

Policy Documents

April 2026



Shirenewton Preschool

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Active Play / Physical Activity Policy

Introduction:

A lack of physical activity is a major contributing factor to increasing levels of childhood obesity and associated health problems. In response to these concerns, the Welsh Government launched the **'Creating an Active Wales'** action plan in 2009 which outlines ways to increase physical activity levels across all parts of society including children.

This policy centres on active play and physical activity and will enable pre-schools to link the positive effects that active play and physical activity can bring to children's physical, mental and emotional wellbeing. It will support the setting to encourage all young children to be active to a level appropriate for their ability as well as developing fundamental skills such as: walking, jumping, balancing, throwing etc. The concept of physical literacy can also play a significant role in developing young children's motivation, confidence, physical competence and knowledge and understanding of their own physical capabilities.

The policy is designed to be inclusive and to offer appropriate opportunities for all children.

Important points to remember when introducing a new Active Play and Physical Activity policy in your setting:

- The whole community should be consulted about the policy
- The policy must be agreed by the manager / committee
- The policy should be consistent with other policies
- There is a named person responsible for the policy

ESTYN:

"For young children, play and active learning are paramount in developing children's confidence to experiment and explore, take risks, think creatively and imaginatively, solve problems and make decisions."

"When evaluating the extent to which children feel healthy, inspectors may consider whether children have a secure understanding of how they become healthy, both through what they eat and the physical activity they undertake."

“Inspectors should consider whether the setting has appropriate arrangements to encourage children to be healthy, including how well the setting provides for the physical development of children. This depends upon proper nutrition, sufficient exercise, appropriate hygiene, safety and healthy choices.”

CIW:

“Quality of life: This includes rights and control, fulfilment, physical wellbeing and emotional wellbeing.”

“Quality of the environment: This theme recognises the importance of environment in promoting wellbeing and independence. It covers ambience, accessibility, facilities and safety.”

What are the guidelines?

A recent report from the Chief Medical Officers **‘Start Active, Stay Active’** provides guidelines for physical activity and active play for children from birth until they are five.

- Infants who cannot yet walk unaided should be encouraged from birth, particularly through tummy time floor based play and water-based activities in safe environments;
- Pre-school children who can walk unaided should be physically active daily for at least 180 minutes (3hours) **spread throughout the whole day**;
- All children aged under five should minimise the amount of screen time and time spent being sedentary (restrained or sitting) for extended periods (except time spent sleeping).

Adults in the early years setting are important role models and their involvement in physical activity and play will encourage young children to be more active and enjoy their interactions, which will stimulate further participation. Parents / carers can also incorporate physical activity into daily routines, being active together, having fun, indoors as well as outside.

At Shirenewton Preschool we are committed to encouraging our children to lead active and healthy lifestyles. We believe that regular physical activity during the early years provides immediate and long-term benefits for physical and psychological wellbeing.

We encourage a whole community approach to active play and physical activity. All staff will participate and encourage children to participate in physical activity and active play provided during their time at the setting. We work in partnership with the local Healthy Pre-school Scheme, Foundation Phase Advisors, Community Sports Organisations, local primary school etc.

Aims:

- To ensure physical activity and active play become integral to the overall value system of the setting and a common thread of best practice runs through the provision, the curriculum, the setting environment and links with the wider community where possible.
- To ensure that children, staff, parents, managers and members of the wider community are stakeholders and contribute to the aims and objectives of this policy.

- To increase activity levels of children through the provision of a supportive environment conducive to the promotion of physical activity.
- To raise awareness of the need to be physically active, active travel and active play in order to maintain a healthy lifestyle

Objectives:

- To offer a broad range of safe, stimulating indoor and outdoor sports, play and recreational activities appropriate to the age and ability of all children who attend the setting.
- To ensure that all physical activity and physical play is inclusive and/or a disability specific alternative is available.

Managing Risk

Although managing risk specifically refers to play provision, there are elements of risk associated with physical activity. Staff are aware that in order for children to learn about managing risks associated with physical activity, the provision aims to respond to these needs and wishes by offering stimulating, challenging environments. Through these environments children need to explore and develop their own abilities and by providing these types of situations the provision aims to manage the level of risk so that children are not exposed to unacceptable dangers.

Links to Early Years Curriculum

- Understand and recognise the changes that happen to their bodies as they exercise and describe the changes to their breathing, heart rate, appearance and feelings
- Develop an understanding that exercise and hygiene and the right types of food and drink are important for healthy bodies
- Physical development focuses on increasing the skill and performance of the body.
- Throughout the curriculum, children should have opportunities to develop their skills, knowledge and understanding of physical activity

Children should be given opportunities to:

- recognise the effects exercise has on their bodies as they move
- describe what happens to their breathing and how they look and feel after exercise
- begin to understand that regular exercise improves health and fitness and that it helps body parts to work well
- use both large apparatus and small equipment
- become aware of dangers and safety issues in their environment
- begin to understand how important it is to lift, carry, place and use equipment safely.

Physical Activity and Active Play for Under Fives

Physically active play

This should involve more exertion than everyday tasks such as dressing, washing or activities like playing board games or passive play (dressing up, playing at a sand table).

This is the best way for young children to be physically active and suits the sporadic nature of young children's movement patterns.

Physically active play opportunities should encourage young children to:

- use their large muscle groups, e.g. back, shoulders, legs, arms
- practise a wide range of movements, e.g. loco motor, stability and object control skills
- experience a variety of play spaces and equipment
- set up their own play areas
- make up their own physically active play
- have fun and feel good about themselves and what they can do.

It can take on many forms of play including energetic play and continuous activities.

For young infants who are not yet walking, or who are unable to walk, physically active play may include reaching for and grasping objects, turning their head towards stimuli, pulling, pushing and playing with other people. Play spaces should encourage infants to use their large muscle groups for kicking, crawling, pulling up to a standing position, creeping and eventually walking.

Energetic play

Energetic play, e.g. running and chasing games will make children 'huff and puff' which:

- strengthens their heart and lungs (good for their health)
- burns calories (important to help them maintain a healthy weight).

Encourage energetic play through short bouts of activity, rather than for extended periods.

Continuous activities

Continuous activities tend not to be quite as energetic and can therefore be carried out for longer bouts without needing to rest. These include walking, cycling (trikes and bikes), dancing, scooting,

spinner, obstacle courses, action rhymes, activity trails, and challenges. All these help children develop stamina and maintain a healthy weight.

Active Travel

Parents and settings can increase daily physical activity by enabling more active travel to the Preschool by walking, cycling or scooting. We encourage active travel through high profile days or weeks and walk children to the local school and parks.

At Shirenewton Preschool we provide children with the following opportunities:

A daily physical play activity in the small room, which can be accessed throughout the session. Equipment is rotated on a weekly basis and includes a large climbing frame and slide, trampoline, tents and tunnels, balance beam and stepping stones, hoops, balls, spinners and see-saws, den making equipment, ride on vehicles and parachute games.

Outdoor play is available all year round, either in the Nature Garden or in the adjacent Play Park. This is usually accessed towards the end of the morning session as a whole group activity. In the Nature Garden, children have access to ride on tractors & vehicles, scooter, space hopper, balance equipment, climbing frame, a large tyre to climb on, play house, mud kitchen, buckets and spades, weights and measures balance scales, sandpit, parachute, tents, den making items, a willow dome, mark making opportunities and a range of small physical play apparatus, such as balls, bats, hoops and cones. Children also help to grow plants and vegetables and carry out mini-beast and wildlife activities and do outdoor craft work.

In the play park, children have the opportunity of playing on a range of large equipment, such as swings, slide, see-saw rocker, sprung ride on toys and a hopscotch. In both areas, children have space to be able to run about and staff regularly play follow games like “follow the leader”, “tag” and “what’s the time Mr Wolf” with the children.

Implementation and Monitoring:

- The Preschool Owner/Manager, Morgan Baker, is responsible for co-ordinating the policy. She also has key staff responsibility for Physical Play activity planning.
- The Preschool Owner/Manager will take responsibility for the Physical Activity / Active Play policy.

- The Preschool Owner /Manager will ensure that there is adequate training and resources for staff involved in the delivery of the aims and objectives of the setting's Active Play and Physical Activity Policy.
- The Preschool Owner/Manager will monitor progress at regular intervals and will review this policy annually along with the Group's other policies and procedures.

Useful Links

Welsh network of Healthy School Schemes –

www.wales.gov.uk/topics/health/improvement/schools/schemes

Physical Activity

Eco-schools – www.eco-schools.org

Play to Learn- www.sportwales.org.uk/community-sport/education/play-to-learn.aspx

Physical activity and Nutrition Network for Wales – www.physicalactivityandnutritionwales.org.uk

www.physicalactivityandnutritionwales.org.uk/page.cfm?orgid=740&pid=29579

The Health Promoting Playground –

www.wales.gov.uk/topics/health/improvement/index/playground

The British Heart Foundation -

<http://www.bhfactive.org.uk/userfiles/Documents/EarlymoversSection5.pdf>

Physical activity guidelines for children- www.nhs.uk/Livewell/fitness/Pages/physical-activity-guidelines-for-children.aspx

Policy Revisions

Date Policy agreed: November 2016

Reviewed: 18.2.2022, 10.2.23, Updated 27.2.24, Updated 10.2.2026

Next review : Spring 2027

Additional Learning Needs Policy

Shirenewton Preschool aims to provide a warm welcome to all children who join the group and offers appropriate learning opportunities for everyone, including those with additional learning needs.

Children, staff, helpers, parents/carers and visitors who have additional learning needs will be welcomed and supported by the group in keeping with our Equal Opportunities Policy.

Applications for children with additional learning needs will be treated no less favourably than other applications. Facilities and resources for children with additional learning needs will be assessed on an individual basis. We aim to provide an environment in which all children, including those with additional learning needs, can learn and develop as they play.

It is our objective to provide the greatest possible access to a broad and balanced learning environment for children with additional learning needs. This will enable them to develop socially and emotionally and to become physically integrated with their peer group.

It is our intention that, where possible, all children have access to all areas of learning in the Early Years curriculum. Some adaptations in the way staff deliver the areas of learning may need to be made for children with additional learning needs, depending on each child's individual requirements. New resources and adaptations to resources/equipment may need to be considered by the group and risk assessments conducted.

The knowledge, views and experience of parents are vital in helping to provide the optimum provision and assessment for the child with additional learning needs. Partnership working between staff and parents is therefore strongly promoted. Some staff members have several years' experience of supporting children with additional learning needs and all staff are committed to attending appropriate training provided by Early Years Wales, the LEA/EAS and other agencies.

The Preschool Owner/Manager, Morgan Baker, will be responsible for additional learning needs co-ordination and her deputy is Lucy Jones.

The identification of additional learning needs will be through information given by parents, health practitioners, staff observations and assessments. The group will have regard to the Additional Learning Needs Code for Wales (September 2021) and the Equality Act 2010 and the Disability Discrimination Act 2002.

A member of staff, key worker or other appropriate person, on identifying a child's additional learning needs, will consult with the Additional Learning Needs Co-ordinator, expressing their concerns. Together they will observe over a period of weeks, gather appropriate information and approach the child's parents to discuss their concerns. Liaising together, they will monitor, record and review the child's progress and keep the parents informed of their findings. The child may be given additional adult support within the normal Preschool session as well as other support outside of the setting.

If the child's progress continues to cause concern, after consulting with parents, the Additional Learning Needs Co-ordinator will seek advice and co-operate with appropriate external agencies in order to meet the specific needs of the child. i.e. specialists/therapists, social workers, health visitors, medical staff, psychologists, portage workers etc. The ALN Co-ordinator may seek assistance for staff training, one-to-one help and the borrowing of equipment or resources.

Appropriate links, if not already in place, will be formed with other settings the child attends and appropriate transition arrangements between the Preschool and the child's next setting will be made.

The Additional Learning Needs Co-ordinator is responsible for:

- Continuing to observe and gather information concerning the child
- Liaising with parents and other health professionals/agencies

- Continuing to monitor, record and review the child's progress through the use of All about Me Profiles, My PCP documents including Target setting and review forms

With support from external specialists if necessary, the Additional Learning Needs Co-ordinator and the child's key worker will draw up a PCP and monitor, record and review the child's progress periodically, discussing and agreeing outcomes at each stage with the parents/carers.

Referral to the County Council's ALN Advisor will be made, with parental consent in instances where support may be required at the next stage/transition to school or alternative pre-school setting. Visits by the ALN Advisor may take place, including referral to other education specialists.

The rights of children and their parents will be respected at all times.

Policy Revisions

Written: October 2002

Amended: Jan 2005, March 2008, June 2009, August 2017, September 2017, September 2020, 10.2.26

Next Review: Spring 2027

Admissions Policy

The Preschool is registered as a day care setting to operate for five weekday sessions :

Monday to Thursday 9.15 am until 3 pm and Friday 9.15am until 12.30 pm.

The Preschool is owned and operated by Morgan Baker, the registered person with CIW.

To ensure the Preschool is accessible to families from all sections of the local community, the Preschool is advertised on the Monmouthshire County Council Monfis Website and on our own website as well as via local facebook community groups.

The Preschool is flexible about attendance patterns to accommodate the needs of individual children and families. However, we recommend that children attend for at least two sessions per week. This is in the interests of individual children and the Preschool as a whole.

