed and updated.

Our Approach

We aim to create a safe, supportive environment where children feel valued and understood.

We:

- Encourage and acknowledge positive behaviour consistently
- Promote self-esteem by helping children value and respect themselves and others
- Establish clear, safe boundaries through our nursery values
- Model positive behaviour through staff interactions
- Engage older children in discussions about behaviour and choices
- Support children in developing the language to express their emotions
- Offer stimulating and engaging activities to reduce frustration and boredom
- Provide materials and opportunities for children to explore and express their feelings through play
- Create a caring and inclusive environment where every child is accepted as they are
- Offer one-to-one attention to support emotional regulation
- Respond to incidents of unwanted behaviour calmly and respectfully

Reflection and Support

For older children, reflection time may be used to help them consider their actions. Where appropriate, children are encouraged to apologise and make amends.

If unwanted behaviour becomes persistent:

- Staff will record and report concerns to parents promptly and accurately
- Observations will be carried out to identify patterns or triggers
- An Individual Behaviour Plan (IBP) may be developed in collaboration with parents
- Support and guidance may be sought from external professionals if needed

Our goal is to work in partnership with families to support each child's emotional development and wellbeing.

Superhero and Gun Play Policy

We believe children should be free to express their feelings, ideas, and imaginations through play. In line with the UN Convention on the Rights of the Child, Article 13: Freedom of Expression and Article 31: Right to Play, Leisure, and Cultural Activities, we support imaginative play as a vital part of children's development.

Understanding Superhero and Gun Play

We recognise that children may be influenced by superhero and gun-themed play through exposure to television, video games, and family members, including those in the armed forces. Rather than discouraging this type of play, we aim to guide it in a safe and constructive way.

Positive Aspects of Superhero and Gun Play

When supported appropriately, this play can help children:

- Explore and express emotions
- Safely act out scenarios they've seen or imagined
- Develop empathy and kindness
- Understand concepts of good and bad, fostering moral and social development

Boundaries and Support

To ensure a safe and inclusive environment:

- Clear physical and verbal boundaries are established and consistently reinforced

- Staff actively support children in recognising and respecting these boundaries
- Children are encouraged to play independently and safely, enhancing their enjoyment and confidence
- Staff provide space for children to problem-solve and negotiate during play, intervening only when necessary or invited
- Discussions are used to extend learning and deepen understanding in a respectful and age-appropriate manner.

Health and Safety Policy

We believe that safety is paramount. Every child has the right to a safe, hygienic, and healthy environment. We regularly inspect and assess our setting to ensure compliance with the Early Years Foundation Stage (EYFS) welfare requirements.

Risk Assessment

- Risk assessments are conducted throughout the nursery and outdoor areas to identify and minimise potential hazards.

Entrance Security

- The entrance is always kept secure.
- Only staff members may open the door to admit parents, children, or visitors.
- All visitors must sign the visitor book upon arrival.

Fire Safety

- Fire escapes are kept clear of obstruction. All staff are familiar with emergency exit locations and procedures.
- Fire safety equipment is inspected annually by the Fire Safety Officer.
- Fire alarms are tested weekly by the Estates team.

Equipment Safety

- Equipment inventories are maintained and risk assessed as needed.
- All equipment meets British Safety Standards and is safe, clean, hygienic, and age appropriate.
- Damaged or hazardous items are reported immediately to a deputy.

Electrical Safety

- All electrical appliances undergo annual Portable Appliance Testing (PAT).

Furniture

- No more than four chairs may be stacked together to prevent injury or instability.

Cleaning and Hazardous Substances

- All cleaning substances are subject to COSHH assessments and stored securely.
- Hazardous materials are locked away in designated areas.

Hot Substances

- Hot substances are not permitted in rooms occupied by children.

Floor Safety

- Floors are kept clean and non-slip.
- In the event of a spill or flood (e.g., water tray or bathroom), children are relocated while the area is cleaned.

Nappy Changing Procedure

To prevent cross-infection, staff follow strict hygiene protocols:

1. Prepare the changing area with couch roll if needed.
2. Never leave a child unattended during changing.

3. Dispose of nappies, wipes, and couch roll in the nappy bin.
4. Clean the changing area with antibacterial disinfectant.
5. Avoid touching surfaces until hands are washed.
6. Wash hands thoroughly with soap.

Older children and larger babies are changed on a floor mat to reduce staff back strain, following the same procedure.

