



## **NURSERY POLICY AND PROCEDURES**

Everything we do and hope to achieve at the Skegness Infant Academy Nursery is based on understanding, trust and respect for the individual. This principle dictates how we treat each child, parent, carer and member of staff, regardless of their position, personal background or circumstances

We recognise that developing professional, yet close personal relationships with each other helps us all work towards our common goal of helping the children grow into happy, loving and achieving young people. 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.

We believe that being part of a team is a vital aspect of our role, as it helps to create a happy working environment. To be able to work as part of a team, **all** staff are required to do the following:

- To be open, honest and accept responsibly for their own actions.
- Show respect for each other, valuing our individual differences and working styles
- Appreciate each other's work, professional views and experiences.
- Think of the nursery as part of the whole academy. This encourages a big picture view.
- To resolve issues before they escalate. Respond positively when an issue is brought up and attempt to reach an agreement.
- Listen to each other, be respectful of opinion, choose a right time and place to talk.
- Ask for advice/help if needed, and recognise this as a sign of self- awareness not weakness.
- Respect each individuality and different personalities.
- Tidy up after themselves respecting shared areas.
- Acknowledge everyone in the mornings.
- Make an effort with staff we do not know that well.
- Enjoy and learn from the diversity that others bring to the nursery.
- Help everyone feel included.
- To communicate and share information with the main building.
- Pass messages on to other staff in an organised, timely manner.
- Offer to help others when their own tasks are complete.
- To be aware of people's feelings and try to be understanding (show empathy).
- Support each other in a positive way.
- Respect all the equipment (indoors and outdoors) and let the Nursery leader know if something has been lost or broken when borrowed.
- If arranging social events, ensure that they are open to everyone, but acknowledge that not everyone will want to join in.
- Work as a team, enjoy group accomplishments, but not take credit for the work of others.
- When facing problems, try to think of a solution.

## **LEARNING AND DEVELOPMENT**

## **COMMUNICATING WITH YOUNG CHILDREN, PARENTS AND CARERS.**

It is important for all adults to recognise the importance of listening to young children before trying to communicate their own views. Many children whether due to age, ability, background or temperament may require more time, patience and understanding for the adult to recognise what they are trying to communicate. We must be aware of the various ways that children will try to communicate which include:

- Speaking in a language other than English.
- Non-verbal (body) language including facial expression.
- Sign language including Makaton.
- Behaviour & social interaction.

### **Tips for effective communication:**

- Get down to the child's eye level.
- Speak 30% and listen 70% of the time.
- Give the child at least 10 seconds to think and respond.
- Do not interrupt or finish their sentence, as some children will give up.

Parents/Carers should be encouraged to keep staff informed of any changes to their circumstances which may affect the care of their child. Staff should also inform Parents/Carers of any changes they observe in a child's behaviour or appearance, in order for this to be a two way process.

Other than this daily interaction, the nursery has several methods for sharing information with parents:

- Photos and job titles of all staff concerned with the care of their children.
- Open door policy in person or telephone.
- Website.
- Parents' notice boards.
- Advance warning of forthcoming events and meetings, holiday closures or any other
- Changes to opening or closing times.
- Information about the planning of activities being undertaken by children.
- Displays including the children's activities and routines.
- Access to the Tapestry App for information on children's learning and progress
- Parents events to discuss progress

Nursery Staff will work with Parents/Carers to establish consistent boundaries for the Children based on shared expectations and respect for individual circumstances. Staff expect to work in partnership with Parents/Carers to ensure that these boundaries and the nursery's procedures are maintained at all times, and the Children are not given contradictorily guidance while on nursery premises.

In return, the nursery will expect Parents/Carers to respect its procedures and the staff who have a responsibility to carry them out in order to maintain standards and offer a consistent service to all. While relationships between Staff and Parents/Carers need to be close due to the nature of the service being provided, Staff understand that they must act in a professional and courteous manner at all times and it is expected that Parents/Carers will respond in the same manner. Parents/Carers will risk termination of their nursery place in the event that they fail to act as such.

Staff are unable to allow children onto nursery grounds until the time they have been booked to attend, and must insist that children have left the premises when their session has finished. While they are present, Parents/Carers must understand that as their child's primary carer, they have full responsibility for supervising them.

### **Arrival and departure**

Parents/Carers and their children will be given a warm welcome into the Nursery at Skegness Infant Academy. If their child is upset, parents and carers will be encouraged to fully settle their child before leaving them.

Staff will take into account the need to 'meet and greet' children and their parents in the mornings, and this time can be used to pass on information when children are collected. To record attendance, regularity and length of sessions, arrival and absence, Staff will use the academy's registration system. This is done on a regular daily basis as soon as children arrive/depart and this is the record that will be used in case of evacuation so must be consistent with the number of children present at all times.