The waiting list is, in the main, arranged in order of date of birth, although possibly in certain cases, some children will be given priority.

Children with additional learning/education needs are welcome within the Preschool and we have links with professionals in the local MCC Early Years Additional Learning Needs Team.

Parents/carers will be contacted when a place is available and an informal visit arranged prior to the child joining the Preschool.

Opportunities will be given to the parent/carer to discuss the admission and settling in period of their child.

The Preschool is registered for full day care by the Care Inspectorate Wales (CIW) for up to 26 children per session, although usually only 24 children are allocated spaces to keep the staff : children ratios correct.

The Preschool is fully insured and the certificate is displayed on the Noticeboard.

The Preschool is a Monmouthshire approved non-maintained setting provider of nursery education. All children are offered:

- A planned education curriculum in accordance with the Curriculum for Wales and assessment arrangements
- Individual care and attention
- Fun and friendship with other children and adults.

The Preschool is a member of Early Years Wales Association.

The Preschool participates in the Healthy Preschools Scheme (HPSS) and has also achieved the Gold Snack Award to ensure children learn about lifestyle and environmental choices. We have been awarded the ECO Schools Green Flag and are committed to promote these values to all children as they join the Preschool.

Opportunities are offered for you as a parent/carer to become directly involved in the activities of the Preschool and your child's progress.

We believe that parents are the prime carers and educators of their children and as such we welcome you to become involved with the Preschool. Academic research clearly acknowledges the lasting benefit of parental involvement in a child development and preschool education.

The Preschool will share pertinent information from time to time with parents via email, our WhatsApp Group or via notices displayed at the hall regarding children's health, well-being and education. In line with Safeguarding procedures parents are not permitted to save, screenshot or share any photos from this Whatsapp group externally.

Policy Revisions

Written : January 1997

Amended: Oct 2002, January 2005, Sept 2007, August 2017, 27.2.2024, 3.4.25

Reviewed: 27.2.24, 3.4.25, 10.2.26

Next Review: Spring 2027

Allergy Policy

This policy sets out how Shirenewton Preschool will support children with allergies, to ensure they are safe and are not disadvantaged in any way

1. Role and responsibilities

Parent Responsibilities

- On entry to the provider, it is the parent's responsibility to inform the setting Manager of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are to supply a copy of their child's Allergy Action Plan (BSACI plans preferred) to provider. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. GP/allergy specialist.
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Parents are requested to keep the provider up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

Staff Responsibilities

- Providers must ensure that all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time, especially during the introduction of solid foods which is sometimes called complementary feeding or weaning. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff.
- Children must always be within sight and hearing of a member of staff whilst eating. Where possible, staff should sit facing children whilst they eat so they can prevent food sharing and be aware of any unexpected allergic reactions.

- Before a child is admitted to the setting the Manager must obtain information about any food allergies that the child has. This information must be shared by the Manager with all staff involved in the preparing and handling of food.
- At each mealtime and snack time Managers must be clear about who is responsible for checking that the food being provided meets all the requirements for each child.
- Staff (regular or cover) must be aware of the children in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with considerable caution.
- Staff leading trips¹ will ensure they carry all relevant emergency supplies. Trip leaders will check that all children with medical conditions, including allergies, carry their medication. Children must not leave the setting without staff carrying the child's medication.
- The Manager will ensure that the up-to-date Allergy Action Plan is kept with the child's medication.
- It is the parent's responsibility to ensure all medication is in date however the Manager will check medication kept at provider on a termly basis and send a reminder to parents if medication is approaching expiry.
- The Manager keeps a register of children who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.

Child Responsibilities

- Children are encouraged to learn about their allergies and be taught to ask an adult 'is this safe for me?'
- Children should be taught to let an adult know if they are feeling unwell.

2. Allergy Action Plans

Allergy action plans are designed to function as individual healthcare plans for children with food allergies, providing medical and parental consent for providers to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto-injector.

Organisations should not be devising their own allergy action plans but requiring parents to provide the plan created by the GP or allergy clinic.

3. Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting.

More serious symptoms are often referred to as the ABC symptoms and can include:

- **AIRWAY** - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- **BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing.
- **CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more serious reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. In younger children, anaphylaxis almost always involves skin reactions. In addition to swelling of the face, lips, tongue and eyes, hands and feet may also swell. The child may experience diarrhoea and they may display sudden behaviour changes such as inconsolable crying, become clingy and refuse food. The child may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

If the child has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. Adrenaline is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?

- It opens up the airways
- It stops swelling
- It raises the blood pressure

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Action:

- Keep the child where they are, call for help and do not leave them unattended.
- LIE CHILD FLAT WITH LEGS RAISED – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY and note the time given. AAls should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
- CALL 999 and state ANAPHYLAXIS (ana-fil-axis).
- If no improvement after 5 minutes, administer second AAI.
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All children must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

4. Supply, storage and care of medication

Children in early years settings need adults to be responsible for their emergency medication. Their medication/anaphylaxis kit must be kept within 5 minutes of them, not locked away or behind a locked door and accessible to all staff at all times.

Medication should be stored in a suitable container {detail what this is i.e. red drawstring bag, consistency is urged across the organisation for ease of identification} and clearly labelled with the child's name. The child's medication storage container should contain:

- Two AAls i.e. EpiPen® or Jext®
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included on allergy action plan).

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the Manager will check medication kept at provider on a termly basis and send a reminder to parents if medication is approaching expiry.

Storage

AAls should be stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal

AAls are single use only and must be disposed of as sharps. Used AAls can be given to ambulance paramedics.

Policy Revisions

Created March 2026

Next review Spring 2027

Assessment Policy

Observations and Assessments take place within the group in order to understand and track the child's progress and are carried out in line with the assessment arrangements for funded non-maintained nursery settings under the Welsh Government Early Years NMS curriculum.

Staff carry out observations (a continual process of watching and listening):

- To get to know the child and identify their needs and interests
- To analyse the observations and plan for the child's needs and progress
- To give information and feedback to their parents/carers
- To facilitate transition between nursery and statutory education

Written assessments will be completed by staff and shared with parents/carers after the child's initial assessment period (6 weeks after their 3rd birthday or start date if already 3 years old) and again at the end of the summer term each year)

Assessment reports will cover Social and Emotional development, Literacy and Language skills, Numeracy skills and Physical development, along with other pertinent information collected from the observation process, including examples of observations.

Individual progression will be discussed with parents in face to face meetings in the Spring and late Summer terms and staff will monitor children's progress during focussed observations in between times.

During parent's meetings, Staff will share information with parents and carers about:

- Children's general well-being in the setting
- The progress their child is making
- Children's future progression needs
- How progress can be supported at home.

All staff, parents, carers and children will be involved in the assessment process.

Assessment records and progression steps will be kept in the children's individual learning journals.

Policy Revisions

Written : June 1999

Amended : July 2003, 6.2.2023, 27.2.24

Reviewed: 10.2.23, 27.2.24, 10.2.26

Next Review: Spring 2027

Behaviour Management Policy

Good behaviour and discipline are essential to the smooth and safe operation of the group. Children require boundaries in order to learn social and moral behaviours and children's well-being is always paramount.

Adults involved with the group will promote acceptable and positive behaviour management in these ways:

- By leading and setting a good example.
- By showing consideration, respect and good manners to and for others.
- By understanding age/stage development of the children and appropriate behaviour expectations.
- By differentiating between deliberate and accidental occurrences.
- By being positive and fair in their approach to handling behaviour management issues.
- By praising and rewarding acceptable behaviour. Deliberate bad behaviour is never acceptable.
- By being aware that there may be underlying problems when unacceptable behaviour occurs.
- By working with parents/carers to promote and encourage acceptable behaviour.
- By keeping parents/carers informed about their child's behaviour if it causes concern.
- By encouraging children to develop self-control.
- By providing a social environment where activities are stimulating and appropriate for the developmental stage of the children.
- By providing situations where each child can enjoy freedom and choice without threatening the enjoyment of others.

Bullying generally occurs in school age children, however there are some pre-school age children who have already learnt to get their own way by being aggressive. All aggressive forms of behaviour eg: physical and verbal, will be appropriately challenged by Preschool staff.

The person responsible for behaviour management is Morgan Baker, Owner/Manager and the deputy is Lucy Jones.

Policy Revisions

Written : Jan 1997

Amended Oct 2002, Jan 2005, Jan 2022, 10.2.26

Next Review: Spring 2027

Code of Conduct Policy

- Be kind to one another and say only kind words
- Walk, not run, indoors
- Be polite and remember to say please and thank you
- Share and take turns
- Tidy up the activities at “Tidy Up time”
- Listen when adults are talking
- Sit down and listen at “Story Time” and “Circle Times”
- Use their indoor voices when indoors
- Obey the group’s safety rules regarding “No go areas”, using physical play equipment safely and getting to and from the outdoor play areas

Policy Revisions

Created: February 2026

Amended:

Next review:

Complaints Procedure

The Preschool welcomes all children and their families in keeping with our Admissions Policy. Children with additional learning needs will be welcome within the Preschool in keeping with our Admissions Policy and Additional Learning Needs Policy.

By working in partnership with children and parents/carers, we provide a warm and caring environment where all children can learn and develop as they play.

The welfare and safety of the children attending the group is paramount and the wishes and feelings of each individual child will be respected. Suggestions on how provision within the group can be improved are welcomed by way of our Parent Questionnaire which is sent out annually in the Spring term. Children, parents and carers are entitled to expect courtesy and prompt attention to their concerns and wishes.

Any child, parent or carer who is unhappy with any aspect of the provision, should talk over their concerns with the Playgroup Manager, Morgan Baker. Where the complainant is a child, the group will ensure that the child's parent/carers are aware of the child's complaint, so enabling them to act on the child's behalf.

If the matter continues to be unresolved, the complainant should:

- Put the concerns or complaint in writing
- Request a meeting with the Preschool Manager, Morgan Baker. Both parties may have a friend, partner or colleague present at the meeting.

Complaints that are dealt with in the manner set out above must be resolved within 14 days. With the agreement of the complainant, this time may be extended for up to a further 14 days. The Playgroup Manager will confirm in writing to the complainant the agreed resolution.

If the parties cannot reach an agreement, an external mediator, where appropriate and acceptable to both parties, may be invited to listen to both sides and offer advice. A mediator has no legal powers, but can help to clarify the situation.

A mediator should:

- Help define the problem
- Review the actions
- Suggest further ways which might resolve the problem
- Keep an agreed written record of any meetings held and advice given
- Keep all discussions confidential

Complaints that are dealt with in this manner must be resolved within 35 days. With the agreement of the complainant, this time may be extended.

The Playgroup Manager will confirm in writing to the complainant and Care Inspectorate Wales (CIW) the agreed resolution.

Shirenewton Preschool is registered by Care Inspectorate Wales who are the independent regulator of social care and childcare in Wales.

CIW register, inspect and take action to improve the quality and safety of services for the well-being of the people of Wales and have a duty to ensure that the National Minimum Standards and Child Minding and Day Care (Wales) Regulations 2010 are met.

They may be contacted at: **Care Inspectorate Wales**
Telephone: 0300 7900 126
Email: ciw@gov.wales
Welsh Government office
Sarn Mynach
Llandudno Junction LL31 9RZ

If a complaint about the group is received by CIW, then their role in dealing with the complaint is as follows:

- CIW may refer the complainant to Morgan Baker as Person in Charge/Registered Person

- CIW may inspect to check compliance with the regulations and National Minimum Standards
 - CIW may refer the complaint to another agency.
-

Policy Revisions

Written : 1999

Amended Oct 2002, March 2007, April 2013, Nov 2015, August 2017, Jan 2019, Jan 2020, April 2022, 10.2.26

Next Review: Spring 2027

Confidentiality Policy

The Preschool will ensure confidentiality in the following ways:

Parents and Carers will have ready access to any files and records of their own children, but will not have access to information about any other children.

Information given by parents/carers to a member of staff will not be passed to other adults without permission of the relevant parent/carer.

Staff will not discuss individual children by name with anyone other than the parents/carers of that child without the permission of the relevant parent/carer, other than for purposes of curriculum planning and group management.

Any cause for concern relating to a child's personal safety & wellbeing will be kept in a confidential file.

Staff employment issues will remain confidential to the Owner/Manager and the Deputy Manager.

Students and visitors to the group will be advised of our confidentiality policy in keeping with our Student Placement and Visitors policy and will be required to accept it.

Policy Revisions

Written: January 2020

Reviewed: 10.2.26

Next Review: Spring 2027

Daily Routine Policy

9.15 am

Children arrive and remove their coats and boots and put their indoor shoes on

They self register by putting their name label in the “who’s here” chart.

Once children have all arrived, the children come together for Amser Cylch, where they sing Bore Da, count the number of children present in English and Welsh and identify the correct number symbols for the chart. Other activities at circle times may include:

completing the weather board in Welsh and English

talking about the day of the week, month, season

looking at things the children have brought in (eg: wasp’s nest, emu egg, flowers, things they’ve found on the way to preschool etc.)

alphabet letter investigation

Welsh learning – eg: colours, numbers, sut wyt ti, pwy wyt ti etc

The children then have free play and learning time where they chose activities, including indoor physical play in the small room, child led investigations and adult enhanced opportunities

We look to start snacks around 10.30 am with a café style system where children choose their snack and pour their drink.