Garden Safety

- Before outdoor play, staff ensure the gate is locked and equipment is safe.
- Children are supervised at all times.
- Bikes and small equipment are stored safely when not in use.
- The climbing frame is checked before each use and limited to eight children at a time.

Outings

- Please refer to the separate Outings Policy for full details.

Accidents

- All accidents are recorded electronically, signed and witnessed by staff.
- Parents are notified via email and asked to sign the report.
- Each incident is reviewed to determine if changes are needed to prevent recurrence.

Bodily Fluids

Staff follow strict procedures to minimise infection risk:

- Wear gloves and aprons.
- Isolate the area during cleaning.
- Clean with antibacterial solution.
- Dispose of waste in yellow clinical sacks.

Smoking and Vaping

- The nursery is a strictly no smoking and no vaping environment.

Sun Protection Policy

We are committed to safeguarding every child's health and well-being. During the summer months, we implement the following measures, alongside your support, to protect children from the harmful effects of sun exposure:

Sun Cream and Hats

- Parents are asked to apply once-a-day sun cream to their child before arriving at nursery.
- A spray-on sun cream should be left at nursery for reapplication during the afternoon session.
- Consent for staff to apply sun cream is requested on the Nursery Registration Form.
- Children should arrive wearing a sun hat. Spare hats are available at nursery if needed.

Appropriate Clothing

To ensure comfort and protection:

- Children should wear knee-length shorts or skirts, and tops that cover the stomach, back, and shoulders.
- Vests and strappy tops are discouraged.
- Footwear should be flat and sensible, no flip-flops, please.

Outdoor Play Schedule

- Outdoor play is prioritised before 11:00 AM and after 3:00 PM.
- Outdoor activity is reduced during peak sun hours over lunchtime.

Fire and Emergency Procedure

To ensure the safety of all children, staff, and visitors, the nursery follows a clear and consistent emergency procedure.

Fire Drills

- Fire drills are conducted **once every term** to familiarise both staff and children with the evacuation process.
- These drills help ensure everyone knows how to respond calmly and efficiently in the event of an emergency.

In the Event of a Fire Alarm

Evacuation

- Upon hearing the fire alarm, staff will lead children quickly and calmly to the nearest safe assembly point using the designated evacuation routes.
- Staff will ensure that all doors are closed behind them to help contain any potential fire.

Headcount and Registers

- Designated deputies will bring the nursery registers and conduct a roll call to confirm that all children, staff, and visitors are accounted for.

Re-entry

- No one will re-enter the building until the Fire Warden has confirmed that it is safe to do so.

Long-Term Evacuation

- In the event of a prolonged evacuation or if the building cannot be re-entered, parents will be contacted immediately using the emergency contact details provided.

Procedure in the Event of a Missing Child

While this situation has never occurred, it is a requirement under Ofsted guidelines to inform all parents of the procedures we will follow should a child go missing.

Immediate Response

- The likelihood of safely locating a missing child increases significantly if their absence is identified quickly.
- Staff must remain calm and act swiftly to initiate the search.

Systematic Search

- The group leader is responsible for both the missing child and the safety of the remaining children.
- Without causing alarm, staff may ask children if they have seen the missing child.
- Confirm that all staff are present and aware of the situation.
- Establish who last saw the child, when, and what they were doing.
- Search all rooms and outdoor areas of the nursery thoroughly.
- Assign staff to search designated areas and exits of the wider premises (e.g., College grounds).
- Notify reception and caretakers to check security camera footage for any signs of the child leaving the premises or moving through other areas.

Contacting Parents

- Parents will be contacted promptly and sensitively, with reassurance and support provided.
- If the child may be attempting to return home, staff will advise parents and, if within walking distance, a staff member may go on foot to intercept the child.
- A full internal investigation will be conducted.
- Ofsted will be notified and may carry out their own investigation.

Contacting the Police

- The police will be informed immediately once it is confirmed that the child is missing.
- Their resources and expertise are vital, and time is of the essence.

Incident Documentation

- Staff will begin recording details of the incident as soon as possible.
- The record will include:
 - The last confirmed sighting of the child
 - Any unusual behaviour observed that day
 - Relevant details about other children or staff

Informing Other Parents

- Other parents will be given brief, accurate information as soon as possible to prevent speculation and misinformation.

When the Child is Found

All involved—staff, parents, and others—may experience intense emotions. It is important to respond with care and understanding:

- The child may have felt frightened or confused and will need comfort and reassurance.
- They may not realise they did anything wrong.
- The incident provides an opportunity to reinforce safety rules and the importance of staying within the nursery premises.

