



Woodley
Baptist Church



PRESCHOOL

WOODLEY BAPTIST CHURCH PRESCHOOL
POLICIES & PROCEDURES



Ofsted
Outstanding
Provider



Woodley Baptist Church Preschool

Loddon Vale Piazza, Hurricane Way,
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Mobile

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Email

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Opening times

Monday, Wednesday, Thursday & Friday
9.15am to 1.00pm.

Early Years Lead Practitioner

Lisa Sweeney

Deputy EYLP

Rosemary Paine

Early Years Practitioners

Sarah Gore, Naomi Beard & Taryn Parker

Your child's Key Person is

.....

Welcome to our Preschool

We hope that the time spent with us for you and your child will be a happy one and that you will soon feel at home. Please take time to read this brochure as there are important policies and information for you to be aware of relating to you and your child.

Our Aim

We aim to provide a fun place to play and learn for children, in a Christian environment that will include Bible stories and songs during the sessions. We work within the Early Years Foundation Stage (EYFS) Framework as set out in the Children Act 2006 and to also support parents and families.

The EYFS principles which guide the work of our Preschool are grouped in to four themes:-

- 1) **A Unique Child** – your child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- 2) **Positive Relationships** – children learn to be strong and independent from a base of loving and secure relationships with parent and/or a Key Person.
- 3) **Enabling Environments** – the environment plays a key role in supporting and extending children's development and learning.
- 4) **Learning and Development** – children develop and learn in different ways and at different rates and all areas of learning and development are equally important and interconnected.

Further details of these four elements and the commitments focused around each of them are on display in the setting.

Equality of Opportunity

Our policy is to ensure positive attitudes to diversity and difference, so that not only is every child included and not disadvantaged, but also that they learn to value diversity in others and grow up to make a positive contribution to society.

We believe all children, irrespective of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability should have the opportunity to experience a challenging and enjoyable programme of learning and development.

Learning and development

Children in the Early Years Foundation Stage (EYFS) engage with other people and their environment by playing and exploring, being active and through creative and critical thinking, which takes place both indoors and outside.

Preschool aims to meet your child's unique needs through the three prime and four **specific** areas of learning.

The **three prime areas** are:

- Communication and language
- Physical development
- Personal, social and emotional development



These prime areas begin to develop quickly in response to relationships and experiences and they continue to be fundamental throughout the EYFS. They are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **four specific areas**:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

These specific areas include essential skills and knowledge. They grow out of the prime areas and provide important contexts for learning.

At our Preschool, all these areas are delivered through a planned purposeful curriculum, with a balance of adult-led and child initiated activities. Observations are made and assessed and this information, alongside input from parents/carers, is used to plan for each child's development and learning. This is your child's "Learning and Development Story", which is available to see at any time or will be shared & discussed each term with your child's Key Person.

Starting at Preschool

Each child is currently offered 15 hours Universal funding by Wokingham Borough Council for 38 weeks each year. Some working parents are entitled to Extended funding of up to an additional 15 hours, making a total of 30 hours per week. Due to the extensive use of our building the Preschool offers the Universal 15 hours in four sessions, subject to the availability of places. These will be on a Monday, Wednesday, Thursday and Friday from 9.15am to 1.00pm. Working parents may wish to split the 30 hours between us and another Provider in order to access the full Extended entitlement. Information about funding childcare can be found at www.childcarechoices.gov.uk.

We may be able to claim a small amount of additional funding for children from families on lower incomes or who meet certain eligibility criteria. This is called **Early Years Pupil Premium**, which will have been discussed during your visit. If you think at any time you may be entitled to this, or wish to know more, please speak to a member of staff.

Settling in

Some children take a little time to settle into Preschool, which is only natural. The settling in process should not be rushed. You are welcome to stay with your child for as long as she or he needs you to. Your child will feel happier and confident when they know their way around and where their favourite things are. It is important to assure them that all children are collected at the end of the session and to talk to them about some of the things they may have

done during their time with us. When your child is happy to stay on their own please collect them promptly. If ever someone else is to collect them we must be informed and this is recorded in the Child Collection book. A password system is used daily. If someone other than a parent is to collect your child on a regular basis e.g. a grandparent or childminder, a form can be completed to this effect.

Please ensure you read the **Non-collection of Children Policy** in this brochure.

A Typical Day

Following registration and a welcoming session that includes choosing a helper for the day, self-registering and planning what the children want to do, Preschool begins with free play, both indoors and out, with a wide variety of activities for them to be involved in. These may include painting and mark making, sand or water, play dough, jigsaw puzzles, construction, a home corner, art and craft and many more. We have a book corner where the children can freely choose books to enjoy alone, with other children or with an adult and books are linked to play throughout the environment.

The children are encouraged to help in small ways when things have to be tidied away. There is time for singing and other musical activities as well as continued playing and learning experiences outdoors in our enclosed garden. There is always water available for the children to drink and we have a variety of healthy snacks as well as milk or water at snack time when we value the opportunity to sit and chat in small groups where the children's relationships with each other and their Key Person develop further. These small groups also come together each week to do short phonic sessions, to focus on a particular Area of Learning or to expand individual learning. The morning will sometimes finish with a story session and on Fridays we invite children to bring an item for 'show and tell'.

Each day can vary from this basic routine as we are very much led by how the children expand and develop activities throughout the session and we encourage child initiated play. The daily schedule is displayed on our parent's noticeboard.

Parent's Role

We hope that you will become involved with the Preschool in caring for your child and that you feel free to talk to staff any time. We aim to work in close partnership with parents and carers as we feel this is vital for the identification of children's learning needs and to ensure a quick response to any area of particular difficulty.

At your visit you will have been asked to read, complete and sign a Terms and Conditions agreement to outline what is expected from both yourself, your child and our setting during your time with us. Please ensure this document is read in full. Should you have any questions, please speak to the Lead Practitioner.

Parents and families are central to a child's well-being and as practitioners we support this relationship by sharing information and offering support to learning. We give parents the opportunity to share with us observations about events that may have occurred at home and outside Preschool. Forms are provided each half term in order to share with us these important events, please give these to your child's Key Person at any time. We have a rota for a parent helper to assist during some sessions. This will be displayed on the

notice board at the beginning of each half term. Don't forget dads and grandparents are welcome to help. Parents of young children are not asked to help until after the first half term. We would ask you to please make arrangements for any younger siblings whilst helping during a session.

If Your Child is Unwell

During your visit to Preschool you will have been provided with guidance from the local Health Authority about childhood illnesses which includes details about periods of infection and the number of days it is suggested children are kept away from others.

Children suffering from bugs which involve sickness and diarrhoea must be kept at home until they have been free of the symptoms for at least 48 hours.

Should your child suffer from any of the following infectious diseases, please follow the guidelines and let us know:

German Measles
Chicken Pox
Mumps
Conjunctivitis
Whooping cough
Measles



Please inform us if your child has such things as head lice or threadworms so other families have the opportunity to take preventative measures. Please also refer to our **Intimate Care Policy** in this brochure.

Absence notification

If for any reason your child will not be attending Preschool one day we ask that you notify us immediately of the reason for absence whether this is due to illness or a last minute decision to have a day out/stay at home. Where possible please tell us in advance of holidays or hospital appointments etc. If your child has not arrived at Preschool by 10.30am your Key Person will contact you so we can record the reason for absence.

Medication

Please advise us if your child has any condition that may require medication at any time. A Permission form needs to be signed in order for staff to administer prescribed medicines and details should be discussed with the Lead Practitioner. In some cases an individual medical plan will be put in place, details of which can be discussed with families where necessary.

Clothing

Dress your child in clothes that are comfortable for playing in and enjoying themselves and that make it easy for them to use the toilet independently. Aprons are provided for when the children paint etc. Footwear should be appropriate for indoor and outdoor play. Please ensure ALL items from home are named clearly.

Voluntary contribution towards resources.

For those parents who are fully funded we kindly request a voluntary contribution of £25 per year. These contributions will provide Preschool with valuable additional income to



help with running costs and will be used towards such things as healthy snacks, upgrading equipment, cleaning materials and craft items. This payment will be asked for during your child's first week at Preschool (usually in September or when funding comes into effect).

Occasionally we may ask parents/carers to provide items for some activities such as yoghurt pots, cardboard tubes or boxes. Requests will be made accordingly and messages left on a display board.

Preschool Committee and Parent Representative.

The Committee and staff meet every half term to discuss matters regarding the Preschool. As parents/carers you are able to raise any issues with the Committee through your Parent Representative and information will be fed back.

Your current Parent Representative is

.....
Please don't forget that any matters you wish to discuss can be raised with a staff member.

Fees

All 3-5 year olds are eligible for Early Years Free Entitlement (EYFE) which is received through the Preschool from the Local Authority. You will be required to sign a Parent/Provider contract for audit purposes at the beginning of each term. Information about the Extended entitlement is mentioned at this start of this section (see 'Starting at Preschool' above).

If your child should start with us prior to his/her third birthday, fees of £..... per session will be payable each half term in advance. This figure is reviewed annually for September. All cheques must be made payable to Woodley Baptist Church Preschool. As we have to keep your child's place open whether they attend or not, a refund of fees will only be given to fee paying parents if a) a child is admitted to hospital or b) a session of Preschool has to be cancelled for any reason.