After snack the children help to tidy up the resources.

The children sit in the book corner to look at books whilst staff put away the larger equipment and then we have Amser Stori, where staff read a book to the children

Before midday, the children are supported to put their coats and boots on and then we go outside to play in the Nature Garden or Play park.

At 12.25 pm, staff bring the children back indoors to sing before Home time for those children just attending for morning sessions at 12.30pm.

Those children staying for the afternoon session, hang coats up and put indoor shoes back on and then wash their hands ready for their packed lunch.

Staff supervise the lunch period and children then have free play and staff led activities both inside and outside for the remainder of the afternoon until collection by parents/carers at 3.00pm.

Policy Revisions:

Reviewed and amended : 19.2.26

Emergency/Fire Procedure

On discovering a fire or any other emergency, any member of staff must raise the alarm by blowing the fire whistle for three loud bursts so people in both rooms can hear it.

The Preschool Manager/PIC will collect the register & the emergency basket containing phones and keys and give the command to exit the building by the safest route.

The Preschool Assistants will assist with collecting all the children and assemble by the fire exit nominated by the Manager/PIC.

One Preschool Assistant (nominated by the manager/PIC) will check that there are no children left in the building (toilets/small room/hall area) and then assemble by the nominated fire exit.

A quick headcount of children/staff is taken by the Manager as the children and staff exit the building.

All staff and children to assemble in the car park by the tennis court.

Preschool Manager/PIC will check the children against the register. Nominated staff member to re count the children and agree number present with the register as an additional safety check.

Nominated Preschool Assistant to telephone the fire brigade or other emergency services using Preschool mobile phone.

Policy Revisions

Created: February 2026

Amended:

Next Review:

Emergency Lockdown/Counter Terrorism Procedure

Whilst the possibility of a terrorism or lockdown event taking place is deemed as low risk, it is vital that all staff are aware of the emergency lockdown procedure in the event an incident does occur.

The Person in Charge staff member will take all reasonable steps to ensure the safety of children, other staff and visitors on the premises.

In the event of an emergency requiring a full lock down, we will follow the lock down procedure below:

Lock down procedure

We will use the lock down procedure when the safety of the children, staff and others on the premises are at risk and we are better placed inside the Recreation Hall building, with doors and windows locked and blinds/curtains drawn.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report of an incident or disturbance in the local community (with potential to pose a risk to staff and children in the Preschool)
- An intruder on the Preschool site (with potential to pose a risk to staff and children in the Preschool)
- A warning being received regarding a risk locally of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the Preschool – as long as it is safer staying in the premises than leaving.

In these cases, staff will be notified by the person receiving the information.

A senior member of staff will be allocated to being in charge of the situation and all staff/visitors are to follow guidance from this person without question.

Staff will stay as calm as possible so as not to upset the children.

The member of staff in charge will be responsible for ensuring everyone is moved safely inside the Recreation Hall and will contact the emergency services, where required.

All individuals (including children) will move to the men's changing room area of the building, if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors and draw the window blinds, wherever safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in the men's changing room area, so they are not placed at risk or are able to see any situation developing outside. Staff will bring into the changing rooms the emergency bag containing a few toys and books to keep the children occupied and the register.

The person in charge will ensure the register is taken and all children and visitors are accounted for and are safe.

They will keep informed and up to date with the current situation via updates using the setting mobile phone.

The person in charge will manage the situation dependent upon the information available.

If the Preschool is in immediate danger of an intruder, the police will be called as a matter of urgency.

In other cases, where the situation has been alerted by the police or local area authority then the person in charge will await further instructions.

Staff will not open any doors or windows unless instructed to by the emergency services.

Staff will not call 999 following the initial call unless the situation changes and the safety of the staff or children is at stake.

Staff will not make non-essential phone calls in order to keep the Preschool mobile phone line free.

Where possible staff will tune in to a local radio station for more information in the case of a terrorism related incident.

Once the all clear has been given externally the person in charge will issue the all clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will be comforted by the staff and time will be given to reassure them.

Parents will be informed about the situation at the earliest safest opportunity using the Preschool WhatsApp and will be kept updated when the information changes. The wording of this message must be considered and is suggested to be 'Due to an incident, we have been advised by the emergency services to secure the premises and remain inside until we have been given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when this is likely to be. In the meantime we need to keep our telephone line clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.'

Whilst it is expected that parents will be anxious to collect their child immediately it is important that the advice from the emergency services is followed in order to keep everyone safe and parents will be asked to wait until the area has been given the 'all clear' before collecting their children for their safety and that of their children.

The emergency services may wish to speak to any adults or children that have witnessed the incident.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned.

CIW will be informed by the Preschool Manager/Owner.

Policy Revisions

Policy written on 14.10.24

Updated : 10.2.26

Next Review: Spring 2027

Equal Opportunities Policy

Shirenewton Preschool is fully committed to the active promotion of equal opportunities for all children and families in the group.

Advertising

The group will ensure that everyone in the community has access to information about the group. The group is listed on the Monmouthshire Information Service (MONFIS), Early Years Wales website and has its own website. The group also has information and contact details in the local Shirenewton Parish magazine and local facebook groups.

We inform local primary schools about the group so that information can be advertised and passed on to parents and carers.

Admissions

The group will be open to every family in the community in keeping with our Admissions Policy. Children with additional learning or education needs will be welcome within the group in keeping with our Admissions Policy and Additional Learning Needs Policy.

Employment

The group is committed to appointing “the best person for the job” in line with our Staff Recruitment Policy.

Resources

Books, posters and all resources will be checked regularly to ensure they positively and accurately reflect a multi-cultural and anti-racist society.

Children will have the opportunity and be encouraged to use all resources and equipment and take part in all activities, regardless of gender.

Revisions Policy

Written : January 1997

Amended : April 2018, 27.2.2024, 10.2.26

Next Review: Spring 2027

Equipment and Toys Selection Policy

The toys and equipment in this group will, with adult support, provide opportunities for children to develop new skills and concepts during their play and exploration.

When we purchase equipment we will choose items that can be used in a variety of ways and which carry the Lion mark and the CE mark and other recognised safety markings.

The equipment provided will :-

- Be high quality, educational, and appropriate to the ages and stages of development of the children.
- Be safe and in good repair, well presented and sufficient in quantity to enable each child to participate in quality play activities.
- Be presented in ways that offer self-selection and variety.
- Offer challenges to physical, social, personal and intellectual developmental skills.
- Comply with our equal opportunities and special needs policies.
- Enable children to develop individual potential, with adult support, to move towards required learning outcomes.
- Include a range of raw materials which can be used in a variety of ways and which encourage an open ended approach to creativity and problem solving.

All tools provided will be appropriate for the task. e.g. scissors are only appropriate for cutting if they are sharp and pencils will be sharpened when blunt.

Toys and equipment will be cleaned regularly as they are rotated in use from the store cupboard. Material items such as dressing up clothes, dolls, dolls cloths etc. will be visibly checked and washed where necessary.

Water in the indoor water play bath will be disposed of daily and sand in the indoor sand pit will be replenished and the tray cleaned out and disinfected each half term.

Sand in the outdoor sand pit will be replenished when necessary and the sand pit washed out and disinfected at least once during each of the spring and summer terms.

Playdough will be replenished every 3 to 4 weeks or sooner if required.

Shirenewton Preschool

Written: January 1997

Amended: January 2016, 10.2.26

Next Review: Spring 2027

E-Safety, Networking, Photographs, Mobile Phones and Data Protection Policy

E-Safety concerns safeguarding children and staff in the digital world.

E-Safety emphasises learning to understand and use new technology in a positive way.

This policy encompasses not only Internet technology, but also electronic communications via mobile phones, electronic mail and wireless technology. The policy will help support and protect children and staff when using technology in the setting.

Education on risk and responsibility is part of the “duty of care” that applies to everyone working with children.

All staff need to understand the significance of e-safety and the importance of safeguarding children and keeping them safe, which is of paramount importance. E-safety reflects the importance it places on the safe use of information systems and electronic communications.

All staff will be made aware of the potential risks of using social networking sites (eg: Facebook, Instagram and Twitter) and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status.

The Internet is an unmanaged, open communications channel. All staff need to protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour. They must ensure that they:

- Comply with current GDPR regulations and Safeguarding legislation
- Use the internet, electronic mail and social networking sites in an acceptable, confidential and professional manner

- Do not create unnecessary business risk to Shirenewton Preschool by the mis-use of the internet, electronic mail and social networking sites

In particular the following is deemed unacceptable use or behaviour of staff:

- Visiting Internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- Using the Internet, electronic mail or social networking sites to send offensive or harassing materials to others
- Publishing defamatory and/or knowingly false materials about Shirenewton Preschool, colleagues and/or customers on the Internet, electronic mail or social networking sites.

Staff mobile phones may be switched on whilst staff are on the premises, but must remain in the kitchen area. If a member of staff receives a telephone call of an emergency or important nature, they must take the call either in the kitchen or off the premises, just outside the front door. Staff mobile phones must not be kept on the person when working directly with the children. This applies to both staff and all visitors to the Preschool.

The designated Preschool mobile phone will be kept in the kitchen area, but calls may be answered by the Preschool Manager or her deputy in the kitchen area. Calls to parents or other interested parties may also be made in the kitchen area. When the group goes outside for outdoor play, the Manager/Deputy will take the Preschool mobile phone with her to have available for emergency use.

Inappropriate use of any telephone, mobile, internet or networking site can have a negative impact upon staff productivity and the reputation of the Preschool. Where it is believed that a staff member has failed to comply with this policy, they will face action under the Group Disciplinary Policy and Procedure. If they are found to have breached this policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal.

Digital photographs taken by staff on the Preschool mobile phone and by staff and children on the Kiddicamera and ipad will be downloaded by the Preschool Manager onto the Preschool laptop. Some photographs will be displayed daily on the closed Preschool

WhatsApp Group for parents/carers and children to view and comment on. Photographs may also be kept on the children's personal files in relation to craft activities and observations/assessments. Photographs of the children will not be sent electronically to any other source without specific parental authority. Photographs on the Preschool mobile phone will be deleted immediately following them being uploaded to the Preschool PC/Preschool WhatsApp group. As part of the parent contract, parents agree that they are not permitted to screenshot or share any photos from Whatsapp group externally.

Personal data and records kept by the Preschool will be kept in accordance with current Data Protection Regulations, Safeguarding Policy and the Group Confidentiality Policy. Information is stored in manual records and on the Preschool personal computer. Parents may request to see information stored about their child and themselves at any time, unless information recorded is of a safeguarding nature where, as stated in the Safeguarding Policy, "the welfare of the child is paramount and this may mean that the parents are not initially informed of a referral by the group."

Policy Revisions

Written : March 2013

Amended: Sept 2015, August 2017, April 2018, April 2023, 13.9.24, 05.03.26

Reviewed: 18.2.22, 10.2.23, 26.4.23, 27.2.24, 13.9.24, 10.2.26

Fire Risk Assessment

Fire Hazards

Electrical Equipment : Personal Computer(not stored on site), CD Player, Echo Dot, Toaster, Oven and hob, microwave, kettle, water heater, central heating boiler, utility meters, plug sockets, Disco ball light, Rechargeable torches, plasma light, light table.

Gas appliance – central heating boiler

Combustible materials – paper, wood, plastic equipment, materials and furnishings

Location of People at risk and numbers involved:

Large and small rooms, Hallway, Ladies toilet

Up to a maximum of 24 children (aged 2.5 – 4 years)

Max of 6 staff (normally 3 or 4 on daily basis)

Any visitors/parents/carers

Kitchen	Staff (max 6), parents, carers, visitors
Boiler Room	Staff and Gas Engineers only
Cleaner's cupboard	Staff only
Preschool Cupboard	Staff only
Chair storage cupboard	Staff only

Safety Measures in place

Electrical Equipment –

- Equipment tested by qualified electrician every 5 years as per electrical safety regulations
- Children not permitted in kitchen, boiler room or storage areas
- Boiler checked annually by qualified gas engineer

Storage of equipment -

- some combustible material is kept in the Preschool cupboard, (eg: paper, cardboard, wood, plastic), there is one double socket, but no electrical equipment is plugged in on a regular or constant basis.
- Cleaning/flammable products are kept out of children's reach in Preschool cupboard, kitchen and cleaner's cupboard. (children have no access to these)

Registers –

- A daily register of staff and children is taken every morning and afternoon at the start of the session. Anyone leaving early or arriving late are noted in the register.
- Any visitors are signed into a visitors log.
- Both records are taken outside for checking in the event of an emergency evacuation of the building.

Calling for emergency help -

- Preschool Manager or designated Deputy has mobile phone on site in order to call 999.

Fire Detection/Warning:

- smoke alarm in hallway – Preschool Manager checks once a month and batteries replaced as necessary.

- Fire alarm sounded by any member of staff blowing on whistle three loud blasts. There are two whistles, one is kept in the emergency basket on kitchen hatch, the other is in the outdoor play emergency bag.
- Staff and children carry out fire drills/practices each term.
- Written evacuation/emergency procedure. (Displayed on noticeboard)
- Records of fire drills and smoke alarm tests recorded in Preschool fire log.