Outings Policy

We are committed to ensuring that all outings are safe, well-organised, and enriching experiences for children. The following procedures are in place to safeguard children and support staff during off-site activities.

Pre-Trip Preparation

- A risk assessment is completed prior to every outing.
- If visiting a park, staff ensure that play equipment is safe and age appropriate.
- The correct staff-to-child ratio is maintained at all times.

Before Departure

Staff will:

- Check all registration forms for parental/carer consent.
- Inform the manager of the destination, expected return time, names of attending staff and children, and provide a contact mobile number.
- Ensure children are dressed appropriately for the weather (e.g., coats, sun hats, waterproofs).

Items to Bring

Staff will carry:

- A fully stocked first aid kit
- A nursery mobile phone which includes emergency contact details for each child
- Any prescribed medication and corresponding consent forms
- A current register of attending children

Road Safety

- The Green Cross Code will be taught and reinforced as a valuable learning opportunity during the outing.

Upon Arrival

- Staff will assess the area for safety before allowing children to enter.

- If hazardous items (e.g., broken glass, needles) are found, staff must not enter. The group will return to nursery, and the issue will be reported to the City Council.
- Staff will wear gloves when clearing minor obstructions or rubbish.
- Each staff member will be assigned key children for whom they are responsible throughout the outing.
- Staff will be strategically positioned to supervise all areas.
- Regular headcounts will be conducted to ensure all children are accounted for.
- If the area becomes too crowded or there are any safety concerns, staff will contact the manager and return to nursery immediately.

Accidents During Outings

If a child has an accident, staff will follow the same procedures as in nursery:

- Administer appropriate first aid
- Complete the electronic accident form upon return to nursery

Child Protection Statement

A full copy of the College's Child Protection Policy is available upon request.

The welfare of every child in our care is paramount. We are fully committed to safeguarding and promoting the well-being of all children, ensuring a safe, nurturing, and inclusive environment.

Designated Safeguarding Leads

The senior Child Protection Officers are:

- Cathy Roberts
- Kelly Bryant
- Emma Morley
- Emma Stratford

All nursery staff have completed safeguarding training, with designated officers receiving advanced training through the Portsmouth Safeguarding Children Partnership.

Prevent Duty

As an Early Years provider, we are subject to the Prevent Duty under Section 26 of the Counter Terrorism and Security Act 2015. All staff have completed Prevent awareness training to help identify and respond to concerns about radicalisation. Where concerns arise, we follow standard safeguarding procedures and contact the Multi Agency Safeguarding Hub (MASH) or the Police.

We promote British values and build children's resilience to radicalisation by:

- Providing a safe and inclusive environment
- Supporting personal, social, and emotional development
- Embedding values through our curriculum

Safeguarding Procedures

We implement the following safeguarding measures:

- All staff, students, and volunteers must complete Disclosure and Barring Service (DBS) checks. Employment is conditional on satisfactory DBS, health, and reference checks.
- Injuries sustained outside of nursery are recorded on an existing injuries form, signed by the parent/carer with an explanation of the injury.
- Parents are asked to disclose any involvement with Social Care, including Early Help Assessments (EHA), Child Protection Plans, or Child in Need Plans. Additional documentation and monitoring are required for children under social care intervention.
- Staff mobile phones are prohibited in nursery rooms. Devices are stored securely and signed in/out daily. Visitors must follow the same protocol.

- Only nursery-issued tablets and mobile phones may be used for capturing and uploading observations.
- Parents/carers provide written consent for photographs used in learning journals and marketing materials.
- Photos are deleted from devices once uploaded.

Staff Training

All staff receive training in the four categories of abuse:

- Physical
- Sexual
- Neglect
- Emotional

This training equips staff to identify concerns and take appropriate action to protect children.

Reporting Concerns

If a staff member has serious concerns about a child's welfare, they must report it to the Nursery Manager/DSL. This may lead to contact with MASH, who will investigate any safeguarding concerns, and the child's parents/carers will be notified.

MASH will also be contacted if:

- A child is not collected within 15 minutes of nursery closing
- All efforts to contact parents/guardians have been unsuccessful

We follow the safeguarding procedures outlined by HIPS (Hampshire, Isle of Wight, Portsmouth, and Southampton).