If you intend to withdraw your child from Preschool at any time for any reason, **a half terms notice is required in writing.**

Emergency Contact

Preschool keeps a record of parents/carers contact numbers should we need to contact you in an emergency and as parents you will always be our first call. If you are not at home and provide us with a mobile phone number please ensure this is switched on so that we are able to contact you or leave a text message.

However, it is important when completing the registration form that you provide an additional contact number locally in the event of us being unable to locate you.

T-shirts

Preschool have t-shirts available with our logo printed on. These are ideal for the activities we have and means 'best clothes' are not spoiled in any way. During your visit you will have been given a form with which you can place an order. These can be purchased at any time – please speak to a member of staff.

Extreme weather conditions.

Notices will be displayed to show any advice given to Preschool about keeping safe in winter and summer and permission will be sought for staff to apply sunscreen.

In the event of extreme weather conditions, such as snow, you will be contacted by a member of staff as to whether it has been necessary to close the Preschool. A text will be sent to all and you may receive a telephone call from your child's Key Person but please also check your emails.

No pets

Please note only guide and assistance dogs are allowed in Woodley Baptist Church.



CONSTITUTION FOR WOODLEY BAPTIST CHURCH PRESCHOOL

1. NAME & GOVERNANCE

The Preschool will hereby be known as the Woodley Baptist Church Preschool.

The Woodley Baptist Church Preschool is not a charity in its own right but falls under the auspices of Woodley Baptist Church, which is a registered charity (Number 1133010). Ultimate authority for the Preschool therefore lies with the Woodley Baptist Church trustees.

2. AIMS & OBJECTIVES

To provide safe and nurturing group play in a Christian environment for preschool aged children. We aim to meet the needs of the children in our care, in accordance with their stage of development, and to encourage parental involvement.

3. COMMITTEE

The Preschool committee will consist of a number of interested members of Woodley Baptist Church, or Christians who are regularly worshipping elsewhere, and must include a Chair, Secretary and Treasurer. In addition, a parent representative (whose child is currently attending Preschool) and paid employees, will be invited to committee meetings.

The Church Leadership Team will be notified of all changes of members on the committee and will have the powers to dismiss a committee member should it be deemed necessary.

The Committee can:-

1. Recruit staff (*see note below)
2. Prepare employment documents including approving any major changes to job descriptions
3. Run DBS checks
4. Set staff salary levels
5. Identify staff training needs
6. Chair will carry out EYLP (Early Years Lead Practitioner) annual appraisal
7. Dismiss staff
8. Administer local authority funding payable in respect of children attending
9. Fix and collect fees payable in respect of children attending up to the age of three.
10. Handle all budget and finances for Preschool
11. Control the admission of children to Preschool, and if appropriate require parents or guardian to remove them
12. Write and/or review policies and procedures annually with staff, or at any other time as required
13. Review the Preschool constitution annually and recommend any necessary changes

*The recruitment of staff, particularly the EYLP and the Deputy EYLP, will be overseen by the Church Leadership Team. The appointment of a new EYLP must also be confirmed by the Chair person with OFSTED.

4. STAFF

1. The day to day running of the Preschool shall be the responsibility of the EYLP acting under the general supervision of the Preschool Committee.
2. Sufficient staff shall be employed to ensure the safe and satisfactory operation of Preschool within all current legislation.
3. All staff will be encouraged to gain suitable training to help equip them for their work in Preschool.
4. All staff will be made aware of Health and Safety and other policies governing employees and use of the building.
5. The EYLP or his/her Deputy will write a report for the Church AGM each year to keep the Church Leadership Team informed about the current activities and any concerns that may have arisen.

5. FINANCE

1. All children will be funded by the Local Authority from the term following their third birthday.
2. Attendance fees up to the age of three will be fixed by the Committee annually. Fees will be paid half termly in advance.
3. Refunds will only be made to fee paying parents if we cancel a Preschool session or if a child is admitted to hospital.
4. Additional money may be raised to pay for Preschool activities and such monies only to be used for Preschool.
5. Two people authorised to sign cheques.
6. Proper accounts are to be kept.
7. The Church Treasurer is to be informed promptly if there are any financial issues or concerns.
8. Accounts are to be submitted to the Church Treasurer in each January covering the preceding calendar year for inclusion in Woodley Baptist Church's statutory accounts.
9. Accounts to be audited by the Church auditor annually.
10. The accounts will be presented to the parents annually.

6. DISSOLUTION

In the event of the Preschool being dissolved, the funds and assets shall be determined by the Woodley Baptist Church Leadership Team in conjunction with the Woodley Baptist Church Preschool Committee and with reference to Wokingham Borough Council terms and conditions for Free Entitlement.

All monies that are owed to Wokingham Borough Council in terms of advanced funding would need to be repaid.

Contingency monies should be held in reserve to pay staff for their statutory entitlements.

7. CHANGING THE CONSTITUTION

The constitution may not be altered without full consultation with the Preschool Committee, paid employees and the Church Leadership Team. A copy of any amended constitution shall be sent to all Preschool parents at that time.

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**All policies reviewed, updated and agreed at
Woodley Baptist Church Preschool**


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COMMITTEE CHAIR

1st June 2020
.....
DATE

POLICY Admissions

We are a Christian Preschool with a strong Christian ethos and it is our intention to make our Preschool genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- accept applications to Preschool from birth
- ensure that the existence of the Preschool is widely known in all local communities.
- arrange our waiting list in order of date of birth as it appears in the waiting list register. Each child will be offered four sessions per week, subject to the availability of places.
- describe the Preschool and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, and people from all cultural,

ethnic, religious and social groups, with and without disabilities.

- monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- make our *Inclusion* and *Safeguarding Children Policies* widely known.
- consult with families about the opening times of the Preschool to avoid excluding anyone.
- where possible continue to consult local parents to ensure that the group goes on meeting the changing needs of the local community.

At present, there is one intake of children to Preschool in September, in line with Wokingham schools.

POLICY British Values

We actively promote inclusion, equality of opportunity, the valuing of diversity and British Values.

Under the Equality Act 2010, which underpins standards of behaviour and incorporates both British and universal values, we have a legal obligation not to directly or indirectly discriminate against, harass or victimise those with protected characteristics. We make reasonable adjustments to procedures, criteria and practices to ensure that those with protected characteristics are not at a substantial disadvantage. We have a duty to eliminate unlawful discrimination, advance equality of opportunity, foster good relations and publish information to show compliance with the duty.

Social and emotional development is shaped by early experiences and relationships and incorporates elements of equality and British and universal values. The Early Years Foundation Stage (EYFS) supports children's earliest skills so that they can become social citizens in an age-appropriate way, that is, so that they are able to listen and attend to instructions; know the difference between right and wrong; recognise similarities and differences between themselves and others; make and maintain friendships; develop empathy and consideration of other people; take turns in play and conversation; avoid risk and take notice of rules and boundaries; learn not to hurt/upset other people with words and actions; understand the consequences of hurtful/discriminatory behaviour.

Procedures British Values

The fundamental British Values of **democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs** are already implicitly embedded in the EYFS and are further clarified below.

Democracy, or making decisions together (through the prime area of Personal, Social and Emotional Development)

- As part of the focus on self-confidence and self-

awareness, practitioners encourage children to see their role in the bigger picture, encouraging them to know that their views count, to value each other's views and values and talk about their feelings, for example, recognising when they do or do not need help.

- Practitioners support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children are given opportunities to develop enquiring minds in an atmosphere where questions are valued.

Rule of law, or understanding that rules matter (through the prime area of Personal, Social and Emotional Development)

- Practitioners ensure that children understand their own and others' behaviour and its consequence.
- Practitioners collaborate with children to create rules and codes of behaviour, for example, the rules about tidying up, and ensure that all children understand rules apply to everyone.

Individual liberty, or freedom for all (through the prime area of Personal, Social and Emotional Development, and the specific area of Understanding the World)

- Children should develop a positive sense of themselves. Staff provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example through allowing children to take risks on an obstacle course, mixing colours, talking about their experiences and learning.
- Practitioners encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions.

Mutual respect and tolerance, or treating others as you want to be treated (through the prime area of Personal, Social and Emotional Development and the specific area of Understanding the World)

- Practitioners create an ethos of inclusivity and tolerance

where views, faiths, cultures and races are valued and children are engaged with the wider community.

- Children should acquire tolerance, appreciation and respect for their own and other cultures; know about similarities and differences between themselves and others, and among families, faiths, communities, cultures and traditions.
- Practitioners encourage and explain the importance of tolerant behaviours, such as sharing and respecting other's opinions.
- Practitioners promote diverse attitudes and challenge stereotypes, for example, sharing stories that reflect and value the diversity of children's experiences and providing resources and activities that challenge gender, cultural or racial stereotyping.

In our setting it is not acceptable to:

- actively promote intolerance of other faiths, cultures and races
- fail to challenge gender stereotypes and routinely segregate girls and boys
- isolate children from their wider community
- fail to challenge behaviours (whether of staff, children or parents) that are not in line with the fundamental British Values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs

Prevent Strategy

Under the Counter-Terrorism and Security Act 2015 we also have a duty "to have due regard to the need to prevent people from being drawn into terrorism".