Means of Escape:

- Fire exits kept clear at all times. Staff to monitor daily.
- Window in small room can be broken if fire in corridor blocks fire extinguisher at front door to aid means of escape.
- People in the Ladies toilet area can vacate the building using the fire exit in the adjacent men's changing room if the corridor is blocked by fire.
- A designated member of staff checks no-one is in the Ladies toilet area in the event of an emergency.

Fire fighting:

- Staff, children and any visitors will exit the building by nearest fire exit as a priority. Staff will not stop to collect personal belongings.
- Fire-fighting equipment will only be used as a last resort by staff in order to facilitate escape.

Maintenance and Testing of fire equipment:

- Annually by external Company. Certificate awarded to the Recreation Hall Committee and record of date tested noted on equipment.

Fire training of Staff:

- Fire safety part of Induction training programme for new staff.

- Regular fire drills and safety audits are done.

Review:

- Safety Policy and evacuation procedure reviewed annually as part of the Group's Quality of Care review.

Policy Revisions

Created: January 2008.

Updated on 27.5.09, August 2017, January 2019, 15.2.2024, 19.2.26

Next Review: Spring 2027

Food Hygiene Policy

Staff will:

- Always wash their hands with soap under hot running water before handling foods, after using the toilet and after coughing or sneezing into their hands.
- Never cough or sneeze over food.
- Not prepare food if suffering from any infectious illness or skin problems.
- Staff who have been vomiting or had diarrhoea must remain absent from the group until 48 hours after the last attack.
- Cover any cuts to hands and fingers with a waterproof plaster.
- Wear only a small amount of jewellery when preparing snacks and wear an apron.
- Ensure the food preparation area is cleaned with antibacterial spray before use and is free from contamination.
- Store, prepare and serve food and drinks with regard to good hygiene standards and follow the Group Food Safety Management system and staff procedures.
- Wash fruit and vegetables under cold running water before preparing/serving.
- Keep cleaning cloths and equipment separate for their distinct and exclusive purposes. Used cloths and the staff apron will be taken home by the Preschool Manager and machine washed after each session.
- Dispose of all kitchen waste at the end of each session. Food waste will be stored in a covered container in a food recycling bag and taken home by the Preschool Manager for recycling.
- Take all reasonable precautions to prevent food pests gaining entry into the kitchen and storage areas.
- Seek the advice of a reputable pest control company if necessary.
- Attend regular Food Hygiene courses as appropriate.

Children will:

- Always wash their hands with soap and rinse under warm running water, then dry their hands on a paper towel(s) or under hand dryer before having snacks and before cookery related activities.
- Always wash their hands again if they cough or sneeze into their hands during snacks or cookery activities.

- Always wear cookery specific aprons when taking part in cookery activities.

Policy Revisions

Created: January 1997

Amended: October 2002, Sept 2009, May 2011, January 2016, August 2017, 19.2.26

Next Review: Spring 2027

Food Safety Management System and Staff Procedures

Purchase

The Preschool Manager or nominated deputy is responsible for purchasing snack foods on a regular basis from a reputable supplier, paying attention to best before dates and freshness as appropriate.

Transportation and Storage

Chilled products will be transported to Preschool in a cooler bag with an ice pack inside.

The Preschool Manager (or nominated deputy) will ensure foods stored in the fridge are kept at a temperature of between 1 and 5 degrees C. Fridge temperature checks will be done daily and recorded on the checklist. The fridge temperature control dial will be adjusted if it is found to be at the incorrect temperature.

Non chilled goods will be stored in a covered storage box which is kept in the Kitchen storage cupboard after each session. Opened items will be resealed within the storage box and their original packaging kept for best before dates/dietary information etc.

Details of children with special diets/food allergies/intolerances will be displayed on the inside lid of the food storage box and by the snack table area and will be notified to staff.

Where children have specific food allergies or intolerances, the food products bought for them will be stored in a separate container.

The Preschool Manager carries out a weekly check of the food storage box to ensure items are rotated and used within the best before dates.

A separate covered box is used to store the children's plastic cups, plates, utensils, jugs and bowls used at snack time.

Clean towels, tea towels, cleaning cloths and aprons are kept in a separate storage box. Once used, cloths are placed in a plastic bag to be taken home for machine washing (at 60 degrees centigrade) at the end of the session. Blue J-cloths are to be used for kitchen surfaces, washing up and snack table cleaning and coloured microfibre cloths are to be used for floors/paint/easel and other non food areas.

Preparation

Staff ensure food preparation areas are cleaned with a blue J-cloth and antibacterial cleaner before food preparation begins. Areas cleaned are recorded on the daily cleaning schedule sheet which is kept in the storage box.

Staff wash their hands with antibacterial soap and rinse under warm running water before preparing snacks/drinks, using the small hand washing sink in the kitchen. Staff dry their hands on paper towels, which are disposed of in the grey recycling bin.

Staff wear an apron and ensure that cuts/wounds to hands and fingers are covered appropriately.

Fruit and vegetables are washed under cold running water in the main sink before preparation.

The snack tables are covered with vinyl, wipeable, table cloths before snacks are served.

Cups, plates, utensils and prepared snacks are carried to the food serving area on two trays kept solely for Preschool snack time use.

Full cream milk or water is offered to the children. The water and milk are placed in covered plastic storage jugs. Mains water from the main sink is used and staff run the cold water tap for a few seconds before filling the jug.

Cooking/Heating Foods

Snack items that are toasted (eg: bread, pittas, crumpets) are toasted in the Preschool toaster immediately prior to serving to the children. The toaster is solely for Preschool use and is stored in the Preschool cupboard after use. Staff are aware of Acrylamide and know not to toast foods for too long, and never serve burnt/black foods.

Occasionally, some foods are cooked/warmed using the oven/hob in the kitchen. Eg: baked beans, hard boiled eggs and cooking and baking activities which are sent home with the children at the end of the session. Staff ensure the cooker is clean before and after use and ensure food is cooked for the required amount of time to satisfy food hygiene standards.

Snack Service

Children wash their hands using liquid soap, rinse under warm running water and dry hands on a paper towel, immediately before snacks. They are supervised and taught to wash their hands in a thorough manner. Any child who then puts their hands in their mouths or around their nose or who coughs or sneezes into their hand, is asked to wash them again before being served snacks.

Food is transferred to the children's individual plate by staff or children using a clean utensil. Children are encouraged to spread their own spread onto crackers/toast etc. using a clean knife.

Children place used plates and cups on a tray for washing up. Any food waste is placed in the food waste container.

Cleaning

Items used at snack time are washed in hot water with a reputable washing up liquid and then rinsed in clean hot water with a Milton tablet dissolved in it, before being placed in the draining rack. Items are left to air dry for as long as possible, and are then dried off using a clean tea towel before being placed in the storage boxes.

Snack tablecloths are wiped down with antibacterial cleaner after use,

(1 minute surface contact time) before being stored in the cupboard at the end of the session.

Used towels, cleaning cloths and apron are placed in a plastic bag to be taken home and machine washed.

Kitchen surfaces, sinks and draining board are wiped down at the end of each session.

Food storage boxes, fridge, and other kitchen areas are cleaned regularly and as required and this is logged on the cleaning schedule sheet.

Spillages are mopped up immediately using appropriate cleaning materials.

Training

Majority of the staff compliment have a current Level 2 Certificate in Food Safety and Hygiene. Staff are made aware of food hygiene procedures during their induction training and good practice is reinforced regularly by the Preschool Manager.

Pest Control

Staff are made aware of the needs to be vigilant towards pests and are made aware of the importance of notifying the Preschool Manager if they see any.

Any pests detected will be dealt with appropriately and a reputable pest control company will be used if necessary to eradicate the problem.

Waste Disposal

Food waste is stored in the covered food waste box and taken home by staff for recycling.

Non-recyclable food packaging waste and other kitchen waste is placed in a plastic bag in the general bin. The bag is removed at the end of the session and disposed of into the waste bin in the car park. This is emptied weekly by the council. Paper, plastic and glass items are washed and put in the recycling bags for weekly recycling.

Policy Revisions

Created: 2011

Amended: February 2012, 27.2.24, 23 August 2024, 18.2.25

Reviewed: 18.2.22, 10.2.23, 27.2.24, 18.2.25, 19.2.26

Food Safety Management System / HACCP (Hazard Analysis Critical Control Point)

Process/Step	Hazard	Control	Monitoring	Corrective Action	Records
Purchase/ Receipt	Physical contamination	Use reputable suppliers	visual check of packaging/ food item	Do not purchase if packaging/ food item defective	
Transportation	Chilled food gets warm Damage to food in	Minimise transportation time Do not pack heavy items on top of soft/fragile ones	Visual check	Use ice packs and cooler bag to transport chilled items Pack soft items separately	
Storage	Bacterial growth Chemical contamination	Store in fridge below 8C Rotate stock - use oldest first clean storage boxes properly	check fridge temps daily check use by dates regularly visual check	adjust thermostat if needed discard food if contaminated Rinse storage containers thoroughly	Daily fridge temp. records Staff training

Preparation	Contamination	ensure clean surfaces Use separate equipment for raw and cooked foods	visual check daily cleaning routine	dispose of contaminated foods clean dirty surfaces good hygiene practices	Cleaning checklist Staff training
Service	Bacterial contamination	good hygiene standards and practices	check children's handwashing routines and personal hygiene use separate utensils	reinforce hygiene standards to children and staff	Staff training
Other	Unforeseen/ foreign objects Pests	use reputable suppliers transport items properly cleanliness controls	check glass jars/ equipment visual check by staff at service point vigilance by staff	check and discard item and equipment if damaged vigilance by staff Inform Manager if pests seen and action appropriate elimination of problem	Inform staff Staff training Inform staff Records/photo evidence

Policy Revisions

Created: February 2026

Amended:

Next review:

Health and Safety Policy and Practice

Health and Safety and group safety measures are aimed at all members of the Preschool, including staff, visitors to the Preschool and, in particular, the children. The safety of the children in the group is of paramount importance at all times. Such measures should enable children to experience a wide range of activities safely and should not prevent them from taking part in them. Children need to understand and manage risks that are part of everyday life.

Health and safety procedures are put in place with a common sense approach to the assessment and management of the risks of any activity and staff are given appropriate training to enable them to keep themselves and children safe.

The Preschool Manager and staff will carry out their duties under the Health and Safety at Work Act 1974 and the regulations made under the Act - The Management of Health and Safety at Work Regulations 1999. The Preschool Manager is required by the Law to take reasonable steps to make sure staff and children are not exposed to risks to their health and safety.

The Preschool Manager/PIC is required to assess the risks to the health and safety of staff and others affected by their activities. Risk assessments are conducted on indoor and outdoor risks and measures are taken to counter them. The Risk Assessment documents are reviewed annually by all staff in the Spring term, or sooner if required.

Staff are required by law to have regard to their own health and safety and that of others affected by their work. They must cooperate with the Preschool Manager on health and safety matters, perform their duties in accordance with training and instructions and inform the Manager of any situation that represents an immediate serious danger so that appropriate action can be taken.

The Preschool Manager will ensure staff receive adequate training on health and safety matters.

Safety practice

- *All children will be supervised by an adult at all times.
- *There will be at least one member of staff with a current first aid certificate on the premises or on outings at any one time.
- *The first aid box will be available at all times and will comply with first aid regulations.
- *where a child has a pre-existing injury from outside of the setting, parents and staff will complete a pre-existing injury form, details of which will be communicated to staff. The forms will be stored in the child's personal file and pre-existing injury forms will be monitored regularly by the Manager/PIC.
- *Accidents/injuries occurring at the setting will be reported on an accident form which will be signed by the person collecting the child at the end of the session. These will be filed in chronological order in the back of the register folder for 1 year and then filed in the accident folder in the Preschool cupboard for a period of 21 years.
- *Regular safety monitoring will include checking the accident forms.
- *A member of staff will be present at the main entrance door upon children's arrival and departure.
- *The main door will be secured by locking the door with the key and placing the key at high level for adult access only.
- *Children will only be allowed to leave the group with authorised adults.
- *Safety gates will be used as necessary to prevent children from accessing certain areas of the building.
- *Safety checks will be made by staff on the indoor and outdoor areas every session and a checklist for the outdoor areas will be completed.
- *The gates to the Nature Garden and Play park will be latched shut during and after use and children playing near the gates will be monitored by staff to ensure no children escape.
- * Any unsafe equipment or hazards will be removed prior to the start of the session.
- * Hazardous indoor and outdoor plants/bulbs/seeds will be avoided or made inaccessible to the children.
- * Equipment and resources will be checked daily and hazardous items will be removed or repaired.

- *Facilities in the building will be checked daily by staff to ensure that the rooms are free from hazards.
- *Fire doors will not be obstructed and emergency exits will be clearly identified.
- *Emergency evacuation of the building procedures are in place and practice evacuations are carried out at least once a term. These practices are recorded in the Emergency evaluation log along with checks that the smoke detector is working properly.
- *Fire control equipment is checked regularly by an outside agency.
- *Gas and electrical appliances/fittings are checked by external agencies and certificates of compliance are made available to Hall users.
- *Heaters, electric sockets and leads will be adequately safeguarded.
- *Rooms will be well-lit and comfortably heated and ventilated.
- *Rules of conduct concerning the safe use of equipment and safe movement between the playrooms will be established and communicated to the children, staff and visitors.
- * The rooms will be laid out to allow children and adults to move safely and freely between activities.
- * Risk assessments will be conducted for indoor and outdoor areas and will be reviewed regularly by all staff.
- *All staff will be made aware of the Group's Health, Safety and Food Safety Management System Policy documents during Induction training and are made aware of their legal obligations under them.
- *Parents are given the opportunity to read all Group Policies and Procedures when their child starts with the group and sign to say they have read and understood them.
- * All hazardous materials, including medicines and cleaning materials, will be stored out of reach of children.
- *Staff will be made aware of the COSHH regulations and their safety implications.
- *Hot beverages for staff will be made in a thermos cup with a lid, and will be kept out of reach of the children.
- *Children will not have access to the kitchen area, Preschool store cupboard, cleaner's cupboard, Cub scouts group store area or disabled and male toilets.
- *A total no smoking policy operates in the building and outdoor areas, including E-cigarettes.