Children can only leave the Nursery with an authorised collector identified by the Parent/Carer in the child's file held on the academy's system.

**Under no circumstances will a child be allowed to leave Skegness Infant Academy Nursery with a person who is not an authorised collector. A password system is in place to ensure only authorised adults are able to collect children. The password must be set up with the main office prior to the child's first session. It can be changed in arrangement with the main office by the relevant parent/carer only.**

The office must be informed of any absences for any circumstance on the day of absence. The call must be made to the Main Office who will pass the message to Nursery staff.

### **Timings of sessions**

The morning session begins at 08.45 and finishes at 11.45

The afternoon session start at 12.15 and finishes at 3.10

Some children who are entitled to 30 hours funding will stay the full day including over dinnertime. Please make sure your child has a healthy lunchbox. There are a wide range of ideas available on the internet.

Nursery children have a dedicated Midday supervisor/s who is nursery trained to support the children at this time.

### **Confidentiality**

All parent information about your child will be kept in the strictest confidence

### **Curriculum**

Skegness infant Academy Nursery will deliver the Early Years Foundation Stage framework. There is no difference in the education and care standards which must be met for both the universal 15 hour and extended 30 hour entitlements. The [Early Years Foundation Stage \(EYFS\)](#) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes.

The [Early Years Foundation Stage \(EYFS\) framework](#) supports an integrated approach to early learning and care. It gives all professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children.

As well as being the core document for all professionals working in the foundation years, the EYFS framework gives mums and dads confidence that regardless of where they choose for their child's early education, they can be assured that the same statutory commitments and principles will underpin their child's learning and development experience.

## **OUTDOOR PLAY**

Weather permitting, children in the nursery must be offered daily opportunities for outdoor play as it enhances all areas of their development and contributes to the child's overall fitness and well-being. Being active in the fresh air improves breathing, circulation, and appetite. Therefore, all staff teams will seek to maximise the opportunities offered to children for outdoor play.

The outdoor environment consists of designated areas. These are:

- Role play, Water, Sand, Quiet area/Book, Construction, Messy play/Mark-making, growing and an area for making music.

Staff will continue to observe children outdoors. Staff will not restrict children's play allowing them to transport equipment/materials to other areas.

### **Settling in details**

Children attending the nursery at Skegness Infant Academy are expected to wear the uniform in order to feel part of the school. Please name each piece of clothing/equipment you provide for your child as occasionally belongings go missing and it is much easier to relocate them with their owner if named appropriately. Ensure your child is equipped for their day by providing a coat, hat and gloves in the colder months in order for them to access the outdoor environment.

### **Safeguarding**

The Nursery will request on the child's information record if the family is involved with social services, this is to better support the family and allow "joined up" care for the child.

We ask that parents/carers inform us of any injury that their child receives outside the nursery, and staff will inform parents of any injury that their child receives while in our care. If a member of staff notices an injury after the parent/carer has left the child, they should ask the child (if s/he is able to verbally communicate) how the injury occurred and make a careful note of the explanation. This is recorded onto the academy's system. Any concerns raised within the Nursery setting will be reported to the academy Designated Safeguarding Lead (the DSL who is the Principal). A decision will be made on the next steps with the information.

### **ACCESS TO CHILDREN**

The safety and security of the children in the care of the nursery is of paramount importance. In view of this we will take practical steps to ensure that the adults who have access to children are strictly vetted and monitored as appropriate. All visitors to the academy sign a visitor book at the main office and a visitor's pass is worn in all relevant situations. Steps are taken to ensure that any maintenance work will be done outside of Nursery hours; however, it is acknowledged that this cannot always be achieved. In all cases, maintenance and repair personnel must sign the Visitors Book, and must be supervised by staff at all times when they have access to children.

### **NON-COLLECTION OF CHILDREN**

Parents/Carers will be made aware of the hours of opening provided by the nursery, at the time of their child's introduction to the service.

It is acknowledged, by the nursery, that emergency situations occasionally arise when a Parent/Carer may be a few minutes late in collecting their child and staff will use their discretion. However, in the case of late collection of children, parents will be given one warning and then charged at the rate of £5 per 5 minutes after the nursery closes. In the event

of repeated late collection of children, the nursery reserves the right to terminate day care placements following appropriate consultation with the client.