POLICY Complaints

We believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the Preschool. We anticipate that most concerns will be resolved quickly, by an informal approach. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our Preschool to a satisfactory conclusion for all of the parties involved.

Procedures

All settings are required to keep a written record of any complaints that reach stage two and above, and their outcome. This is to be made available to parents, as well as to OFSTED inspectors on request. Woodley Baptist Church Preschool follows a procedure which is set out in the Early Years Alliance publication Complaint Investigation Record (2012) which acts as the 'summary log' for this purpose.

Making a complaint

Stage 1

- Any parent who has a concern about an aspect of Preschool talks over his/her concerns with the Early Years Lead Practitioner (EYLP) first of all.
- Most complaints should be resolved amicably and informally at this stage.
- We record the issue and how it was resolved.

Stage 2

- If this does not have a satisfactory outcome, or if the problem recurs, the parent moves to this stage of the procedure by putting the concerns or complaint in writing.
- For parents who are not comfortable with making written complaints, there is a template form for recording complaints in the Complaint Investigation

Record; the form may be completed by the EYLP and signed by the parent.

- If the complaint involves a detailed investigation, the EYLP may wish to store all information relating to the investigation in a separate file designated for this complaint.
- When the investigation into the complaint is completed, the EYLP will meet with the parent to discuss the outcome.
- We inform parents of the outcome of the investigation within 28 days of him/her making the complaint.
- When the complaint is resolved at this stage, we log the summary in the Complaint Investigation Record, which is made available to OFSTED on request.

Stage 3

- If the parent is not satisfied with the outcome of the investigation, he or she requests a meeting with the Preschool Committee Chair. The parent may have a friend or partner present if they prefer and the Chair will have the support of the EYLP.
- An agreed written record of the discussion is made, as well as any decision or action to take as a result. All of the parties present at the meeting sign the record and receive a copy of it.
- This signed record signifies that the procedure has concluded. When the complaint is resolved at this stage, we log the summary in the Complaint Investigation Record.

Stage 4

- If at the stage three meeting the parent cannot reach agreement with Preschool, we invite an external mediator to help to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers, but can help us to define the problem, review the action so far and suggest further ways in which it might be resolved.

- Staff or volunteers within the Early Years Alliance are appropriate persons to be invited to act as mediators.
- The mediator keeps all discussions confidential. S/he can hold separate meetings with staff and the parent, if this is decided to be helpful. The mediator keeps an agreed written record of any meetings that are held and of any advice s/he gives

Stage 5

- When the mediator has concluded her/his investigations, a final meeting between the parent and Chair and EYLP is held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this conclusion. The mediator is present at the meeting if all parties think this will help a decision to be reached.
- A record of this meeting, including the decision on the action to be taken, is made. Everyone at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded.

The role of the Office for Standards in Education, Children's Services and Skills (OFSTED), the Berkshire West Safeguarding Children Partnership (BWSCP) and the Information Commissioner's Office (ICO)

- **Parents can complain to Ofsted by telephone or in writing at:**
Ofsted National Business Unit, Piccadilly Gate, Store Street, Manchester M1 2WD
Tel: 0300 123 1231

- These details are displayed on the Preschool notice board.
- If a child appears to be at risk, the Preschool will follow the procedures of the BWSCP.
- In these cases, both the parent and Preschool staff and Chair work with OFSTED or the BWSCP to ensure a proper investigation of the complaint, followed by appropriate action.
- The Information Commissioner's Office (ICO) can be contacted if you have made a complaint about the way your data is being handled and remain dissatisfied after raising your concern with us. For further information about how we handle your data, please refer to the Privacy Notice given to you when you registered your child at our setting.

The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk

Records

- A record of complaints in relation to Preschool, or the children or the adults working in our setting, is kept for at least three years; including the date, the circumstances of the complaint and how the complaint was managed.
- The outcome of all complaints is recorded in the Complaint Investigation Record, which is available for parents and OFSTED inspectors to view on request.

POLICY

Confidentiality & Access to Records

In our Preschool staff can be said to have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. We have record keeping systems in place that meet legal requirements; the means that we use to store and share that information takes place within the framework of the General Data Protection Regulations (2018) and the Human Rights Act (1998).

Confidentiality procedures

- Most things that happen between the family, the child and the setting are confidential to the Preschool. In exceptional circumstances information is shared, for example with other professionals or possibly social care or the police.
- Information shared with other agencies is done in line with our [Information Sharing Policy](#).
- We always check whether parents regard the information they share with us to be confidential or not.
- Some parents may share information about themselves with other parents as well as with staff; we cannot be held responsible if information is shared by those parents whom the person has 'confided' in.

- Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it. We are not responsible should that confidentiality be breached by participants.
- We inform parents when we need to record confidential information beyond the general personal information we keep (see our [Record Keeping Policy](#) and [Privacy Notice](#)) - for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- We keep all records securely (see our [Record Keeping Policy](#) and [Privacy Notice](#)).
- Information is kept in a manual file and on occasion, electronically. Our staff may also use a computer to type reports, or letters. Where this is the case, the typed document is deleted from the PC and only the hard copy kept.
- Our staff discuss children's general progress and well-being together in meetings, but more sensitive information is restricted to the Early Years Lead Practitioner (EYLP) and the child's Key Person.

- We do not discuss children with staff who are not involved in the child's care, nor with other parents or anyone else outside of the setting.
- Our discussions with other professionals take place within a professional framework and not on an informal or ad-hoc basis.
- Where third parties share information about an individual our staff check if it is confidential, both in terms of the party sharing the information and of the person whom the information concerns.

Access to records

Parents may request access to any confidential records we hold on their child and family in the following way:

- Any request to see the information held about a child, by a parent or person with parental responsibility, must be made in writing to EYLP.
- We acknowledge the request in writing, informing the parent that an arrangement will be made for him/her to see the information, subject to third party consent, at a date to be agreed.
- In some circumstances external advice may be sought about sharing sensitive information.
- Attention must be given to any information, entry or correspondence or other document which mentions a third party. Contact must be made with those third parties about the request to see information. They must give consent or refuse consent for disclosure of information in writing.
- If the information is not sensitive, then it is not in our interest to withhold that information from a parent. In each case this should be discussed with members of staff and decisions recorded.
- The EYLP will meet with the parent to share the information and records and a copy may be provided.

- It is an offence to remove material that is controversial or to rewrite records to make them more acceptable. Our recording procedures and guidelines ensure that the material reflects an accurate and non-judgemental account of the work we have done with the family.
- If a parent feels aggrieved about any information kept then we refer the parent to our [Complaints Policy](#).
- The law requires that the information we hold must be held for a legitimate reason and must be accurate (see our Privacy Notice). If a parent says that the information we hold is inaccurate, then the parent has a right to request for it to be changed. However, this only pertains to factual inaccuracies. Where the disputed entry is a matter of opinion, professional judgement, or represents a different view of the matter than that held by the parent, we retain the right not to change that entry, but we can record the parent's view of the matter. In most cases, we would have given a parent the opportunity at the time to state their side of the matter, and it would have been recorded there and then.
- If there are any controversial aspects of the information kept about a child, we must seek legal advice. This might be where there is a court case between parents, where social care or the police may be considering legal action, or where a case has already completed and an appeal process is underway.
- We never 'under-record' for fear of the parent seeing, nor do we make 'personal notes' elsewhere.

Telephone advice regarding general queries may be made to The Information Commissioner's Office Helpline 0303 123 1113.

All the undertakings above are subject to the paramount commitment of our Preschool, which is to the safety and well-being of the child. Please also see our policy on [Safeguarding Children](#).

POLICY

Data Protection

Introduction

- Woodley Baptist Church Preschool is committed to protecting all data that it holds relating to parents and children, staff and Committee members.
- This policy applies to all Preschool data regardless of whether it is in paper or electronic format and where it is stored.

Legislation and guidance

- This policy meets the requirements of the Data Protection Act 2018 (which incorporates the General Data Protection Regulation) and is based on guidance published by the Information Commissioner's Office (ICO) and the Department for Education. All staff and Committee members should note that the Act makes provision for significant fines to be levied in the event of non-compliance.
- Section 6 also refers to the Education (Pupil Information) (England) Regulations 2005.

- Section 7 refers to the Freedom of Information Act 2000.

Data protection principles and categories of data

- The Data Protection Act 2018 sets out six data protection principles that the Preschool must follow when processing personal data. Data must be:
 - Processed fairly, lawfully and in a transparent manner
 - Used for specified, explicit and legitimate purposes
 - Used in a way that is adequate, relevant and limited
 - Accurate and kept up-to-date
 - Kept no longer than is necessary
 - Processed in a manner that ensures appropriate security of the data
- Categories of data
 - The Data Protection Act 2018 refers to Personal data and Special categories of personal data

- Personal data means any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.
- Special categories of personal data (previously known as 'sensitive personal data') includes race, ethnic origin, politics, religion, trade union membership, biometrics, health and sexual orientation.
- ii. Note that the DfE consider it best practice that data such as Early Years Pupil Premium eligibility, elements of special educational need information, safeguarding information, some behaviour management data and Children's Services interactions are also treated with the same care as the special categories set out in law.