*A register of children, staff and visitors will be completed daily in the morning and afternoon at the start of the session. Any person arriving or leaving the premises will be marked in or out with a time on the register when they arrive or leave.

*The correct staff :children ratios will be maintained at all times.

* On outings, the group will aim for an adult:child ratio of 1:2.

*Staff are discouraged from taking children in their private cars on outings or elsewhere, unless it is an emergency.

*An appropriately stocked first aid bag will be taken on outings and is available in the Nature garden.

*Equipment used in the Preschool will be age/stage appropriate, recognising that materials suitable for an older child may pose a risk for younger, less mature children.

*Activities such as cooking, woodwork, energetic physical play and use of the trampoline and climbing frame will be closely and constantly supervised.

*Large equipment will not be moved unless the children are safely gathered together in the book corner and are supervised.

*Appropriate safety arrangements will be made for children with Additional Learning Needs and these arrangements will be agreed with all staff and parents on admission and reviewed regularly.

Policy Revisions

Created: December 2002,

Amended January 2005, September 2017, Sept 2019, 19.2.26

Next Review: Spring 2027

Health and Personal Hygiene Policy

Health/Illness

Parent/carers are asked to keep their children at home if they are unwell. If the child's illness is infectious, parents/carers are asked to inform the group, so that the group can alert other parents/carers.

It would also be greatly appreciated if parents and carers could refrain from bringing siblings into the group who are off school due to illness, as this may only spread the illness further.

Information regarding exclusion periods for the common infectious diseases will be made available to parents/carers.

Parents/carers are asked not to bring into the group any child who has been vomiting or had diarrhoea until at least 48 hours after the last attack.

If a child becomes unwell during a Preschool session, the parent/carer or the emergency contact as named on the child's Preschool application form will be contacted and asked to collect the child. For the benefit of all children, the child who is unwell will be isolated until they can be collected.

Staff will ensure that the First Aid equipment is kept clean and in date if appropriate. Items will be replenished as necessary. Staff will attend First Aid Courses as appropriate.

There is a no-smoking policy within the premises, which includes E-cigarettes.

Personal Hygiene

Staff will ensure children wash their hands with soap and rinse under warm running water immediately before having snacks, after using the toilet, before cookery activities and after sneezing or coughing into their hands.

Staff will encourage children to shield their mouths/noses when coughing and sneezing. Tissues will be available and children will be encouraged to blow and wipe their noses as necessary.

Soiled tissues will be disposed of hygienically in the silver pedal bin. The bin is lined with a food waste bag and is taken for recycling with other Preschool recycling.

Paper towels or the hand air dryer will be used for hand drying and paper towels will be disposed of in the bathroom bin which will be emptied at the end of each session and the used towels will be put out with the paper waste for recycling.

Staff will ensure that children with pierced ears do not try on each others ear-rings.

Parents/carers will be asked to bring potties/toilet trainer seats in on a daily basis for the exclusive use of their own child. Once used, the contents will be flushed down the toilet and the potty/seat will be wiped out before sending it home.

Hygiene rules related to body fluids will be followed with particular care and all staff and volunteers will be aware of how infections, including H.I.V. are transmitted. Spills of body fluids will be wiped up and flushed down the toilet. Rubber gloves will always be used. Floors and other affected surfaces will be disinfected using antibacterial spray and clothing will be thoroughly washed in hot water and put into plastic bags for the parents/carers on collection of the child. Clean spare clothes will be available.

Vomit

Staff will refer to the Body Fluid Spillages – Vomit notice which is displayed on the inside of the Preschool cupboard door and which is attached to this policy.

Bathroom Cleaning

Toilets, washbasins and floors in the bathroom area will be checked by Preschool staff before sessions begin and a monitored throughout the session by staff. Toilet rolls and paper towels are replenished as necessary. Where cleaning during a session is necessary, staff wear disposable gloves and use appropriate purple/green cloths and disinfectant, which will be thrown away after.

The hall facility is cleaned once a week by a cleaner employed by the Hall Committee.

Body Fluid Spillages: Vomit

- all bodily fluids must be regarded as being potentially infectious and should be treated as such.
- undertake a risk assessment which will identify the personal protective equipment which should be used. Gloves will always be required. In certain circumstances ori-nasal masks, eye protection and aprons may be necessary.
- use suitable warning signs
- ventilate area
- locate spillage or contaminated item.
- apply absorbent material or disinfectant to spillage allow to act for the specified contact time.
- remove as much spillage as possible by absorption, wiping or by other means and place into a waste bag, then double bag. Mops should not be used due to the risks of cross contamination.
- when clean, rinse the surface thoroughly
- care must be taken to avoid splashing
- if the spillage is on a carpet, apply the same procedure and use hot water and detergent. In certain circumstances arrangements may need to be made for steam cleaning.
- place all disposable personal protective equipment, cloths, paper roll used into a waste bag and seal.
- place all sealed waste bags into a lidded waste bin

- clean/disinfect thoroughly all equipment used and return to store
- on completion, wash and dry hands thoroughly
- report spillage to appropriate person.

* Note

Equipment used for body fluids spillages should not be used for any other tasks.

Ensure correct cleaning agents are used.

It is advised that spillage kits are made available:-

- absorbent materials
- dust pan and brush
- disinfectant wipes
- disinfectant
- disposable gloves
- apron/overshoes
- disposable bags
- instructions

Policy Revisions

Created: January 1997

Amended October 2002, Sept 2009 & May 2011, Feb 2014, Jan 2016, 27.2.2024, 19.2.26

Next Review: Spring 2027

Healthy Eating Policy

Healthy eating habits and social skills are promoted within the group through the provision of a healthy snack in hygienic surroundings that meet the nutritional requirements of the growing children.

Children will be given the opportunity to try a variety of healthy foods from all food groups, except for nuts.

The group operates a NO NUT policy, as staff will not necessarily be aware of children with nut allergies, and as any reaction can be very severe, the group is minimising the risk by not allowing nuts of any kind in Preschool offered snacks or children's lunch boxes if they are staying for wraparound care.

Diets and eating practices of all cultures will be positively valued, giving children an opportunity to identify with the familiar and to learn to enjoy and respect other foods and traditions.

Snacks offered will be fresh and nutritious.

Water and semi skimmed pasturised milk will be offered in a lidless cup. Water will be available for the children at all times.

Foods which contain high proportions of fat, sugar or salt will be avoided.

All individual dietary requirements, whether for personal, medical or religious reasons, will be respected and adhered to. Notices regarding personal dietary requirements will be displayed on the snack box and on the notice board beside the snack area. Parents and carers are required to complete a child admission form when their child starts which asks about specific allergy and dietary requirements.

In the event of being made aware of an allergy, the appropriate measures will be put in place to keep food separated – such as separate spreads and sealed containers.

Staff will sit with and supervise the children while they eat and will provide a good role model for healthy eating.

Children will be encouraged to develop good eating habits and will be given plenty of time to eat their snack.

Healthy food options will be used in activities whenever possible, such as in education, language, craft, cooking and role play.

Baking/cooking activities undertaken in the group will be suitably wrapped and sent home with the children for them to eat at home.

The half termly snack menu is sent out each half term to parents

Staff will receive relevant training in relation to healthy eating, food safety and hygiene regulations.

Policy Revisions

Created : January 1997

Amended: Oct 2002, February 2012, 18 October 2024, 19.2.26

Next Review: Spring 2027

Inclusion Policy

The Group will encourage the involvement of parents/carers by making them welcome, respecting the differences in families, their language and culture and by encouraging them to contribute in whatever way they can.

All parents/carers and staff will be encouraged to understand the effects of stereotyping and discriminations. Any discriminatory remarks will be challenged.

Children in the group:

Will be respected and their individuality and potential will be recognised, valued and encouraged.

Will be given the opportunity to learn to respect their own and others cultures, languages and celebrations. They will be given the opportunity to see that they are part of a multi-cultural /diverse and anti-racist society.

Will have their individual needs provided for wherever possible, including those with Additional Learning Needs.

Policy Revisions

Created: Jan 1997

Amended : 6th February 2023, 16.2.26

Reviewed: 10.2.23, 16.2.26

Next Review: Spring 2027

Lost Child Policy

The safety of children in the group's care is of paramount importance at all times.

The group will create a safe environment in line with the Preschool Health and Safety Policy, to minimise the risk of losing a child.

If a child becomes lost, the Person in Charge will note the time and immediately delegate some staff to search the immediate indoor and outdoor vicinity, taking a mobile phone with them, whilst the remaining staff continue providing for the safety of the other children within the group.

The searching staff will be instructed to report back to the group leader after 2-3 minutes of searching, either in person or using a mobile phone.

Staff will continue to search until 5 minutes has elapsed and if the child has not been found within this time, a staff member will contact the police and the lost child's parents/carers. Staff will continue to search.

The Duty Officer of MCC Children's Social Services and C.I.W. (Care Inspectorate Wales) will be informed of the incident as soon as possible.

Policy Revisions

Created: July 2003

Amended March 2019, June 2019, 19.2.2026

Next Review: Spring 2027

Lunch Box Policy

To maintain healthy development and growth children need to eat a nutritionally well balanced diet.

Good nutrition in early childhood can help to prevent a variety of health problems, both in the short term and later in life. There is increasing concern that many children are consuming too much fat, sugar and salt and too little fibre, fruit and vegetables.

Our aim is to share information with parents around the content of a healthy packed lunch and the balance of food groups that should be provided in a packed lunch. By doing this we hope to help them establish healthy eating habits from an early age.

A child's packed lunch should be based on the 'Eatwell Guide' model which shows items in food groups.

Portion sizes – these are based on each child's own hand when describing the amount.

1) Bread, Rice, Potatoes, Pasta - these starchy foods are a healthy source of energy. Packed lunches should include 2 or more portions.

1 portion of this group is equivalent to 'a child's fist' – recommended 5 per day

2) Fruit and Vegetables - these foods provide vitamins, minerals and fibre. Lunches should include at least 1 portion of fruit and 1 portion of vegetables / salad, or more.

1 -portion is 'a child's handful' – recommended 5 per day

3) Milk and Dairy foods - these foods provide calcium for healthy bones and teeth. Include 1 portion at lunch

1 portion is 'child's two thumbs' – recommended 3 per day

4) Meat, Fish, Eggs, Beans, Pulses - these foods provide protein for growth.
Packed lunches should include 1 portion of these foods

1 portion is 'a child's palm' – recommended 2-3 per day (3 if vegetarian)

Any drinks provided in lunch boxes should only include either plain water, milk (semi-skimmed), unsweetened fresh fruit juice (max 150ml), diluted fresh fruit juice, fruit or dairy based smoothies (max 150ml)

Guidelines recommend it is important not to fill up on too many foods that are high in fat and / or sugar at the expense of other more nutritious foods. Limiting high fat and sugar foods will help protect your child from becoming overweight as well as helping prevent tooth decay, heart disease, stroke, and diabetes.

Sweets, chocolate, crisps, toffee/salted popcorn, squash and fizzy drinks will not provide your child with a healthy diet and should be avoided.

Packed lunches must not contain the following:

- Nuts or nut products
- Whole uncut round foods; grapes, cherries, and strawberries and cherry
- Tomatoes
- Fizzy drinks

We will ensure that eating food from home is a sociable experience. Our policy aims to enhance this by:

- Providing a dining environment that is appropriate, hygienic and attractive with a seat and a place to eat
- Ensuring good behaviour and consideration for others is maintained
- Providing fresh drinking water at all times

We are unable to provide fridge space, so we request that food from home is in insulated bags with freezer blocks.

We request that all packed lunch food must be ready to eat without the need for heating. We do not allow the swapping of food items between children as there is potential for an adverse reactions.

Policy Revisions

Created: 27.3.2025

Reviewed : 19.2.26

Next Review: Spring 2027

Medication Policy

Staff agree to work to the policy detailed below to meet the needs and safe wellbeing of all children attending the group.

This policy specifically relates to children who require ongoing medication to maintain their stable wellbeing, giving them the opportunities to be part of their local community group.

Written information relating to each child's individual medical needs will be given to the group by the child's parent/carer when the child first registers to attend, by way of the Child Admission form.

Written permission from the child's parent will be obtained before any medication is administered, by completion of the "Request to administer medication form". Two staff signatures are required when medication is administered, one to check the medication and correct dosage and one to actually administer the medication. Parents sign the "Record of medication administered form" in the register folder at the end of each session that the medication is administered.

If there is a change in any child's health during his/her time at the group then written information must be made available to the group by the parent/carer, as soon as possible.