Allegations Against Staff

If an allegation is made against a staff member:

- The individual will be suspended pending investigation
- Support will be provided by the College, Nursery Manager, and the Local Authority Designated Officer (LADO)

Online safety

We recognize that digital technology is increasingly part of children's lives, even in early years settings. To ensure children's safety online, we implement the following measures:

Safe Use of Technology

- Only nursery-issued tablets and mobile phones are used for educational purposes and capturing observations.
- All devices are password-protected and monitored regularly.
- Internet access is filtered to block inappropriate content.
- Children are supervised at all times when using digital devices.

Staff Responsibilities

- All staff complete online safety training as part of their safeguarding induction.
- Staff model safe and responsible use of technology.
- Personal devices are prohibited in nursery rooms and stored securely.

Parental Engagement

- Parents/carers are informed about our online safety practices.
- Guidance is provided on safe technology use at home.
- Consent is obtained for any digital content shared externally.

Data Protection and Privacy

- Children's images and personal data are handled in accordance with GDPR.
- Photos are deleted from devices once uploaded to secure platforms.
- No child-identifiable content is shared on public platforms without explicit consent.

Responding to Online Safety Concerns

- Any concerns about online content, contact, or conduct are treated as safeguarding issues.
- Staff report incidents to the Designated Safeguarding Lead (DSL).
- Where necessary, concerns are escalated to MASH or the Police.

Promoting Digital Resilience

We help children begin to understand basic online safety concepts through age-appropriate stories, play, and discussions. This supports their personal, social, and emotional development and aligns with our Prevent Duty responsibilities.

Whistleblowing Policy

We are committed to maintaining a culture of openness, accountability, and transparency. All staff are encouraged to raise concerns about poor practice, misconduct, or safeguarding issues without fear of reprisal.

- Concerns should be reported to the Nursery Manager or a Designated Safeguarding Lead
- If the concern involves senior staff, it may be escalated to the College leadership or LADO
- Reports will be treated confidentially and investigated promptly
- Staff will be protected from victimisation or dismissal for raising genuine concerns

Whistleblowing is a vital part of safeguarding and helps ensure the highest standards of care.

Useful Contacts

- Social Care: 023 9283 9111
- Out of Hours: 0845 6004 555
- PCC Head of Early Years: 023 9265 1395
- Ofsted: 0300 123 4666
- LADO (Lydia Bowles): 023 9243 7648
- Multi Agency Safeguarding Team (MASH):
Daytime: 0845 671 0271 or Out of Hours: 0300 555 1373

Climate Change and Sustainability Policy

We aim to educate young children about caring for the planet, reduce our carbon footprint, and embed eco-friendly practices throughout our nursery operations.

Guiding Principles

- Lead by example in promoting sustainable habits.
- Empower children to understand and respect the natural world.
- Engage families and staff in climate-conscious practices.

Environmental Commitments

We aim to:

- **Reduce energy consumption** by using energy-efficient lighting and appliances.
- **Minimize waste** through recycling, composting, and reducing single-use plastics.
- **Promote sustainable transport** by encouraging walking, cycling, or carpooling.
- **Use eco-friendly products** for cleaning, art, and play.
- **Maintain green spaces** and involve children in gardening and nature-based activities.

Curriculum Integration

Children will:

- Learn about nature, seasons, and weather through play and exploration.
- Participate in activities that promote environmental awareness (e.g., recycling games, nature walks).
- Celebrate events like Earth Day and Eco Week to reinforce climate-friendly values.

Staff Responsibilities

- Staff will model eco-friendly behaviour and encourage children to do the same.
- Share tips and resources with families to support sustainable living at home.

Data Protection Policy

To provide a high-quality early years and childcare service and to comply with legal requirements, we collect and process personal information about children and their families. We take privacy seriously and are committed to handling all data in accordance with the UK General Data Protection Regulation (GDPR).

Our Commitment

We process personal data in line with the seven key principles of GDPR:

1. **Lawfulness, Fairness, and Transparency**

We collect personal data for legitimate reasons and clearly explain what we collect and why.

2. **Purpose Limitation**

Data is used only for the specific purpose for which it was collected. We do not use personal data for unrelated marketing or services.

3. **Data Minimisation**

We only collect the data necessary to fulfil our responsibilities.

4. **Accuracy**

We ensure data is accurate and up to date. Parents are asked to review and confirm their information annually.

5. **Storage Limitation**

Data is retained only for as long as necessary to meet legal or operational requirements.

6. **Integrity and Confidentiality**

We protect personal data with appropriate security measures and restrict access to authorised individuals only.

7. **Accountability**

We maintain records to demonstrate compliance with data protection laws.