Roles and responsibilities

- The Data Controller
 - Our Preschool processes personal information relating to children/parents, staff and visitors (defined as 'Data Subjects') and is therefore a Data Controller.
 - The Committee Chair has overall responsibility for ensuring that the Preschool complies with its obligations under the Data Protection Act 2018.
 - The Committee Chair and the Early Years Lead Practitioner (EYLP) will ensure the provisions of this policy are in place and that all staff are aware of their data protection obligations.
 - Day to day responsibility for Data Protection will reside with the EYLP who will also act as the Data Protection Officer (DPO).
 - The Preschool is registered as a Data Controller with the ICO and renews this registration annually.
- Data Protection Officer
 - The Data Protection Officer will:
 - Act as the contact point for all Data Protection issues and queries from Data Subjects and the ICO, e.g. for Subject Access Requests, data breaches, following the agreed procedures (see below).
 - Maintain appropriate documentation related to data processing.
 - Undertake the training necessary to fulfil their role, and ensure staff have access to appropriate training and updates.
 - Monitor compliance with all aspects of Data Protection.
- Preschool staff
 - All Preschool staff, in whatever role, have a duty to comply with this policy. Failure to comply may result in disciplinary action.
 - Staff must report any data related concerns or breaches immediately to the DPO.
- Data processor
 - The Preschool uses some third parties to process data on its behalf, e.g. payroll. The Preschool will ensure that all data processors are compliant with the Data Protection Act 2018.
- Sharing data
 - Where data is routinely shared with other

organisations (e.g. Local Authority, DfE, Police) the Preschool will ensure this is made clear in the Privacy Notice and that appropriate protocols are in place.

Data Protection documentation

- Privacy Notices
 - The Preschool will make available Privacy Notices for parents, staff and Committee members that set out how the Preschool will make use of their personal data.
- Consent
 - Where required the Preschool will seek and record specific consent from data subjects (e.g. for the use of photos and video).
- Data Protection Audit/record keeping/logs
 - The Preschool will maintain suitable records which detail all data that is collected, processed and where appropriate shared. In addition, the Preschool will keep records of other key areas including:
 - Subject Access Requests
 - Data Breaches
 - Data retention schedule, disposal/destruction log
 - DPIA/Requests for changes to data
 - A general description of the technical and organisational security measures that are in place

(Please also see the [Record Keeping Policy](#) in this brochure)

Subject Access Requests/Parental requests to see the children's records

- Under the Data Protection Act, parents have a right to request access to information the Preschool holds about them. This is known as a Subject Access Request (SAR).
- The SAR process and timescales can be seen below.

Freedom of Information Act (FOI)

- The Preschool will comply with the Freedom of Information Act 2000.
- All FOI requests will be directed to the DPO who will follow the procedures outlined below.
- The Preschool will comply with the requirement to produce a publication scheme following the guidance available from the ICO.

Security and storage

- The Preschool will ensure that appropriate technical and organisational measures are in place to protect Preschool data.
- The Preschool will ensure that staff and Committee members are only able to access data that is relevant to their role.
- The Preschool will ensure that staff and Committee members are provided with specific guidance, which should include for example:
 - Use of encrypted USB flash drives/memory sticks and other removable media
 - Appropriate use of professional and personal email accounts

- Use of encrypted/Secure email
- Secure storage of paper files
- Taking data off site/home working
- Use of staff personal devices
- Passwords
- Encryption of Preschool devices that may be taken off site, e.g. staff laptops.

Retention and disposal

- The Preschool will follow guidance provided by the Early Years Alliance regarding document retention and disposal. Appropriate measures will be taken to ensure that data that is no longer required, whether in paper or electronic form, is disposed of securely.
- The Preschool will ensure appropriate disposal of all devices that hold Preschool data.
- A destruction record will be kept for all data and devices that are disposed of.

Training

- All staff and Committee members will be provided with data protection training as part of their induction process.
- Data protection training, briefings and updates will also be provided for all staff and Committee members as required, but at least every two years.

Data breach information and procedures

Data protection breaches can be caused by a number of factors, e.g. loss or theft of children's records, staff or Committee data and/or equipment or paperwork on which data is stored, inappropriate access controls allowing unauthorised use, poor data destruction procedures, human error such as sending an email to the wrong person, cyber-attack, hacking, ransomware.

In the event of a breach, the procedures below should be followed:

- Any data protection incident should be reported immediately to the Preschool's DPO and Committee chair.
- If required, appropriate actions should be taken to halt the breach, and/or prevent further breaches.
- The DPO must report any significant data protection incidents to the ICO.
 - This should take place within 72 hours of the breach being detected, where feasible.
 - If in doubt as to the significance of the incident, seek external advice, which could involve contacting the ICO.
 - If some details of the breach are yet to be determined, it would be appropriate to make an initial report to the ICO, followed up by a further report once more is known.
- Other agencies as appropriate may need to be informed depending on the breach, e.g. police, Action Fraud, Children's social services or Wokingham LA Early Years Advisors.
- Where the breach involves the disclosure of the personal data of specific individuals, they should usually be notified.

- Fully investigate the breach and review all related policies and procedures to make any necessary changes.
- Provide additional training to staff as appropriate.
- Review whether any disciplinary action should be taken.
- If the nature of the breach could result in adverse publicity the Preschool may wish to prepare a statement for publication.
- A full record should be kept of all data breaches, including all the steps taken, whether reportable or not.

Additional notes

In the event of a data breach, the following areas will need to be considered:

- The type of data and its sensitivity
- What protections were in place (e.g. encryption)
- What has happened to the data
- Whether the data could be put to any illegal or inappropriate use
- How many people are affected
- What type of people have been affected (children or parents, staff members etc.) and whether there are wider consequences to the breach.

Subject Access Request (SAR) process and timescales

A SAR is a request for personal data about the applicant. All SARs must be in writing, either paper or electronic, and should be directed to the DPO who will follow the procedure outlined below:

- Clarify that this is a SAR and not some other request for information, i.e. a FOI request.
- Confirm the identity of the person making the request.
- If it is unclear what information is being requested, ask for further details from the applicant.
- Check that the information is available:
 - If the information is not available, inform the applicant.
 - If the information is available, note the date that the SAR was received or, in the case of further details being requested, the date that these were received. The Preschool now has one calendar month to respond.
- Check whether the information requested contains information about any third-party. If it does then undertake one, or more, of the following steps:
 - Seek permission to disclose the information from the third-party concerned.
 - Redact/summarise the information to protect the identity of the third-party.
 - Withhold the information to protect the rights of the third-party.
- Ensure that the information to be supplied is clear and understandable.
- Supply the information requested in an appropriate format, e.g. if the request is made electronically, the information should be provided in an electronic format.
- Keep a record of the SAR and any information that was supplied

Additional notes

The Preschool must provide a copy of the information free of charge. However, Preschools can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive. The Preschool may also charge a reasonable fee to comply with requests for further copies of the same information. The fee must be based on the administrative cost of providing the information.

- The Preschool will be able to extend the one month period of compliance by a further two months where requests are complex or numerous. If this is the case, the Preschool must inform the applicant within one month of the receipt of the request and explain why the extension is necessary.
- The Preschool might also decide to withhold some information. Examples of some information which (depending on the circumstances) it might be appropriate to withhold include:
 - information that might cause serious harm to the physical or mental health of the child or another individual;
 - information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child's best interests;
 - information contained in adoption and parental order records;
 - certain information given to a court in proceedings concerning the child.
- More information about SARs is available on the ICO website.

Freedom of Information (FOI) process and timescales

A FOI request may be made by any member of the general public, as they have a right to know about the activities of public authorities, which includes Preschools. The Preschool will normally disclose the information requested in whole or part unless there is a clear and accepted reason not to do so. All FOI requests must be in writing, either paper or electronic, and must contain the applicant's contact details. All requests should be directed to the DPO who will follow the procedure outlined below:

1. Clarify that this is a FOI request and not some other request for information, i.e. a SAR
2. If it is unclear what information is being requested, ask for further details from the applicant.
3. Check that the information is available:
 - If the information is not available, inform the applicant.
 - If the information is available, note the date that the FOI request was received or, in the case of further details being requested, the date that these were received. The Preschool now has 20 Preschool days to respond.
4. Check whether there is any good reason for refusing to disclose part or all of the information requested. Seek guidance from the ICO if in any doubt.
5. Ensure that the information to be supplied is clear and understandable.
6. Supply the information requested in an appropriate format.
7. Keep a record of the FOI request and any information that was supplied.

Additional notes

- The Preschool may charge for the cost of copying and postage, where appropriate.
- The Preschool may refuse an entire request under various circumstances, e.g.:
 - It would cost too much or take too much staff time to deal with the request (although note that the ICO guidance relating to this aspect indicates that the work required would have to be very substantial before a refusal would be acceptable).
 - Where complying might prejudice someone's commercial interests. However, it has to pass the 'Public Interest Test' i.e. that on balance the public interest in withholding the information outweighs the public interest in disclosing it.
 - The request is vexatious.
 - The request repeats a previous request from the same person.
- Further advice on when a FOI request may be refused is available from the ICO.