The group will have an appropriately trained adult to administer medication when necessary. (e.g. use of epipen/inhalers). This may not be the same person as the trained First Aider. Medication will be administered to the child in a caring and respectful way by the appropriately trained adult.

All adults in the group will know who is responsible for the medication of a child with particular medical needs.

Training will be regularly updated for those adults responsible for administering the medication.

Trained staff are required to act as would a caring parent/carer and not as a medically trained practitioner. So long as this policy is followed, trained staff will be deemed to have acted in good faith.

All medications will be stored as specified on the medications container. This will be out of reach of any children. Expiry dates will be checked each half term.

Policy Revisions

Created: October 2002

Amended: June 2019

Reviewed : Jan 2022, 19.2.26

Next Review: Spring 2027

Nappy Changing and Potty Use Policy and Procedure

We aim to support children's care and welfare on a daily basis in line with their individual needs.

All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Children will have their nappies/trainer pants changed according to their individual needs and requirements.

Information will be shared between parents and staff about nappy changing and toilet training in a way that suits the parents.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties.

These procedures are to ensure the safety of both the children in our care and the Preschool staff. Following our last CIW inspection in November 2024, staff have taken into consideration the recommendation to "ensure that nappy changing is carried out in place that provides children with privacy and dignity".

- All children should be checked and changed as and when needed.
- A child should be changed immediately if they soil their nappy or it becomes wet.
- All staff with a valid enhanced DBS check will be permitted to change nappies.
- When changing a nappy, staff members must wear disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for subsequent nappy changes.
- When changing a nappy or trainer pants, staff will consider the stage of toileting the child is at and will either sit them on their individual potty, stand them near the toilet and change them or will request the child to lie down on the changing

mat, which will be placed on the floor in the ladies bathroom, behind the shower curtain screen to afford the child some privacy.

- The mat must be sprayed with anti-bac after every nappy change and allowed to dry naturally or wiped dry with a paper towel before changing any other child.
- In cases where an older child who is undergoing toilet training has an accident and may still be wearing pull ups/terry towelling pants, staff will usually change them in a standing position by the toilet, so that they can be sat on the toilet if necessary and cleaned up appropriately.
- Staff must wash their hands in the hand basin using the hot tap and soap after nappy changes/potty use.
- Potties – staff are to give children privacy when using potties, by sitting them out of sight of other children using the toilet area, such as behind the shower curtain screen. After use, staff need to dispose of the waste appropriately in a toilet, and potties must be cleaned with anti-bac and allowed to air dry.
- Parents are requested to bring individual potties into the Preschool whilst their child is potty training. Potties will be used exclusively by the child who it belongs to and will not be shared with other children.
- Children need to wash their hands after using the potty.
- Staff will respect the parent/carers choice of nappies for their child by ensuring that they are using the correct make and size of nappy provided by the parents.
- Staff must make a note when a child is sore and speak to the parents/carers at the end of the session. Creams will not be administered by staff, unless by specific arrangement with a parent/carer.
- Should a member of staff have any concerns about a child they should follow the safeguarding procedure.
- Children must never be left unattended on the nappy changing mat.
- All nappies, wipes, gloves and aprons must be put into nappy sacks and the sacks tied up. Nappy sacks will be then be placed by the child's bag for parents to take home, as they will be responsible for taking the nappy sacks home and disposing of them appropriately.
- Soiling – if a child has an accident, the soiled underwear will be placed in a nappy sack and then placed by the child's bag. Any child having a bowel movement accident needs to be cleaned appropriately and the soiled underwear must be placed in a nappy sack, tied up and placed by the child's bag until the parent collects the child. Staff will explain to the parent/carer the nature of the incident and the condition of the underwear. The same procedure applies with any garments soiled with blood or vomit.

Policy Revisions

Created : June 2019

Amended: 30.11.24, 25.1.25, 19.2.26

Next Review: Spring 2027

Nature Garden and Pond Visits Policy

Nature Garden Visits

A designated member of staff will conduct a safety check of the area immediately prior to the planned visit and will complete the checklist form in the register folder.

Providing the check is satisfactory, staff will ensure children visit the toilet if necessary and assemble indoors to change into outdoor footwear and clothing, befitting of the weather conditions.

When a small group of children are visiting the Nature Garden or pond rather than the whole group, the Preschool Manager (or deputy PIC) will take a register of those going to visit the outdoor area, to ensure the number of children leaving the premises is known.

Children will line up by the main door and be escorted off the premises by the staff. The main door will then be locked, either from inside by the remaining members of staff if only part of the group is visiting the area, or from the outside if the whole group is using the area.

Children will hold hands in small groups and make their way to the gate of the outdoor nature garden, with a member of staff at the front and a member of staff following up behind.

The front member of staff will open the gate and count the children into the nature garden, ensuring the gate is latched shut once everyone is inside.

If, during the outdoor session, a child(ren) require the toilet, one member of staff will be designated to take the child(ren) concerned back to the main building. They will then return to the outdoor area with the member of staff, as outlined above.

When activities in the area have finished, staff will ensure children are lined up again by the gate. Staff will count the number of children lined up to check that no one is left behind. One member of staff will then open the gate and lead the children back to the main building door. The other member of staff will close/lock the gate and follow up behind the group.

Staff will count the number of children back into the main premises and then assist the children to get changed (if necessary) into indoor footwear and clothing and supervise hand washing in the cloakroom.

Where snacks are to be consumed outdoors, children will be given wet wipes to clean their hands before any food and drink is consumed.

The Preschool Manager (or Deputy PIC) will take the group mobile phone to the garden for emergency purposes.

The emergency bag is kept in the Preschool shed and contains emergency telephone numbers, emergency whistle, tissues and sealed bottle of water.

In the event of an emergency in the outdoor area, the Preschool Manager (or nominated deputy) will organise staff and children according to the circumstances. If it is a medical emergency requiring first aid, the Preschool Manager will designate a first aider to administer appropriate aid and will ensure the other children are moved to another part of the area. If the emergency requires immediate evacuation of the area, the Manager (or deputy) will alert everyone by blowing on the emergency whistle and staff will escort the children to the emergency assembly point by the tennis court doors. The Preschool Manager (or deputy) will summon emergency aid by mobile phone if necessary.

Pond Visit Policy

Occasionally, when we are in the Nature Garden, we will decide to visit the local pond.

This is located a short walk from the nature garden and we often study the changes that have occurred since our last visit.

Before we proceed to the pond we hold hands walking down the track at all times and once we get to the pond we need to stand away from the edge, all children are instructed to stand behind the adults.

Any incidents or emergencies will follow the Nature procedures above.

Policy Revisions

Created : November 2007

Amended: August 2017, 16.2.26

Next Review: Spring 2027

Parental Involvement – Settling in at Preschool

Shirenewton Prechool will:

- Welcome new parents/carers and children and encourage them to visit the group as a family before registering.
- Be flexible about how individual's settle into the group.
- Help parents/carers to become familiar with the group's routines.
- Inform parents/carers of the group's policies and procedures.
- Share pertinent information from the Local Authority Early Years, Health Board and other relevant partners.
- Make every effort to provide translation services or interpreters as necessary.
- Welcome the contributions of all parents/carers and ensure they have opportunities to contribute their skills, knowledge and interests.
- Provide opportunities for parents/carers to participate in the group's activities to learn about the Welsh Non Maintained Early Years curriculum and assessments and the importance of learning through play in the child's development, both in group and at home.
- Ensure all parents/carers are informed about parent meetings and any training opportunities.
- Ensure all parents/carers are able to discuss personal matters relating to their child in confidence.

Policy Revisions

Created: Jan 1997

Amended : 6th February 2023, 19.2.26

Reviewed: 10.2.23, 19.2.26

Next Review: Spring 2027

Privacy Policy

The General Data Protection Regulations (GDPR) came into force on 25th May 2018. In the light of the legislation and as part of a documentation review I have detailed below the Group's Privacy Policy.

The Data Protection Act 1998 gives you various rights to do with the information that businesses, the Government and other organisations hold about you.

Personal information that we use and hold is covered by the Data Protection Act.

This notice is to ensure that you are aware of how we may use your personal information.

IN WHAT WAYS DO WE COLLECT INFORMATION

When you register your child with us we collect information on your child from:

- Your child's application form/consent form
- Your contract
- Your child's admission form
- Your child's 'individual child profile' form
- Change of contact form for example if you change your name when you get married or move house
- Your funding form for Local Authority Grant/Foundation Phase education

We may also receive it from other organisations such as:

- Social services
- Monmouthshire Early Years
- Speech and language specialists
- Health visitors
- Portage etc.
- Other settings if your child attends another local setting or transfers setting

HOW WE USE PERSONAL INFORMATION

We use information that we have about you and your children for business purposes. These purposes generally fall into the following areas:

- 1) Administration – This applies to past, current and potential future children and their parents / guardians. We use this information for the provision of child care.

The types of personal information we collect and use include:

- The personal details of your child
- The payment of fees due
- Details of the child’s family (so we can contact you in case of an emergency)
- Medical information (so we can cater for any special needs)
- Ethnic background of your child (so we can ensure and respect diversity and inclusion)

- 2) Provision of Education – This applies to past, current and potential future children and their parents / guardians. We use this information to ensure that your child’s development needs are catered for.

The types of information we collect and use include:

- Records of child’s development
- Examples of their work
- Records of your child’s foundation phase profile
- Records of observations
- Records of adult lead activities

- 3) Keeping you informed – This applies to current, past and potential future children and their parents / guardians. We use this information to keep you updated about events in the setting (e.g. to let you know about events and changes to schedules).

The types of information we collect and use include:

- Email address. So we can email you updates (This is optional, and you can opt out of receiving email updates at any time).
- Details of all events and notices will always be posted on the noticeboard.

HOW LONG WE KEEP PERSONAL INFORMATION

We are required to keep certain personal information for 3 years after your child has left the setting

We are required to keep details of accident, incident and medication records for 21 years and 6 months after your child has left the setting (or until aged 25 in some circumstances)

WHO WE SHARE PERSONAL INFORMATION WITH

Generally we only use your information within the setting. There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

- If you chose to pay using Child Care Off (CCO) we will share the minimum amount of data with the voucher scheme operator so they can identify you and make the appropriate payments on your behalf.
- If your child is entitled to the Education Grant we will share your personal details with Monmouthshire County Council in order to identify your child and prove entitlement to funding.
- If we are requested to provide access to your records by our regulating authority CIW in order to ensure the compliance of the setting with the minimum standards or Estyn to ensure our status as an education provider.
- Occasionally, we receive requests for information from schools, government departments, the police and other enforcement agencies. If there is a proper legal basis for sharing your personal information, we will provide it to the organisation that is asking for it.
- We may on occasion use your personal information for the purposes of recovery of overdue fees.
- In case of an emergency, we may need to share with the emergency services details of your child including details of any medical conditions as provided to us by you.

- To contact you when we want to inform you about events at the setting.

WHERE WE PROCESS PERSONAL INFORMATION

We will only store and use your personal information in the United Kingdom

OUR COMMITMENT TO YOU

We will process your personal information in line with the Data Protection Act. This means that we will:

- only collect and hold information about you which we need for some reason
- keep your personal information up to date and accurate (to help us do this, please let us know if any of your details change)
- take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights and
- destroy your personal information in a secure way once we no longer need it

WHAT RIGHTS YOU HAVE OVER YOUR PERSONAL INFORMATION

You have certain rights over your personal information. Most importantly, you have a right to ask for a copy of all the personal information we hold about you and your child but there are some legal exceptions to this, such as information which is confidential to the setting.

If you would like a copy of your personal information, you should contact:

Morgan Baker, Owner/Manager/Registered Person on 07957 102248

or morgan@shirenewtonpreschool.com

I will process your request under the terms of the group's policy.

WEBSITE INFORMATION

When someone visits our website www.shirenewtonpreschool.com, we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We collect this information in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website, we will be up

front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Policy Revisions

Created : May 2018

Reviewed: 16.2.2026

Next Review: Spring 2027

Privacy Policy – Staff

The General Data Protection Regulations (GDPR) came into force on 25th May 2018. In the light of the new legislation and as part of a documentation review I have detailed below the Group's Privacy Policy.

The Data Protection Act 1998 gives you various rights to do with the information that businesses, the Government and other organisations hold about you.

Personal information that we use and hold is covered by the Data Protection Act.

This notice is to ensure that you are aware of how we may use your personal information.

IN WHAT WAYS DO WE COLLECT AND HOLD INFORMATION:

- personal information (such as name, address, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications
- Medical information where relevant to work

We use this data to:

- inform the development of recruitment and retention policies
- comply with safer recruitment guidelines
- enable individuals to be paid
- market the Preschool via the website

The lawful basis on which we process this information:

We process this information under contract and through legal obligation.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold this data for 6 years after the current year in the case of employment information or 6 years after termination of employment for contracted information.

We hold details of accidents and incidents for 21 years after the current year

Who we share this information with

We routinely share this information with:

- the local authority
- regulatory bodies (CIW and Estyn)
- umbrella organisations - WPPA
- HMRC

Why we share your data

We do not share your data with anyone without consent unless the law and our policies allow us to do so.