We have a duty to protect children. As part of this duty we will make every effort to contact persons authorised to collect children as stated on the child's profile form. In the event that we have not received any information from parents or authorised collectors at closing time, the following procedure is to be followed:

- Make the child comfortable with a favourite game or toy, and allocate one of the two workers to stay with the child.
- The other adult should try all emergency contact numbers listed for the child to try to get an authorised adult to collect the child. This may be done from the main office.
- If after 30 minutes no contact has been made with a parent or carer, staff should make contact with the Principal to inform them of the situation and a note will be made on the school's system. If the problem is repeated then the parent will be invited in to the Nursery to discuss the situation.

The child must be cared for in a sensitive manner at all times, and all physical and emotional needs met, e.g. food, drink and comfort.

#### **TRAINING AND DEVELOPMENT FOR STAFF**

Nursery staff are trained to the required level and beyond including Paediatric First Aid and Safeguarding.

Access to training opportunities will be allocated to all staff on a fair and equitable basis, in line with the academy's stance on equal opportunities. Training will be offered/undertaken based upon what is required for an individual to undertake their current job, and for what they may hope to achieve/might be required of them in the future. It is the nursery leader's responsibility to be aware of the training needs of individuals within the team.

#### **PERSONAL HYGIENE**

It is important to a child's development of personal and social skills that they are introduced to good personal hygiene routines as early as possible. The nursery has routines to support effective personal hygiene practices, including toilet routines and hand washing procedures. Independent hand washing, using liquid soap, before and after snacks, meals and messy activities, should start as soon as a child is able. Children who are not yet independent should be supported by staff in washing and drying their hands. Support must be given as children progress to using the toilet. Staff must encourage children's independence as soon as possible, but should always be on hand to support the child in the toilet routine.

#### **Sickness/ illness**

Please let the main office know. They can give guidance on the timeframe for absence

#### **MEDICATION**

Medicines and anti-biotic will only be given to a child when they have been prescribed by their G.P or pharmacist.

Parents/Carers must give signed permission for staff to administer medicine to their child on as required.

#### **SUNCARE**

We will endeavour to ensure that both staff and children take the necessary precautions when going out in sunny conditions. During very warm weather, during the hottest part of the day, we will keep the children inside and during planned outings we will endeavour to keep the children in the shade as much as is possible.

All parents will be asked to provide sunscreen of factor 30+ each summer (please label with the child's name and date the provided), members of staff will dispense the correct amount

of cream on to the child's hand and will supervise and closely monitor the child while they apply their own sun cream. They should also provide long sleeve clothing and hats for their child, and the nursery staff will ensure that this clothing is used at all times. If parents/carers do not wish the staff to use sun screen on their child they do so at their own risk and must state this in writing, but no child will be excluded from outdoor play while at nursery.

### **SAFETY OF PREMISES**

The nursery provides a physical environment, which will encourage positive growth, and development, for children through opportunities to explore and learn. We will take steps to ensure that each environment is safe, and will support child care staff in their work with children. Safe working practice notices are present in the nursery. We will ensure that the premises present no issues in terms of health and safety. These risk assessments will be reviewed by the health and safety officer on a regular basis and any necessary steps will be put in place to address issues as they arise. All staff are responsible for ensuring that the play environment is safe for children on an on-going basis according to these safe working practices. Any problems must be reported to the Nursery Leader or Early Years Leader as soon as possible.

Age appropriate toys and equipment are provided for all the children using the nursery which are purchased from approved early years suppliers, however we also use natural materials and equipment (wooden dolly pegs, spoons, tins) which staff will ensure are safe for use. Staff are expected to be aware on a continuous basis of the quality of the equipment they are using. Toys and equipment must be checked by staff on a daily basis to ensure that they are clean and safe for use and anything which have been damaged during the course of the children's activities should be mended if possible or discarded.

New equipment should be purchased when necessary.

The Nursery Leader will be responsible for prioritising the purchasing of equipment according to needs and funding.

### **FIRE**

The nursery has a clear and regularly rehearsed fire evacuation procedure, which is familiar to both staff and to children, and is clearly displayed throughout the building. The nursery meets the requirements set by the Fire Safety Service. All staff must sign in and out of the building throughout the day and visitors must be asked to sign in and out in the book at reception. These steps are designed to ensure that, in the event of an emergency, a full record is at hand of all people in the building.

### **ACCIDENTS/FIRST AID**

If an accident occurs that results in an injury, a first aid assessment would be carried out. Depending on the injury sustained, first Aid will be administered by a qualified first aider, ambulance requested, and the parent/carer contacted. The parent/carer where possible, will accompany the child to hospital, together with a member of staff.

Nursery staff are trained in paediatric first aid. The designated health & safety coordinator has responsibility to ensure that first aid kits are regularly checked and restocked after use. First aid kits must be stored out of the reach of children, but in a place which is easily accessible to staff member. The first aid point should have a sign displayed to let staff and users know where it is.