POLICY

Diet & Healthy Eating

The sharing of refreshments can play an important part in the social life of the Preschool as well as reinforcing children's understanding of the importance of healthy eating. The Preschool will ensure that it fulfils all the requirements of the EYFS Framework:-

- Snacks provided are healthy, balanced and nutritious, avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings
- Before a child starts to attend the group, staff discuss with parents the child's dietary needs, including any allergies, and make appropriate arrangements to meet them. In line with the Food Information Regulations 2014 (FIR) all food items provided for the children at Preschool are recorded according to any allergenic

ingredients they may contain

- Those responsible for the preparation and handling of food are competent to do so
- The dietary rules of religious groups and also of vegetarians/vegans are known and met in appropriate ways
- Fresh drinking water is always available
- Milk provided for children is semi skimmed and pasteurised
- Preschool will notify OFSTED and Local Health Authority of any food poisoning affecting two or more children looked after on the premises

POLICY

E-Safety, Social Media, Networking & Mobile Phones

E-safety concerns safeguarding staff, children and parents/carers when using technology in the setting. This policy applies to all employees, volunteers, students, visitors and members of the public visiting Woodley Baptist Church Preschool. The policy covers Internet, Email and all electronic communications via computers, laptops, mobile phones, cameras, smart phones, tablets and wireless technology. It addresses the use of Social media in all current formats.

All staff are responsible for:

- Understanding the risk & responsibility that is part of the 'duty of care' that applies to everyone looking after children
- Understanding the significance of E-safety & how it links to the importance of safeguarding children
- Reporting any knowledge or suspicion of behaviour that is in contravention of this policy
- Being aware of the risk of using social networking sites such as Facebook & Twitter & the importance of considering the materials they post & how publishing unsuitable material may affect their professional status
- Ensuring they do not create any unnecessary risk to Woodley Baptist Church Preschool by the misuse of the Internet or Email systems
- Complying with current legislation

The following is deemed unacceptable use:

- Visiting websites that contain obscene, hateful, pornographic or otherwise illegal material
- Sending, forwarding, distributing or retaining emails that contain language or images that are abusive, aggressive, obscene or offensive
- Using the Internet to send offensive or harassing material
- Making any improper or discriminatory references & not forwarding or distributing any material which does
- Publishing any defamatory and/or knowingly false materials about Woodley Baptist Church Preschool
- Using Preschool Email systems to set up or send viral emails or spam
- Using the computer to participate in any form of fraud, theft or software and music piracy
- Failing to take due care to ensure confidential and/or personal information goes to the correct recipient
- Members of staff must not bring their own cameras or videos into the setting and photographs and recordings of children are only taken for valid reasons i.e. to record their learning & development

Specific arrangements for the use Social media:

Woodley Baptist Church Preschool is not registered on social media networks at present so as to preserve adherence to the rules of Safeguarding.

Employees:

Preschool recognises that employees may be users of social media and does not wish to curtail their use beyond reasonable requests to adhere to Safeguarding regulations and professionalism, so the following guidelines should be followed.

- Employees are advised not to reveal publicly on social media that they are employed by Woodley Baptist Church Preschool.
- Employees must not discuss Preschool (including colleagues, children, parents or the organisation) in conversations that take place on social media in any way that goes beyond giving out information which is already freely available on the Preschool page of the Woodley Baptist Church website or in Preschool publications.
- It is recognised that potential parents may ask publicly for opinions on Preschool and/or other Preschools in the area. Staff are advised not to engage in such discussions.
- If an employee becomes aware of any conversation taking place on social media about Preschool and the tone of that conversation is critical of individual staff members or of the organisation then it must be reported to the Committee Chair for investigation.
- Employees should not enter into such conversations to defend Preschool and colleagues, unless it is to repeat information already publicly available. In some circumstances an official statement may be prepared by the EYLP and/or the Committee in response to the discussion.
- Employees must not create any social media friendships with parents of current children at Preschool – this is so that the Committee & EYLP can be confident that the correct professional relationships are being maintained between staff and parents.
- Preschool MAY make an exception to this rule if an employee has an existing relationship with a child's parent(s) before that child starts at Preschool. This rule no longer applies once a child has left Preschool.
- Employees must not place any images of Preschool children onto social media.
- Any breaches of this policy will be investigated and could result in disciplinary action being taken.
- Employees are requested to sign an e-safety declaration annually in Appraisals to confirm their acceptance of the duties outlined in this policy.

Volunteers, Students, Work experience:

Woodley Baptist Church Preschool recognises that volunteers and work experience students may be regular users of social media and has no intention to curtail their use of it beyond reasonable requests to adhere to Safeguarding regulations and professionalism. Such individuals may not have the training on Safeguarding that an employee has, so the following guidelines are provided:

- Remember that nothing put onto social media can be considered fully private, no matter how strong privacy settings are.
- Do not state on social media where the placement is.
- Do not discuss Preschool in any way on social media; this includes the organisation, its location, its policies and practices, its staff/Committee members, its children and its parents/carers. This rule continues to apply after finishing volunteering/work experience and exists to ensure appropriate confidentiality and professionalism can be maintained by the organisation and its staff in relation to how it is presented publicly.
- Do not attempt to establish any relationships with parents/carers of children at Preschool on social media during the course of the volunteering/work experience.
- Do not take any photographs of Preschool children on mobile phones or any other device.

Parents and Carers:

Woodley Baptist Church Preschool recognises that parents/carers and their families may be regular users of social media and has no intention to curtail their use of it beyond reasonable requests to adhere to Safeguarding regulations and professionalism. Parents/carers may not be wholly familiar with the requirements of Safeguarding, so the following guidelines are provided:

- Remember that nothing put onto social media can be considered fully private, no matter how strong privacy settings are.
- Be cautious when discussing Preschool in conversations on Social media. Do not reveal the location of Preschool; the names of staff members/volunteers or anything else that could reveal their identities; the names of other children and their parents/carers who attend Preschool, or anything else that could reveal their identities.
- Any negative opinions or concerns about any aspect of how Preschool is run, should not be discussed on social media. Reference should be made to the Preschool Complaints procedure.
- If any opinions are discussed on social media which result in any detrimental effect on Preschool, its employees, its children or its parents/carers, then Preschool will follow formal proceedings to investigate.
- Do not create any social media friendships with staff/volunteers at Preschool so that the EYLP/Committee can be confident that the correct professional relationships are being maintained between staff and parents.
- Preschool MAY make an exception to this rule if a parent has an existing relationship with an employee/volunteer before their child starts at Preschool. This rule no longer applies once the child has left Preschool.
- At the start of Preschool, parents/Carers are asked to sign to agree that any photographs they take at Preschool's special events are for personal use only and should not be put onto any social media channel if other children or staff are in the photos.

Specific arrangements for mobile phones are:

- Staff personal mobile phones must not be used on the premises during working hours
- Personal mobile phones must be kept in bags that are placed in a secure area during the session hours
- In an emergency, personal mobile phones may be used in the privacy of the Church office, with the permission of the Early Years Lead Practitioner
- Staff must ensure the telephone number of the Preschool is known to family & any others who may need to contact them in an emergency
- During group outings, the EYLP & Deputy will have access to the Preschool's mobile phone which is used for emergency purposes only to make calls and NOT to use the camera
- If staff take personal mobile phones on outings, in case of an emergency, they must not make or receive personal calls for the duration of the outing
- Staff must not use personal mobile phones for taking photos of children on outings
- Parents/carers & visitors are requested not to use their mobile phones on the premises. Visitors will be advised of a quiet area where they can use their mobile phone where there are no children present.

Cameras and videos

- Photographs taken of children at Preschool will only be used for their Learning Records or for displays
- Photographs or recordings are only taken on equipment belonging to the Preschool
- Photographs & recordings of children are only taken if there is written permission to do so – this is done at the time of Registration
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents/carers present & everyone will be reminded that they have agreed at the time of registration not to display any photos on public domains/social media such as Facebook.

The Committee and Early Years Lead Practitioner must ensure:

- Staff are aware of & understand this policy and how it works
- Relevant systems are in place to ensure the protection of information and appropriate access to the Internet e.g. passwords
- The policy is monitored to ensure staff are complying
- Any breaches of the policy are dealt with so that the highest standards of practice are maintained.

POLICY

English as an Additional Language (EAL)

Woodley Baptist Church Preschool is committed to welcoming all children and making provision for their learning. We provide a safe and secure environment where all children are valued as individuals. This includes those for whom English is an additional language, the definition of this being, 'Any pupil who was exposed to another language during their early years and continues to be exposed to the language in their home or community.' We aim to create an inclusive learning environment to support EAL children, provide opportunities for children to use their home language, have activities and strategies to support the development of the English language and work closely with the parents and carers of these children.

In order to achieve these aims we will:

- Use the initial application form and the subsequent registration form to identify the children who speak a language other than English. The Key Person will follow this up with the parents when they visit with their child prior to starting Preschool, finding out more information to help plan for their child. They will ask for details of the particular language spoken, how much the child is able to understand and speak in both this language and English and possibly obtain details of the language spoken by the wider family, such as grandparents.
- Celebrate the language and culture of the child, learning some key words and where possible obtaining books and resources in the relevant language. Encourage children to share their home language, for example with songs, colours, counting or greeting the other children.
- Give the child time and space to settle, allowing for 'silent' periods and being aware that children can often understand a new language before they are able to speak it.