Local authority

We are required to share information about staff with our local authority and EAS, in order to comply with our SLA (Service Level Agreement)

Regulatory bodies

We are required to share information about staff with the regulatory bodies in order to ensure compliance with NMS (Non Maintained Settings) and Estyn requirements

Umbrella Organisations

We might share data with WPPA but not unless the law or our policies allows us to do so

HMRC

We are required to share information with HMRC for legal reasons

Data collection requirements

The Local Authority and Regulatory Bodies may process the data and use them in producing statistics or reports but the data would be anonymised.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that the group holds. To make a request for your personal information, contact Beverly Lindsay.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way the Group is collecting or using your personal data, I ask that you raise your concern with me in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information - If you would like to discuss anything in this privacy notice, please contact:

Morgan Baker, Owner/Manager/Registered Person Shirenewton Preschool

07957 102248 Morgan@shirenewtonpreschool.com

Policy Revisions

Created: May 2018

Reviewed: 16.2.26

Next Review: Spring 2027

Staff Recruitment Policy and Procedure

The Preschool is committed to appointing the best person for the job, taking into consideration the group's own Equal Opportunities Policy and the requirements of the Race Relations Act 1976, the Sex Discrimination Act 1975 and the Disabled Persons Act 1986.

Vacancies will be advertised internally within the Group, amongst Parents/Carers and externally within the Community.

Job Descriptions for all positions are reviewed periodically to ensure they remain up to date and accurate.

Interviews will be arranged and conducted by the Preschool Manager, whose decision on who to appoint will be final.

Unsuccessful applicants will be notified in writing as soon as practicable after their interview. Successful applicants may be re-interviewed by another member of the Preschool Staff before a final decision is made.

An Offer Letter will be sent to the successful applicant and upon acceptance, a formal Terms and Conditions Statement and a copy of the Preschool 'Parents Guide' will be forwarded to them. The applicant will also be required to complete the necessary Health/Criminal Records Declaration forms for a check to be carried out under the Local Authority Regulations. An Enhanced Disclosure check under the DBS scheme will also be required. Recruitment will only be undertaken if Health and DBS checks are acceptable.

Induction Training will commence during the first week of employment for 4 weeks, culminating in the end of the Probationary period.

Appendices attached:

Appendix I - Interview Letter

Appendix II - Reject Letter

Appendix III - Offer Letter

Policy Revisions

Created: Sept 2002

Reviewed: 18.2.22, 27.2.24, 16.2.26

Next Review: Spring 2027

Appendix I - Interview Letter

Dear

Further to your recent application for the post of _____,

I am pleased to invite you for interview on _____ at _____ am/pm.

The interview will take place at the Recreation Hall, Shirenewton. Please bring with you any relevant qualification/course certificates.

Yours sincerely,

Morgan Baker

Preschool Manager/Owner

Appendix II - Reject Letter

Dear

Thank you for attending the recent interview for the post of _____
at Shirenewton Preschool.

We have now had an opportunity to consider the applicants, and it is with regret I have to inform you that you have not been successful on this occasion.

I would like to take this opportunity of thanking you for your interest and hope that you find an alternative post in the near future.

Yours sincerely,

Morgan Baker

Preschool Manager/Owner

Safeguarding Policy and Procedures

The group fully recognises the contribution it makes to safeguarding adults and children at risk and is committed to supporting the adults and children attending the group, promoting their safety and protecting them from neglect and emotional, physical and sexual harm. All individuals working with adults and children have a legal duty and responsibility to report allegations or concerns of a safeguarding nature that come to their attention.

There are three main elements to this policy:

- Prevention
- Procedures for identifying and reporting cases or suspected cases of adults and children at risk
- Support to those who may have experienced abuse or harm

This policy applies to all staff and volunteers working in Shirenewton Preschool. It is recognised that all staff that come into contact with adults and children can often be the first point of disclosure of abuse or harm. This first point of contact is an important part of the safeguarding process and it is essential that all staff are aware of and implement the procedures outlined in this policy.

Prevention

The group recognises that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to safeguard adults and children in the group.

The group will therefore:

- Establish and maintain an ethos where adults and children feel secure, are encouraged to talk and share their concerns and will be listened to
- Ensure that those attending the group know that staff and volunteers in the group can be approached if they are worried or concerned about matters that concern them, or their family members or friends
- Include in the ethos of the group that people have the right to be safe from abuse and to know that they can turn to staff for help.

Procedures

The group will follow the Wales Safeguarding Procedures (2020), the Monmouthshire Safeguarding Policy (April 2018), the Social Services & Wellbeing Act 2014 and relevant adult protection procedures and other guidance and protocols that have been endorsed and agreed by the South East Wales Safeguarding Children Board (SEWSCB) and the Gwent Wide Adult Safeguarding Board (GWASB).

If any adult suspects that a child is being abused in a physical, emotional or sexual way or is being neglected, they have a legal duty to discuss their concerns with the member of staff designated to be responsible for safeguarding.

The designated member of staff for Safeguarding within Shirenewton Preschool is Beverly Lindsay, Preschool Owner/Manager. In her absence, her deputy, Morgan Baker will be responsible and in the very extraordinary case of Beverly and Morgan's absence, the most senior member of staff on site will be responsible.

All staff responsible for safeguarding will undertake relevant safeguarding training and updates and will look to the Safeguarding Children board (SEWSCB) and GWASB and in particular the local authority's Designated Officer for Safeguarding in Education for guidance and support in all safeguarding issues.

All staff and volunteers must understand their personal and legal responsibility, be aware of the names of the group designated person and deputy responsible for adult and child protection concerns, are aware of the group's procedures, are aware of the need to be vigilant in identifying suspected cases of abuse and understand how to support an adult or child who discloses abuses, particularly the do's and don'ts.

Where possible, concerns regarding a child should be discussed with the parents unless to do so would put the child at risk or unless the concern is of a sexual nature.

Staff are authorised to seek health related advice from outside agencies where there is a safeguarding concern.

Whenever changes in an adult's or child's behaviour or physical condition occur or there is an injury that raises concern, a clear, confidential written record must be set up.

The record will include their name, address and age, observations of the their behaviour/appearance without comment or interpretation. Only the exact words spoken by them should be recorded. The record will contain a note of the time and date and will be signed by the person making the record. The record will be kept confidential and secure and only shared on a “need to know” basis. It is the responsibility of the designated person to ensure that any transfer of records is conducted sensitively and securely.

If it is felt that adequate explanations for the condition have not been provided and that the person is at risk, the designated person or deputy will seek advice from the Designated Officer and/or Social Services duty and assessment team if necessary. If in doubt a referral must be made. The Local Duty Social worker (Monmouthshire County Council) can be contacted on 01291 635669. Out of hours social work help and advice may be obtained from the Emergency Duty Team on 0800 328 4432.

The Adult Safeguarding Duty phone number is : 01291 638928 and out of hours telephone 0800 328 4432.

The email is mccadultsafeguarding@monmouthshire.gov.uk

It must be remembered that it is the responsibility of childcare professionals to report concerns, not to decide whether or not it is abuse.

The Designated Person for safeguarding will work to develop effective links with the relevant agencies and co-operate as required with their enquiries regarding safeguarding matters.

The group will create an environment in which adults and children are safe from harm and abuse. This will be achieved in the following ways:

- by planning the work of the group to minimise situations where the abuse could occur.

- by children being supervised at all times by a “suitable” person. Staff and regular

volunteers will be required to undergo an Enhanced DBS check as part of their employment conditions and these will be renewed every 3 years.

- by ensuring that adults who have not got a current Enhanced DBS check will not take children, unaccompanied, to the toilet or be left alone with the children at any time.
- by ensuring that children will not be left alone with visitors to the group
- by ensuring that children are not punished by any kind of physical method
- by ensuring that humiliating and frightening methods of punishment are not used.
- by ensuring that children are only collected from the group by an authorised adult(s).
- by ensuring that all records and files are kept secure and locked away.
- by interviewing all applicants for work within the group before they are appointed, following national and local guidance for recruitment and selection.
- by ensuring that written references are gained before employment from a person who has 2 years or more experience of the applicant's paid or voluntary work with children or from a reputable person who has known the applicant for at least 2 years and who can comment on the applicant's character and relationships with others.
- by ensuring parents have a clear understanding of the responsibility placed on the group and its staff for safeguarding. This will be achieved by setting out their obligations in communications and by way of this policy which parents will be

asked to read and sign as understood. In particular there is a clear obligation that the “welfare of the child is paramount” and in some circumstances this may mean that the parents are not initially informed of a referral made by the group.

If an allegation is made against a member of staff or volunteer, that member of staff/volunteer will be immediately suspended pending an investigation of the facts. Allegations will be managed in accordance with the Safeguarding Children: working together under the Children Act 2004 and local SEWSCB guidance, A flowchart is displayed on the Preschool Noticeboard for information. Monmouthshire Safeguarding Children Board and Care Inspectorate Wales (CIW) will be immediately informed of the allegation.

Supporting children and adults at risk of abuse

At Shirenewton Preschool we recognise that those who are at risk, suffer abuse or witness violence are often affected in adverse ways, some may be deeply troubled by these events.

The group will endeavour to be patient and supportive to those at risk of harm or abuse.

The group will provide activities and an environment which will promote a positive, supportive and secure place, which encourages self-esteem and self-motivation and gives children a sense of being valued. The group’s Behaviour Policy is aimed at supporting vulnerable children and all staff will follow a consistent approach which focuses on the behaviour of the offence committed by the child, but does not damage the child’s sense of self-worth.

The Designated Person will liaise with other agencies that support the child, such as Social Services, Education Psychology Service and Health Professionals.

The Designated Person will keep records and notify Social Services if there is a recurrence of a concern with any individual child.

Where a child on the child protection register moves to another education establishment, the Designated Person will sensitively inform the new school and inform Social Services of the move.

Children with Additional Learning Needs

The group recognises that, statistically, children with additional learning needs or additional needs are more vulnerable to abuse. Staff will be trained to be particularly aware of the signs of abuse in these cases.

Information for all staff/volunteers

What to do if a child or adult tells you they have been abused or harmed. A person may confide in any member of staff/volunteer. Staff to whom an allegation is made should remember:-

- Yours is a listening role, do not interrupt the person when they are freely recalling events. Limit any questions to clarifying your understanding of what the person is saying. Any questions should be framed in an open manner so not to lead the person;
- You must report orally to the Designated Person Safeguarding (DSL) or their Deputy in their absence immediately to inform them of what has been disclosed. In the unlikely event of both being absent seek out the most senior person in the setting/service;
- Make a note of the discussion, as soon as is reasonably practical (but within 24 hours) to pass on to the Designated Safeguarding Lead. The note which should be clear in its use of terminology should record the time, date, place, and people who were present and should record the person's answers/responses in exactly the way they were said as far as possible. This note will in most cases be the only written record of what has been disclosed and as it records the initial disclosure from the person it is an important one in the child protection process. Remember, your note of the discussion may be used in any subsequent formal investigation and or court proceedings. It is advised that you retain a copy in a safe place.

Responsibilities under Ending Physical Punishment in Wales legislation – March 2022

From March 2022, it became unlawful to physically punish children in Wales.

All children have the same protection from assault as adults.

This means that the law is clear – Anyone who physically punishes a child will be :

- Breaking the law
- Risks being arrested or charges with assault
- May get a criminal record which is the same for any criminal offence

Staff seeing a child being physically punished or if they are concerned about a child should:

- Advise the group's designated safeguarding officer
- Contact the local social services department
- Call the police in an emergency or if the child is in immediate danger.

Responsibilities under Section 26 of the Counter Terrorism and Security Act 2015 and the Prevent Duty Guidance

The group is aware of its responsibilities under the above Act and Prevent Duty Guidance to safeguard those at risk of radicalisation.

Protecting children from the risk of radicalisation is seen as part of the groups' wider safeguarding duties and is similar in nature to protecting children from other harms, whether these come from within their family or are the product of outside influences. An assessment of the risk of children being drawn into radicalised situations will be made and sufficient safeguards developed accordingly.

The group will do this by:

- Building children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views.
- Identifying and risk assessing children who may be drawn into terrorism or extremism.
- Knowing the procedure to refer concerns and knowing how to seek support for the child.
- Ensuring all staff receive appropriate training and have the knowledge and confidence to identify children at risk of being drawn into terrorism and extremism and challenge extremist ideas.
- Ensuring children are safe from terrorist and extremist material when accessing the internet within the group, including having in place appropriate levels of filtering.

Prevent contact information :

Single point of contact – Heather Powell email: heather.powell@newport.gov.uk

Designated Lead Officer for Safeguarding in Education – Heather Heaney

Tel Number: 01633 644392

South East Wales Safeguarding Children Board and Gwent-wide Adult Safeguarding Board website :- www.gwentsafeguarding.org.uk

In an emergency, dial 999.

Policy Revisions

Created: January 1997

Amended October 2002, July 2004, January 2005, March 2007, March 2012, March 2013, September 2014, April 2017, January 2018, November 2018, November 2019, January 2022, February 2023, 26.9.24, 16.2.26

Reviewed: 16.2.26

Next Review: Spring 2027

Separated Family Policy

At Shirenewton Preschool, we support families going through separation. We understand that this can be a difficult time and so work closely with the parents to establish the most effective support. We support a child's emotional well-being during this time of transition and report any significant changes in behaviour to the parents. Parents are signposted to relevant services and organisations for support for the whole family, where required.