### **OUTINGS**

The nursery believes that outings can broaden and expand children's day care experience. In view of this our staff will plan and carry out trips on a regular basis. No child will leave the Nursery without their Parent's/Carer's consent. Although attempts will always be made to

inform parents of local outings, we reserve the right to make the decision to take the children on local vicinity outings for example to the local library.

Advance notice will be given to Parents/Carers of any special event/ outings. A consent form specific to the outing will be issued to the parent/carer, and must be returned if a child is to attend the outing. They will be advised as to how their children will travel. Information will also be gained as to timetables of transport in both directions.

A risk assessment of the proposed venue and means of travel will be carried out before any outing to assess the suitability of the destination for the children to attend. Information concerning access, toilets, nappy changing areas, suitability of picnic areas, and covered areas in case of rain will be taken into account.

### **INCLUSION**

The Nursery Leader and Academy SENDco will support all staff in the identification of any child who requires additional help and takes lead responsibility for gathering information and co-ordinating any child's special educational provision. All children have a key person who is responsible for communication with parents/carers and maintenance of up to date records of each child. Where appropriate, we will work with other professionals (e.g. Speech Therapists) in order to meet the child's needs.

The following principles are intended to influence and guide planning and action in providing for children with additional needs. These are:-

- A child with additional needs should have their needs met and they and their family should be at the centre of the process of deciding how best to do this. A staggered transition may be put in place in agreement with parents if a child is finding it hard to access the provision during the settling in period.
- The additional needs of children will normally be met in mainstream settings.
- Children with additional needs should be offered full access to a broad, balanced and relevant education, including an appropriate curriculum for the foundation stage.

Children are considered to have additional needs if they have a physical or learning difficulty which calls for special provision to be made for them. The nursery is committed to inclusion which is based upon the desire to create a socially inclusive community: no child will be discriminated against because of additional need or learning difficulty. Access to the premises and curriculum is promoted to enable children with additional needs to participate fully in the life of the setting.

Children will not be regarded as having additional needs solely because the language or form of language, used within their home is different from the language in which they will be taught.

The nursery recognises that it may have children attending the setting that are 'Gifted and Talented', these children will be given sufficient opportunities to use their abilities and be encouraged to excel. We will seek out necessary resources and training that may be required to enable them to have access to a broader curriculum to meet their needs.

Any child attending the nursery that is recognised as gifted and talented will have a support plan put into place by the Nursery leader. Information for this will be done with the parent/carer and, where possible, the child's views will be sought. The child will be given access to a broader, deeper curriculum to allow him/her to fulfil their full potential. This may mean working for some short sessions in the reception setting if it is felt that the child is happy and confident enough to do this.

### **WORKING WITH EXTERNAL AGENCIES**

The Nursery will work in partnership with external agencies and individuals to the benefit of

children, parents and staff. We believe that “Joined up Working” gives the community and individuals access to both professional and personal support that can only enhance their experience of childcare. The Nursery will endeavour to consult with any individual before communicating with an outside agency about them.

### **ADMISSIONS**

Places at the nursery are filled through the use of a waiting list system.

Upon making an initial inquiry, parents/carers will be offered the option to join this waiting list. There is no fee for this and parents/carers can put their child’s name down as soon they feel ready to do so. Places are allocated from the waiting list on a first come, first serve basis while taking into account the age of the child, and the attendance required.

A letter and the nursery’s terms and conditions will then be sent out to the parent/carer making them an offer with a start date available. They will be required to respond by confirming whether or not they will be taking up on the offer. They will be instructed that if the nursery does not hear from them by the specified date, the place will be offered elsewhere and their application will be taken off the waiting list.

Before the child is due to start at the nursery the parent/carer will be sent out details of their child’s settling in dates & times along with the forms that the nursery requires to be returned before the child’s first day.

A clear booking arrangement will be agreed with the nursery before the child starts. This can be amended by Parents/Carers if their needs change, as long as there is availability within the setting and the required amount of notice is given. As a result of this process all parties will be clear as to when children will be attending nursery. The nursery requires 1 months’ notice of a child leaving in order to make the necessary arrangements

### **NON ATTENDANCE**

Due to the demand for places in the Nursery, if a child has not been attending for a period of two weeks without contact/information relating to this, we will assume that the place is no longer required and re-allocate to the next child on the waiting list. It is the parent/carers responsibility to keep Nursery informed, not for nursery or office staff to chase up.

### **COMPLAINTS**

If a parent/carer is concerned about any aspect of Nursery care, they should first speak to a member of staff or the Nursery Leader. Staff must inform the leadership team of any informal complaint. If a complaint is formal, a copy of the Academy Complaints procedure is available from the office.

***This policy is subject to review according to the Academy Policy Review Timetable***