- Make use of a visual timetable, gestures and a consistent routine to support children and help them to feel secure at Preschool.
- Observe and record the child's communication skills including non-verbal gestures, body language and other signs of understanding.
- Liaise with parents and ensure they are aware that the use of their own language at home will support their child's learning of English and their development in other areas of the curriculum.
- Use games and activities with individuals and groups and use pictures and books as points of discussion to help the child develop English language skills.
- Plan phonic activities which will enable all children to develop their listening skills and become aware of the sounds in the English language.
- Monitor the progress of the child, recording achievements each term on the ECAT 'Speech and Language' tracker and spreadsheet. Ensure that if the child is fluent in their own language that this is recorded on the tracker.
- Ensure that all staff have access to the strategies to support children with EAL and liaise regularly with the Lead Language Practitioner (LLP). Where appropriate seek advice from the Speech and Language advisor or other agencies.
- Support the child with EAL in making transitions within the setting and when moving on to school.

This policy confirms our Preschool's commitment to providing a language rich environment as well as assessing and planning for individual children and that we support the development of language skills for all children, including those for whom English is an additional language.

POLICY

Equality of Opportunities

Woodley Baptist Church Preschool works in conjunction with the Early Years Foundation Stage Framework and to provide equality of opportunity for all children and families and take positive action to eliminate discrimination in all areas of their work. The E Y Lead Practitioner will ensure that all aspects of this policy are adhered to. Their role includes being a Designated Practitioner for Equal Opportunities.

Woodley Baptist Church Preschool works in accordance with all relevant legislation, including

- Disability Discrimination Act 1995
- Race Relations Act 1976
- Sex Discrimination Act 1986
- Children Act 2004
- Childcare Act 2006

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

Admissions

The Preschool is open to every family in the community. A waiting list is operated, and children can be registered at any time. Families joining the Preschool are made aware of its *Equality of Opportunities Policy*, which is regularly reviewed.

Employment

Any vacancies will initially be advertised internally. The Preschool will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed.

Commitment to implementing the Preschool's *Equality of Opportunities Policy* will form part of the job description for all workers.

Families

The Preschool recognises that many different types of family group can and do successfully love and care for children. The Preschool aims to offer support to all families.

The Preschool may offer a flexible payment system for any fees payable from families with differing means after discussion with the Committee.

The Curriculum

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Management of resources within the Preschool will ensure that all children have full access to all kinds of activities and equipment and are equally encouraged to enjoy and learn from them. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Fundamental British Values

Our Preschool actively promotes the fundamental British values of

- Democracy
- Individual liberty
- Mutual respect & tolerance
- Rule of law

These are embedded in our work with children within the EYFS, through different areas of learning such as PSED and UTW. More detail of how these values are addressed are displayed in the setting.

Resources

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society. Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and by using images and words which reflect positively the contribution of all members of society.

Special Needs

The Preschool has regard for the SEND Code of Practice.

The Preschool recognises that children have a wide range of needs which differ from time to time, and will consider what part it can play in meeting these needs as they arise. Planning for Preschool meetings and events will take into account the needs of people with special educational needs and disabilities.

Discriminatory Behaviour/Remarks

Any discriminatory language, behaviour or remarks by children, parents or any other adults are unacceptable in the Preschool.

Our response will aim to demonstrate support for the victim(s), to help those responsible to understand and overcome their prejudices and to make it clear that such behaviour/remarks will not be tolerated.

Please see the *Positive Behaviour Management Policy* in this brochure.

Language

Basic information, written and spoken, will be clearly communicated in as many languages as are necessary and possible. Bilingual/multilingual children and adults are an asset to the whole group. Parents will be encouraged to speak to children in their first language at home.

Children and parents who have English as a second or additional language will be valued and their languages recognised and respected in the Preschool.

Food

Working in partnership with parents, children's medical, cultural and dietary needs will be met.

Meetings

The Preschool will make every effort to ensure that parents are informed of meetings and any issues regarding the Preschool can be brought via their parent representative.

- Flooding or fire
- Bad weather
- Breakdown of the heating system
- When the building is unusable due to required maintenance work.
- When an outbreak of illness requires closure in line with the Health Protection Agency and OFSTED guidelines.
- When illness levels amongst the staff mean it is impossible to maintain the correct ratios of suitable adults to children.
- When an emergency occurs during a session which requires Preschool to close immediately.

In the event of any of the above incidents the staff team will make contact with the families of Preschool children affected in advance of the day, where practical. Should the reason for closing be extreme weather conditions parents will be advised by either a phone call, a group text or by email. Where not practical a member of staff will remain at the building until such time as it can be determined that

all the affected families have been notified. Depending on the circumstances of the closure the Committee Chair will inform the relevant authorities of the unexpected closure.

In the event of an emergency closure after a Preschool session has started, parents/carers will be informed by telephone that they are required to collect their child as soon as possible.

If the closure is due to an emergency which requires the building to be evacuated the children will be safely evacuated according to the current Fire Drill procedures. Contact information and the daily register will be taken out of the building. Once the building is evacuated the EYLP or Deputy will ensure the relevant authorities/emergency services are called.

The children will then be taken to a place of safety – this is currently Busy Bees Nursery across the car park opposite Woodley Baptist Church Preschool. The staff will contact the parents/carers of all the children present. All staff will remain with the children at this time.

POLICY Health, Hygiene & Medicines

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

Health:

Food

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

Outdoor play

Children will have the opportunity to play outside throughout the year in the Preschool's own play area, where possible every day. This area is checked daily prior to use by Preschool and a risk assessment is completed.

Illness

Parents are issued with Health Guidelines from the Local Health Authority at the time of their visit.

Parents are asked to keep their children at home if they have any infection and to inform the Preschool as to the nature of the infection. This will allow the Preschool to alert other parents as necessary and to make careful observations of any child who seems unwell.

Parents are asked not to bring into the Preschool any child who has been vomiting or had diarrhoea until **at least 48 hours** has elapsed since the last attack. This requirement is detailed in the Health Authority guidelines.

If the children of Preschool staff are unwell, the children will not accompany their parents/carers to work in the Preschool.

Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing.

Please be mindful of Preschool children if you are accompanied by other siblings who may be unwell.

Medicines

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

- If possible, the child's parents will administer medicine. If not, then medication must be stored in the original container and clearly labelled with child's name, dosage and any instructions.
- Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.
- A medication book will be available to log in: name of child receiving medication; times that the medication should be administered; date and time when medication is administered, together with the signature of the person who has administered each dose; parent's signature.

With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the Preschool's insurance company. (In the case of Preschool, who is insured with Royal & Sun Alliance, this will be through the Insurance section at Early Years Alliance National Centre.) If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional where applicable and appropriate. If specialist care is needed for a child, the duties and responsibilities required from staff need to be addressed in full before any medical plan can be put in place.

The Preschool will notify the Local Authority early Years Team, OFSTED and local child protection agencies of any serious accident or injury to, or serious illness of, or the death, of any child whilst in their care and act on any advice given.

POLICY Fire Safety & Emergency Evacuation

Fire

Woodley Baptist Church Preschool ensures their premises present no risk of fire by adopting the highest possible standard of fire precautions.

Fire doors are clearly marked, never obstructed and easily opened from the inside.

Smoke detectors/alarms and fire-fighting appliances conform to BS EN standards, are fitted in appropriate areas and are checked as specified by the manufacturer. Regular checks are carried out on equipment as authorised by Woodley Baptist Church and documentation confirming these checks are provided for Preschool records.

Fire drill procedures are clearly displayed on the premises; explained to new members of staff, volunteers and parents/carers and practised at least every half term. Staff are aware of who has the responsibility to check areas of the building and who should call the emergency services in the event of a real fire.

Staff, children and parents/carers are shown where fire exits are. Practice drills ensure children, staff and parents/carers know how to be led to the assembly points. A register is taken to account for all children and adults that should be present.

Records are kept of fire drills which include the date and time of the drill; how long it took; whether there were any issues that delayed evacuation and any further action needed to improve the procedure.

Emergency evacuation/closure

Woodley Baptist Church Preschool endeavours to be open for children from 9.15am to 1.00pm on Monday, Wednesday, Thursday and Friday during term times without disruption.

In the unlikely event that Preschool has to close, an emergency/short notice closure will be implemented. Examples of reasons to close can include:

- When the building is unusable due to accidental damage.

The Preschool will ensure that the first aid equipment is kept clean, replenished and replaced as necessary and that items are appropriate to the needs of the children. Sterile items will be kept sealed in their packages until needed. This First Aid kit will be checked every half term & the checks recorded in Preschool Risk Assessment documents.

We train all staff in paediatric first aid and there will always be at least one qualified First Aider on the premises to administer first aid to children.

Information sources

Parents will have the opportunity to discuss health issues with Preschool staff and will have access to information available to the Preschool.

The Preschool will maintain links with Health Visitors and gather health information and advice from the local health authority information services and/or other health agencies.