The College is registered with the Information Commissioner's Office (ICO), the UK's independent authority for data rights and privacy.

What We Collect and Why

We collect personal data from parents and carers to deliver our childcare services. This includes information required by:

- The Early Years Foundation Stage (EYFS) statutory framework
- Ofsted
- The Department for Education
- The Local Authority

A full explanation of how we use your data is available in the College Privacy Notice.

We ask parents to respect the confidentiality of any sensitive information they may learn about other children or families, unless it relates to a safeguarding concern.

Subject Access

You have the right to view records held about your child. Requests must be made in writing and will be fulfilled within one month. We also ask parents to regularly review and update their information.

Data Storage

- Paper records are stored securely in locked filing cabinets.

- Electronic records, including photos and videos, are stored in password-protected files with firewall and antivirus protection.
- Written consent is obtained before storing digital media.

Information Sharing

We may share information:

- With other childcare providers if your child attends multiple settings
- With Portsmouth City Council for early years funding and entitlements
- With Ofsted, who may request access to records at any time

We will not share personal data without your consent unless required by law or in the case of a child protection concern.

We only share information when it is in the child's best interest, such as in medical emergencies or safeguarding situations. Where possible, we will discuss concerns with parents before making referrals.

Safe Disposal of Data

We retain data only for the legally required period after a child leaves the setting. A review plan is in place to ensure secure and appropriate disposal of all records.

Suspected Data Breach

If we suspect that personal data has been accessed unlawfully:

- Affected parties will be informed immediately
- The breach will be reported to the ICO within 72 hours
- A record of the breach will be maintained

Contact

If you have any concerns about how your data is being handled, please contact:

College Data Protection Officer - dpo@copc.ac.uk

Late Collection Procedure

If a parent fails to collect their child and cannot be reached, Nursery staff will follow these steps:

1. Initial Contact Attempt

- If the parent has an answerphone, staff will leave a detailed message including the child's name, time of call, and reason for contact.
- The message will request immediate contact with the Nursery.

2. Emergency Contacts

- If there is no response within 10 minutes, staff will begin contacting the emergency contacts listed on the child's registration form.
- If an emergency contact is available to collect the child, staff will leave a message for the parent indicating who will be collecting the child.
- A detailed record of all actions and communications will be maintained.

3. Continued Attempts

- If no emergency contact can be reached, staff will continue attempting contact every five minutes.
- The parent's answerphone will be updated regularly with status updates.

4. Escalation

- If the child remains uncollected 15 minutes after the official closing time and all contact attempts have failed, the Nursery will contact MASH (Multi-Agency Safeguarding Hub).
- Staff will continue trying to reach the parent and keep the answerphone updated.

5. Awaiting Instructions

- Staff will remain with the child until further instructions are received from MASH.

6. Reporting

- A full written report of the incident will be prepared and submitted to Ofsted.

Confidentiality Policy

The Nursery is committed to maintaining the highest standards of confidentiality. Under no circumstances will information regarding staff, students, children, or parents be disclosed to unauthorized individuals.

Record Keeping

- Staff maintain records and observations in collaboration with parents to support each child's individual development.
- All documentation is handled in strict confidence and in full compliance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

Communication

- This policy applies to all conversations between staff and parents, whether formal or informal.
- Staff are expected to uphold confidentiality at all times, including during casual discussions.

Photography

- Photographs of children are taken solely for educational displays and developmental observations.
- Only nursery-issued tablets or mobile phones may be used for photography.
- Staff are strictly prohibited from using personal cameras or mobile phones to take photographs of children.
- Personal mobile phones are not permitted in nursery rooms.

What to Do If You Have a Concern

We are committed to providing a safe, nurturing, and responsive environment for all children. If you have any concerns or complaints regarding your child's care or the nursery provision, please follow the steps below:

Step 1: Speak to a Staff Member

- In the first instance, please speak with the **Room Deputy**.
- Alternatively, you may contact the **Nursery Manager** directly.

Step 2: Submit a Formal Complaint

- Formal complaints should be submitted **in writing**.
- All concerns will be handled **promptly** and **confidentially**.
- Complaints will be **logged, fully investigated**, and responded to **in writing within 28 days**.

Step 3: Contact Ofsted (if needed)

If you prefer not to speak with nursery staff or feel your concern requires external support, you may contact the **Ofsted Early Years Team**:

Telephone: 0300 123 1231

Email: enquiries@ofsted.gov.uk