Parental responsibility

While the law does not define in detail what parental responsibility is, the following list sets out some of the key features of someone holding parental responsibility. These include:

- Providing a home for the child
- Having contact with and living with the child
- Protecting and maintaining the child
- Disciplining the child
- Choosing and providing for the child's education
- Determining the religion of the child
- Agreeing to the child's medical treatment
- Naming the child and agreeing to any change of the child's name
- Accompanying the child outside the UK and agreeing to the child's emigration, should the issue arise
- Being responsible for the child's property
- Appointing a guardian for the child, if necessary
- Allowing confidential information about the child to be disclosed.

Wales

If the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent.

This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

- By jointly registering the birth of the child with the mother (From 1 December 2003)
- By a parental responsibility agreement with the mother
- By a parental responsibility order, made by a court.

We are aware of different types of family arrangements and will seek further advice from a solicitor or children's social care if required.

Nursery admission and registration

During the registration process we collect details about both parents.

We request these details on the children's application form. If a parent does not have parental responsibility or has a court order in place to prevent this, we must have a copy of this documentation for the child's records.

If a child is registered by one parent of a separated family, we request disclosure of all relevant details relating to the child and other parent such as court orders or injunctions. This will make sure we can support the child and family fully in accordance with the policy set out below.

We will:

- Ensure the child's welfare is paramount at all times they are in the nursery
- Comply with any details of a court order where applicable to the child's attendance at the nursery where we have a copy attached to the child's file
- Provide information on the child's progress, e.g. learning journeys, progress checks within the nursery, to both parents where both hold parental responsibility
- Invite both parents to nursery events, including parental consultations and social events where both hold parental responsibility
- Ensure any incident or accident within the nursery relating to the child is reported to the person collecting the child
- Ensure that all matters known by the staff pertaining to the family and the parent's separation remain confidential
- Ensure that no member of staff takes sides regarding the separation and treats both parents equally and with due respect
- Not restrict access to any parent with parental responsibility unless a formal court order is in place. We respectfully ask that parents do not put us in this position
- We will seek legal advice in the case of any disputes regarding the care/collection and sharing of information, where required to ensure we meet all legal requirements.

We ask parents to:

- Provide us with all information relating to parental responsibilities, court orders and injunctions
- Update information that changes any of the above as soon as practicably possible
- Work with us to ensure continuity of care and support for your child
- Not involve nursery staff in any family disputes, unless this directly impacts on the care we provide for the child
- Talk to the manager/key worker away from the child when this relates to family separation in order to avoid the child becoming upset. This can be arranged as a more formal meeting or as an informal chat
- Not ask the nursery to take sides in any dispute. We will only take the side of your child, and this will require us to be neutral at all times.

Policy Revisions

Created: 05.03.26

Review date: Spring 2027

Student Placement and Visitors Policy

Students

Students on work experience placement from schools/colleges and vocational childcare courses are welcome within the group, with the needs of the children being of paramount importance at all times.

Students will not be admitted in numbers which will hinder the work of the group. Their teacher/tutor must confirm they are undertaking work experience or a registered childcare course.

Students will need to have a current Enhanced DBS certificate, in line with the group's Safeguarding Policy. They are also required to attend the Safeguarding level B training.

Any information gained by the students about the children, families or other adults in the group must remain confidential. Students will be made aware of the group's policies and procedures relating to Confidentiality, Health and Safety, Fire and Emergency procedure, Safeguarding Policy and personal responsibilities.

Students will be supervised by a member of staff at all times.

Written permission must be obtained from the children's parents before any child observation or study is carried out.

Visitors

Visitors will be accompanied by a member of staff during their visit and will not be left alone with the children or accompany them to the bathroom area at any time.

Visitors to the group are required to sign in on the Visitors register upon arrival and log the time of their departure, when leaving. Visitors will be issued with a visitors badge on a lanyard to wear for the duration of their visit.

Visitors and students will not be allowed to take photos of the children.

Policy Revisions

Created: January 1997

Amended June 2017, April 2024, 16.2.26

Reviewed: March 2026

Next Review: Spring 2027

Sun Protection Policy

At Shirenewton Preschool, we acknowledge the importance of sun protection and want staff and children to enjoy the sun safely. We will work with staff, children and parents/carers to achieve this through:

Education

- Sun Smart story time at the start of the summer term
- Painting and craft opportunities to reinforce the sun protection messages
- Parents and carers will be sent a letter explaining what we are doing about sun protection and how they can help during the summer months

Protection

Shade

- When the sun is strong, we will ensure children sit and play in the shaded area of the Nature Garden. There is plenty of shade provided by the large trees in the Nature Garden
- We will avoid using the Play park beside the car park when the sun is strong as there is little shade in this area

Clothing

- When outside in sunny weather, children are required to wear hats that cover the ears, face and neck eg: a bucket style hat
- The Preschool has a small number of wide brimmed hats available for any child who forgets their own
- All staff will wear hats when outside in the sun, to set a good example
- Children are allowed to wear UV protective sunglasses
- Children are encouraged to wear tops that cover their shoulders

Sunscreen

- We ask parents to apply sunscreen (ideally SPF 20 or higher and 8 hour protective sun cream SPF 20 or higher for those staying for the am/wraparound pm sessions) to their children's arms, legs, face and neck before they attend Preschool on days when the sun is strong or forecast to be strong
- Staff will not apply sun screen to children, but will cover them with appropriate long sleeved clothing and hats for outdoor play if sun screen has not been applied before they attend Preschool.

Outdoor play

Outdoor play usually falls into the 11am-3pm strong sun period of the day, so Staff therefore will ensure the children follow the above policy and procedure to ensure children are protected from exposure to full sun in this time period.

Policy Revisions

Created: June 2017

Amended : 30 April 2024, 16.2.26

Reviewed: Feb 2023, Feb 2024, Feb 2025, March 2026

Next Review: Spring 2027

Transition Policy and Procedure

Choosing the right nursery placement for your child can be confusing and difficult and it is so very important that your child's early years are happy and secure.

Starting at nursery is an important time and lays the foundation for secure and positive feelings about being in a world where parents and carers are not always present.

This policy and procedure aims to describe the process at various times during your child's time with the group and will help to manage and minimise any undue worries during these times.

Settling in from Home

When children arrive for the first time at Shirenewton Preschool, they and their parent(s)/carer(s) are welcomed and shown around the facility by a member of staff, usually the Preschool Manager. Our routines are explained and the children are helped to settle in their own time. Parents will be given a copy of the Parents Contract and will be asked to sign and return one copy. Our policies and procedures booklet will be passed to the parent/carer for them to take home, read and sign in the appropriate place in the front cover. The child Admission Form will be completed by the parent, if not already completed prior to starting, so that the group has information about dietary needs, medical information/history, family, the child's needs and likes/dislikes etc.

The staff find it extremely useful to have informal discussions with parents/carers as important details can be discussed in this way.

Children are welcomed into the setting and helped by staff at the main door. If a child is upset when they leave their parent/carer at the door, staff will ring, text or WhatsApp the parent/carer once the child had settled to allay any worries and parents/carers are welcome to contact the Preschool mobile at any time during the session to check on how their child has settled.

After around 6 weeks from starting, the Preschool Manager will complete an Individual Pupil Profile (All About Me) form with the parents/carers for the child's observation journal.

Between carers

We understand that not all children are brought to and collected from Preschool by their parent(s). In these cases we acknowledge any information given by the third parties and pass on information (ie: accidents forms, significant achievements, activities the child has been involved in etc.) to them. We feel this is important not only for information to be passed on to the parents, but for the next carer to know what has taken place and how the child has been, as this may reflect on their care of the child for the rest of the day.

Transition to School

Although the majority of the children attend Shirenewton Primary School as their next step, more recently children have been transitioning to other primary schools in the locality . The Preschool staff will start discussing transition to primary schools during the summer term and topic related activities will be planned. (eg: school classroom role play, bus role play, uniforms, book loan scheme, books and stories about starting school). The Reception Class Teachers will be invited to come to a Preschool session to introduce themselves and see the children in a familiar setting. The Reception Class Teachers often show the children a booklet about the school, with pictures and photographs of some of the key members of the teaching team and the school facility and then will spend time playing with the children and getting to know them during the morning.

The Preschool often makes a visit to the local village school in Shirenewton during the summer term for an activity in the school grounds, involving the Reception class pupils and teacher and attends the Infant Christmas Play in December with the children.

Children starting at Shirenewton School will be invited to attend for lunch with their parents/carers and then stay for an afternoon session in reception class. Details of this

will be sent to parents directly by the school. Similar arrangements exist for children going to start at different primary schools in the county.

Towards the end of the summer term, the Preschool Supervisor will give parents/carers the opportunity to meet to discuss their child's progress, give them relevant craft work from the folders and share with them the Assessment Reports. This information will also be shared with the next school with parent's permission.

In cases where there has been a recorded child protection issue at Preschool, this information will be sensitively and confidentially shared with the next school's Child Protection Officer, and the parent informed, unless to inform the parent will cause harm/damage to the child concerned.

Policy Revisions

Created: March 2013

Amended October 2015, August 2017, 27.2.2024, 16.2.26

Reviewed: 27.2.2024, March 2026

Next Review: Spring 2027

Whistle Blowing Policy

Whistleblowing is making a disclosure in the public interest. This means employees can raise a concern about malpractice within an organisation, whilst their employment rights are protected.

Staff who decide to blow the whistle on an organisation are protected and the employer cannot victimise staff (eg: by not offering a promotion or other opportunities the employer would have otherwise offered).

Whistleblowers are protected for public interest, to encourage people to speak out if they find malpractice in an organisation or workplace.

Malpractice could be improper, illegal or negligent behaviour by anyone in the workplace.

The Public Interest Disclosure Act 1998 covers behaviour which amounts to:

- A criminal offence.
- Failure to comply with any legal obligation, eg: EY NMS Curriculum, National Minimum Standards, National Care Standards.
- A miscarriage of justice has occurred, is occurring or is likely to occur.
- Danger to health and safety of an individual and/or environment.
- Deliberate concealment of information about any of the above.

Whilst Shirenewton Preschool expects all of its colleagues, both internal and external, to be professional at all times and hold the welfare and safety of every child as their paramount objective, there may be occasions where this may not be happening.

It is vital that all staff talk through any concerns they may have with the Manager, Beverly Lindsay, at the earliest opportunity to enable any problems to be ironed out as soon as they arise.

It is the policy of Shirenewton Preschool to encourage a culture of openness and transparency within the organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

We will do this by:

- Expecting the staff team to place children's interests as the highest priority at all times.
- Expecting the staff team/volunteers/adults who may have concerns about the actions or behaviour of any other person employed, working or volunteering within the setting to act professionally and share their concerns with the appropriate person as soon as practicable.
- Recognising that the person reporting the concern is a witness not a complainant.
- Taking steps to investigate and resolve any concerns as soon as practicable.
- Maintaining confidentiality and anonymity except in circumstances when not to do so may compromise any investigation and outcome (such as in child protection issues).
- Ensuring a fair and thorough investigation of any issues.
- Ensuring investigations undertaken are recorded accurately and appropriately.
- Working cooperatively with other organisations and professionals as necessary and appropriate to the concern or issue being investigated.
- Taking any necessary disciplinary action - in line with employment law and any relevant regulations - where staff have failed in their duty to act professionally and in the best interests of the children in their care.
- Failure to report child protection concerns will result in disciplinary action being taken.

Where concerns are of a Safeguarding nature, the Group's Safeguarding Policy and procedure will be followed – refer to Safeguarding Policy.

Taking action and reporting any other concerns:

When the concern(s) relate to the actions of a member of the staff team, students, volunteers or visitors (excluding the persons in charge):

Concerns are raised with the Registered Person/Person in charge – Morgan Baker

If, having raised the matter, the person reporting the concern believes it has not been dealt with satisfactorily or appropriately, they must report their concerns to Care Inspectorate Wales (CIW). At referral, CIW will check on any action taken.

When the concerns relate to the actions of Person in charge: Lucy Jones

Concerns are raised with the Registered Person/Person in charge – Morgan Baker

If, having raised the matter, the person reporting the concern believes it has not been dealt with satisfactorily or appropriately then it must be reported to Care Inspectorate Wales CIW who will check any action taken.

When the concern is about the Registered Person: Morgan Baker

Concerns are raised with the Person in charge – Lucy Jones

If, having raised the matter, the person reporting the concern believes it has not been dealt with satisfactorily or appropriately then it must be reported to Care Inspectorate Wales CIW who will check any action taken.

When the concern is about both Registered Providers – Morgan Baker and Lucy Jones

Concerns are raised with Care Inspectorate Wales (CIW).

They will check to see the action taken. The local authority MCC Early Years will also be contacted for advice on what steps to follow.

Contact details are:

Care Inspectorate Wales

Tel 0300 7900 126 Email: CIW@gov.wales

Address: Welsh Government office, Sarn Mynach, Llandudno Junction, Conwy. LL31 9RZ

Monmouthshire County Council

Sue Hall, Early Years Finance Manager

01633 644461

Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations or disclosures in bad faith will be subject to potential disciplinary action which may result in dismissal

Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal

Any management employee who inappropriately deals with a whistle blowing issue (e.g. failing to react appropriately by not taking action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal.

Policy Revisions

Created: 12th May 2020.

Amended : 16.2.26

Reviewed: 10.2.2023, March 2026

Next Review: Spring 2027