The Preschool keeps a record of accidents and first aid treatment and parents are informed of any accidents/injuries sustained by their child whilst in the care of the Preschool. Parents will be contacted during a session if child has sustained a head injury. All accidents/injuries which are visible and have occurred outside the setting will be recorded by Preschool staff and countersigned by the parent/carer using body maps to detail the exact injury. This information will be closely monitored.

Hygiene:

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

Personal hygiene

Hands washed after using the toilet and before handling food and after playing in the garden.

Children with pierced ears not allowed to share each other's earrings.

Children encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically, then to wash their hands.

Individual towels available, or paper towels used and disposed of appropriately.

Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.

Cleaning and clearing

Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Protective gloves always used when cleaning up spills of body fluids. Floors and other affected surfaces disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions. Fabrics contaminated with body fluids thoroughly washed in hot water.

Spare laundered pants and other clothing is available in case of accidents and bags available in which to wrap soiled garments.

All surfaces are cleaned daily with an appropriate cleaner.

Food

The Preschool will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:

Always wash hands under running water before handling food and after using the toilet.

Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.

A non-smoking rule applies to all parts of the Preschool premises.

Never cough or sneeze over food.

Use different cleaning cloths for kitchen and toilet areas.

Please refer to the *Diet & Healthy Eating Policy* for information regarding Food Allergens.

- An Early Years Intervention Plan may be written in conjunction with parents to set targets and monitor progress. A request for involvement by the Early Years Inclusion Adviser may be made, with permission from parents/carers.
- If it is felt that a child's needs cannot be met in the Preschool without additional personnel and/or equipment, funding will be sought to ensure that provision is appropriate to the child's needs.
- We work in liaison with relevant professionals and agencies outside the group to meet children's specific needs.
- When a child with SEND is due to start school, we liaise closely with the receiving teacher/SENDCO to ensure a smooth transition.
- The SENDCO, with the E Y Lead Practitioner and Committee takes on the responsibility for:

Arrangements for the assessment of individual children
Record-keeping systems for children with special education needs

The way children with special educational needs will be offered a broad and balanced curriculum

The resources within the group's budget will be allocated to special needs work

Links between the Preschool and external support agencies including the Local Authority and voluntary organisations.

- Our staff attend whenever possible in-service training on special needs arranged by the Local Authority Early Years team and other professional bodies. The Preschool SENDCO regularly attends Local Authority Network meetings to ensure they have clear, accurate and up to date knowledge.

POLICY Information Sharing

We recognise that parents have a right to know that 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.

We record and share information about children and their families (data subjects) in line with the six principles of the General Data Protection Regulations (GDPR) (2018) which are further explained in our Privacy Notice that is given to parents at the point of registration. These six principles state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

The responsibility for decision-making should not rely solely on an individual, but should have the back-up of the Committee. The Committee provide clear guidance, policy and procedures to ensure all staff and volunteers understand their information sharing responsibilities and are able to respond in a timely, appropriate way to any safeguarding concerns.

The three critical criteria are:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

Procedures

Our procedure is based on the GDPR principles as listed above and the seven golden rules for sharing information in the 'Information Sharing Advice for practitioners providing Safeguarding Services to Children, Young people, Parents and Carers (HM Government 2015). We also follow the guidance on information sharing from the Berkshire West Safeguarding Children Partnership.

1. Remember that the General Data Protection Regulations 2018 and human rights law are not barriers to justified information sharing as per the Children Act 1989, but provide a framework to ensure that personal information about living individuals is shared appropriately.

- Our policy and procedures on *Information Sharing* provide guidance to appropriate sharing of information both within the setting, as well as with external agencies.

2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their consent, unless it is unsafe or if we have a legal obligation to do so. A Privacy Notice is given to parents at the point of registration to explain this further.

In our setting we ensure parents:

- Receive a copy of our Privacy Notice and information about our *Information Sharing Policy* when starting their child and that they sign our Registration Form to say that they understand the circumstances in which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult;

POLICY Inclusion

Our Preschool adheres to the DFE Code of Practice for Special Educational Needs and Disability 2015 and follows the graduated approach as set out by the Wokingham Borough Council Inclusion Service. We aim to provide a welcoming environment and appropriate learning opportunities for all children.

- Children with special needs, like all other children, are admitted to the Preschool after consultation between parents, Preschool E Y Lead Practitioner and Key Person.
- Our aim is to provide for the developmental needs of each child in the group.
- All children in the group, irrespective of their special needs, are encouraged wherever possible and appropriate to participate in all the group's activities.
- Our system of observation and record-keeping, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.

- The needs and progress of children who have special educational needs are monitored by our group's Special Educational Needs and Disability Co-ordinator SENDCO) - **Naomi Beard**.
- Our Key Person system ensures that each adult is especially responsible for, and close to, just six children, so each child receives plenty of adult time and attention.
- We work closely with the parents of all the children in the group to ensure that –
 - the group draws upon the knowledge and expertise of parents in planning provision for the child
 - the child's progress and achievements are shared and discussed with parents on a regular basis
 - parents know the identity of the group's SENDCO
- Parents are aware of the arrangements for the admission and integration of children with special educational needs.

- have information about our *Safeguarding Children Policy*; and
 - have information about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Our staff discuss concerns about a child routinely in Supervision meetings and any actions are recorded in the child's records.
 - Our *Safeguarding Children Policy* sets out the duty of all members of our staff to refer concerns to the EYLP and/or the Deputy as the Designated Safeguarding Practitioner who will contact children's social care for advice where they have doubts or are unsure.
 - The EYLP will seek advice if they need to share information without consent to disclose.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. The setting may still share information without consent if it is our judgement, there is good reason to do so, such as where safety may be at risk. We will need to base our judgement on the facts of the case. When we are sharing or requesting personal information from someone, we need to be certain of the basis upon which we are doing so. Where we have consent, we are mindful that an individual might not expect information to be shared.
- We base decisions to share information without consent on judgements about the facts of the case and whether there is a legal obligation.
 - Our guidelines for consent are part of this procedure.
 - Our EYLP and Committee Chair are conversant with this and they are able to advise staff accordingly.
5. Consider safety and well-being: We base our information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by our actions.
- In our setting we:
- record concerns and discuss these with our Designated Lead Safeguarding Practitioner/the EYLP and/or Designated officer from the Committee for child protection matters;
 - record decisions made and the reasons why information will be shared and to whom;
 - follow the procedures for reporting concerns and record keeping as set out in our *Safeguarding Children Policy*.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: We ensure that the information we share is necessary for the purpose for which we are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- Our *Safeguarding Children Policy* and *Record Keeping Policy* set out how and where information should be recorded and what information should be shared with

- another agency when making a referral.
7. Keep a record of our decision and the reasons for it - whether it is to share information or not. If we decide to share, then record what we have shared, with whom and for what purpose.
- Where information is shared, we record the reasons for doing so in the child's file; where it is decided that information is not to be shared that is recorded too.

Consent

When parents choose our setting for their child, they will share information about themselves and their families. This information is regarded as confidential. Parents have a right to be informed that we will seek their consent to share information in most cases, as well as the kinds of circumstances when we may not seek their consent, or may override their refusal to give consent. We inform them as follows:

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- We may cover this verbally when the child starts or include this in our brochure.
- Parents sign our Registration Form to confirm that they understand this.
- We ask parents to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider/school.
- We give parents copies of the forms they sign.
- We consider the following questions when we assess the need to share:
 - Is there a legitimate purpose to us sharing the information?
 - Does the information enable the person to be identified?
 - Is the information confidential?
 - If the information is confidential, do we have consent to share?
 - Is there a statutory duty or court order requiring us to share the information?
 - If consent is refused, or there are good reasons for us not to seek consent, is there sufficient public interest for us to share information?
 - If the decision is to share, are we sharing the right information in the right way?
 - Have we properly recorded our decision?
- Consent must be freely given and informed - that is the person giving consent needs to understand why information will be shared, what will be shared, who will see information, the purpose of sharing it and the implications for them of sharing that information as detailed in the Privacy Notice.
- Consent may be explicit, verbally but preferably in writing, or implicit, implied if the context is such that sharing information is an intrinsic part of our service or it has been explained and agreed at the outset.
- Consent can be withdrawn at any time.

- We explain our *Information Sharing Policy* to parents.

Separated parents

- Consent to share need only be sought from one parent. Where parents are separated, this would normally be the parent with whom the child resides. Where there is a dispute, we will consider this carefully.
- Where the child is Looked After by the Local Authority, we may also need to consult the Local Authority, as 'corporate parent' before information is shared.

All the undertakings above are subject to our paramount commitment, which is to the safety and well-being of the child. Please also see our *Safeguarding Children Policy*.

Legal framework

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act (1998)

Further guidance

- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2018)
- What to do if you're worried a child is being abused: Advice for practitioners (HM Government 2015)
- Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children (HM Government 2018)

POLICY

Intimate Care

Woodley Baptist Church Preschool does not discriminate against children who have not yet reached a stage where they can manage their own personal hygiene and will provide appropriate support on an individual basis.

We are committed to the safeguarding of the children in our care and acknowledge that all children have the right to be treated with respect and dignity when intimate care is given. Staff who provide intimate care are trained in Child Protection and have current DBS checks.

