

## The Policy Statements

### Admissions

It is our intention to make our Pre-school genuinely accessible to children and families from all sections of the local community.

### Children's Records

We have a record keeping system in place that meets Data Protection requirements on how we store and share information.

### Code of Conduct

We are committed as a setting to make the conduct of staff a high priority. All staff are fully aware what is acceptable behaviour whilst working on behalf of the Pre-school.

### Complaints

We believe children and parents are entitled to expect courtesy and prompt, careful attention for their needs and wishes. Our intention is to work in partnership with the parents and the community generally and we welcome suggestions on how to improve our group at any time. A parent who is uneasy about any aspect of the groups provision should first of all talk over any worries and anxieties with the pre-school leader or the chair of the management committee, or contact Ofsted directly if felt appropriate (address displayed in hall).

### Confidentiality

The Pre-school's work with children and families will sometimes bring us into contact with confidential information. All those using and working in the Pre-school will respect confidentiality in every way possible.

### Confidentiality and Client Access to Records

In our setting, all staff can be said to have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents/carers while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents/carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

### Equality and Diversity

We are committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and families.

### Equipment and Resources

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

### Emergency and Evacuation Procedure

Practiced regularly and procedure displayed in Pre-school hall.

### Failure To Collect Child

We aim to keep every child safe if a parent is delayed and we are unable to contact the emergency numbers.

### Food and Drink

Radipole Pre-school promotes a healthy lifestyle. We regard snack and meal times as an important part of their session. Eating represents a social time for children and adults and helps children to learn about healthy eating.

### **Health and Safety**

We believe that the health and safety of young children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

### **Information Sharing**

We recognise that parents have a right to know the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

### **Internet Policy**

This policy aims to outline safe and effective practice in the use of the internet and social media by staff, students, volunteers and parents.

### **Intimate Care**

We aim to provide intimate care for all children who require it, which acknowledges the responsibility and protects the rights of everyone involved. We believe that children have the right to be treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one.

### **Key Person**

We believe that children settle best when they have a key person to relate to, who knows them and their parents, and who can meet their individual needs. A Key person is allocated before or when a child starts at the setting. The Key Person is responsible for delivering a personalized plan for the child's wellbeing, care and learning.

### **Mobile Phone, Camera and Image**

In light of recent serious case reviews that have evidenced extreme misuse of mobile phones and cameras this policy was introduced in 2011 to clarify when phone and devices with photographic equipment were permitted to be used and how they should be used within the setting, including parents and visitors to the setting.

### **Parental Partnership**

We believe that children benefit most from Early Years education and care when parents and settings work together in partnership.

### **Payment**

A copy of this is in your Welcome Pack (which you are required to sign and return the agreement).

### **Prevent Duty and British Values**

We have due regard to prevent people being drawn into terrorism and to protect children in our care.

### **Promoting Positive Behaviour**

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else.

### **Reserves**

This is to ensure that the Pre-school has enough capital to run effectively.

### **Safeguarding Children (Child Protection)**

We intend to create in our Pre-school an environment in which children are safe from harm and abuse, including radicalization, and in which any suspicion of abuse is promptly and appropriately responded to.

### **Settling in at Pre-school**

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

### **Special Educational Needs/Disability**

We provide an environment where all children are supported to reach their full potential. We have regard to the DfES Special Educational Needs Code of Practice (2014). We provide practitioners to help support parents and children with special educational needs (SEN)/disabilities.

### **Staffing and Employment**

A high adult:child ratio is essential in providing good quality Pre-school care and this is of paramount importance to us at Radipole Pre-school. All staff are appropriately checked in accordance with statutory requirements.

### **Staff Induction**

To help a new member of staff/volunteer to feel welcome and become part of the team as quickly as possible. To ensure that they know their part in the organisation and what is expected of them.

### **Student Placement**

We recognise that the quality and variety of work which goes on in a Pre-school makes it an ideal place for students on placement from school and college childcare courses. Students are welcomed into the pre-school (certain conditions apply).

### **Supervision**

We put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

### **Whistleblowing**

This policy was written to inform all members of staff and committee of the correct procedure if they had concerns over anyone, including the manager, regarding attitudes, behavior or action.

### **Working in Partnership with Other Agencies**

We work in partnership with local and national agencies to promote the well-being of children, e.g. speech and language, Portage, etc.

*All policies and procedures are available to view at Pre-school.*