When changing nappies or pull-ups, or wet or soiled clothes, the following procedures will be followed:

- Only staff will provide intimate care. Parent helpers may only change the nappies/clothes of their own child.
- Staff will ensure that other children respect the privacy of the child concerned.
- Staff will wear disposable, protective gloves and an apron when changing clothes or nappies/pull ups.
- Children, where able to, will be encouraged to remove their own clothing and dress again after being changed, with the exception of those with special needs.
- Nappies/pull ups should be removed and put in a plastic bag.
- The child should be cleaned with wet wipes.
- Clothes will be placed in a bag for the parent/carer to take home and nappies/pull ups securely bagged and disposed of.
- The gloves and apron should also be placed in the bag, which must be tied securely and placed in the outside bin.
- A clean nappy/pull up should then be put on the child before they dress.
- Clean clothes can be provided by Preschool where necessary, but parents/carers are encouraged to provide their child with their own change of clearly labelled clothes in a named bag.
- Both the staff member and child will wash and dry their hands.
- If a child refuses to be changed by a member of staff, the parent/carer will be called in to undertake the task.

Spare nappies and wipes should be supplied by the parent in a named bag. For safety, bags MUST NOT be plastic or have drawstrings.

All children will be encouraged to be appropriately dressed before leaving the toilet area. Parents are reminded to send their child to Preschool in clothing that is easily managed to allow the child to build their autonomy skills and to make it easy for them to get to the toilet without hindrance. Members of staff will help with clothes where necessary.

For the safety of both the staff member and child an additional member of staff should be in the vicinity when intimate care is being carried out. A log should be completed as to who has carried out the care procedure.

POLICY

Lockdown

Woodley Baptist Church Preschool recognises the potentially serious risks to children, staff and visitors in an emergency or harmful situation such as unauthorised persons trying to access the Church building, a local threat or critical incident in the immediate area or severe, adverse weather.

If such a situation arises it may be safer – rather than to follow the Evacuation Procedure – to stay INSIDE the building and instigate a LOCK DOWN.

This policy recognises that need and outlines the process that should take place in order to control movement and to allow emergency services to contain and handle the situation more effectively.

A LOCK DOWN will be initiated by the Early Years Lead Practitioner or Deputy by a continuous blowing of a whistle (kept on the hook by the kitchen door with Preschool keys), in order to gather all the children together. The EYLP/Deputy will immediately call 999 and if appropriate, the Chair.

Procedure

Staff will move the children into the crèche room at the rear of the main hall, taking with them the register, mobile phone and any medication needed for both children & staff e.g. inhalers & epi-pens.

The EYLP/Deputy will take a headcount while the Deputy/EYLP checks the premises and garden for any other

children. Staff will check that the windows in the crèche room are locked and then when all the staff, children and visitors are safely in the room, doors will be locked, lights out and blinds closed. NB: There is an additional key to the crèche room hanging on the inside of the Preschool cupboard.

Remember **CLOSE** – Close all windows; Lock doors; stay; **Out** of sight & minimise movement; **Stay** silent where possible & avoid drawing attention; **Endure** – be aware lockdown may last for some time.

The register will then be taken.

Everyone is to remain in the crèche room until further instructions are received from the Emergency Services. Staff will attempt to keep children as quiet and as calm as possible until the situation is over. Resources are available in the cupboard to support this.

Once given the all clear, staff will make contact with parents to collect their children as soon as possible. Again, this will be influenced by any guidance from the Emergency Services.

A log must be made in the Incident Report Book and the relevant authorities informed, including OFSTED, within 24 hours.

Preschool will carry out a termly drill to highlight any issues and review this policy.

POLICY

Missing/Lost Child

In Preschool children's safety is our highest priority whilst they are in our care, both on or off the premises, and every attempt is made to ensure that security is maintained at all times.

In the unlikely event of a child going missing on the premises the following procedure will take place:

As soon as it is noticed that a child is missing the Key Person or staff member will alert the E Y Lead Practitioner.

The Lead Practitioner will talk to staff to find out when and where the child was last seen and record it.

Two members of staff will stay with the main group of children and call the register while other staff carry out a thorough search of the building, garden and neighbouring vicinity.

The main doors of the premises will be locked and manned by the Office Manager, who is police checked.

If the child is not found after the search is completed then the Lead Practitioner will call the police and report the child as missing and then phone the parents.

The Lead Practitioner will call the Chair of Preschool who will come in immediately to carry out an investigation.

Child going missing on an outing:

On a whole setting outing parents will usually attend and be responsible for their own child.

If staff have taken a small group on an outing, leaving the Lead Practitioner and/or other staff back at the setting the procedures will be adjusted accordingly:

The Lead Practitioner must be contacted immediately (if not on the outing) and the incident recorded.

The Lead Practitioner will contact the police and report the child as missing.

The Lead Practitioner will contact the parents who will make their way to the setting.

Staff will take the remaining children back to the setting.

If the outing is at an indoor venue, staff must contact the venue's security who will handle the search and call the police if necessary. The police may advise staff to stay at the venue until they arrive.

The Lead Practitioner will contact the Chair who will come in immediately and carry out a full investigation.

A detailed procedure is in place for staff to adhere to, which would be followed by an investigation by the Chair who will take all necessary action.

POLICY

Non-collection of Children

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a Preschool session, Woodley Baptist Church Preschool puts into practice agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner who is known to the child.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

Parents of children starting at the Preschool are asked to provide specific information which is recorded on our Registration Form and Child Collection authorisation, including:

- home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour's;
- place of work, address and telephone number (if applicable);
- mobile telephone number (if applicable);
- names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from Preschool.

On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted in our Collection Book.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in our Collection Book. We agree with parents how the identification of the person who is to collect their child will be verified. A Password is put in place each week for this purpose.

POLICY

Parental Involvement

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

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of our Preschool. We also aim to support parents in their own continuing education and personal development.

Some parents are less well represented in early years settings; these include fathers, parents who live apart from their children, but who still play a part in their lives, as well as working parents. In carrying out the following

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that – should their child not be collected from Preschool by an authorised adult and the staff can no longer supervise the child in our premises - we will apply our child protection procedures as set out in our *Safeguarding Children Policy*.

If a child is not collected at the end of the session, we follow the following procedures:

- the Collection Book is checked for any information about changes to the normal collection routines;
- if no information is available, parents/carers are contacted at home or at work;
- if this is unsuccessful, the adults who are authorised by the parents to collect their child from Preschool - and whose telephone numbers are recorded on the Registration Form or the Child Collection Authorisation form - are contacted;
- all reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or another member of staff visits the child's home;
- the child stays at the Preschool in the care of two fully-vetted practitioners until the child is safely collected;
- the child does not leave the premises with anyone other than those named on the Registration Form, Child Collection Authorisation form or in the Collection Book;
- if no-one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our *Safeguarding Children Policy*. We contact our Local Authority – Children's Safeguarding & Social Care Team Tel: 0118 9088002 (and inform OFSTED - telephone number: 0300 123 1231).
- a full written report of the incident is recorded and depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

procedures, we will ensure that all parents are included.

The Children Act (1989) defines parental responsibility as 'all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property'.

Procedures

- Parents are made to feel welcome in our setting; they are greeted appropriately, there is adult seating and provision for refreshment, particularly when joining the children at snack times.
- We aim to ensure all parents are included - that may

mean that we have different strategies for involving fathers, or parents who work or live apart from their children.

- We make every effort to accommodate parents who have a disability or impairment.
- We consult with all parents to find out what works best for them.
- We ensure on-going dialogue with parents to improve our knowledge of the needs of their children and to support their families.
- We inform all parents about how the setting is run and its policies, through access to written information, including our *Safeguarding Children Policy* and our responsibilities under the Prevent Duty and through regular informal communication. We check to ensure parents understand the information that is given to them.
- Information about a child and his or her family is kept confidential within our Preschool. We provide you with a privacy notice that details how and why we process your personal information. The exception to this is where there is cause to believe that a child may be suffering, or is likely to suffer, significant harm, or where there are concerns regarding a child's development that need to be shared with another agency. We will seek parental permission unless there are reasons not to in order to protect the safety of the child. Reference is made to our *Information Sharing Policy* on seeking consent for disclosure.
- We seek specific parental consent to administer medication, take a child for emergency treatment, take a child on an outing and take photographs for the purposes of record keeping.
- The expectations that we make on parents are made clear at the point of registration.
- We support our parents and children according to individual needs in the settling in process.
- We seek parents' views regarding changes in the delivery of our service either in writing, verbally, emails or through our Parent Representative who sits on the Preschool Committee.
- We encourage parents to become involved in the social and cultural life of the setting and actively contribute to it.
- We provide sufficient opportunity for parents to share necessary information with staff and this is recorded and stored to protect confidentiality.
- Each child's Key Person regularly meets with parents to discuss their child's progress and to share concerns if they arise.
- Where applicable, the Key Person will work with parents to carry out an agreed plan to support special educational needs.
- Where applicable, the Key Person will work with parents to carry out any agreed tasks where a Protection Plan is in place for a child.
- We involve parents in the shared record keeping about their children - either formally or informally – and ensure parents have access to their children's written developmental records.

- We provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting.
- We support families to be involved in activities that promote their own learning and well-being; informing parents about relevant conferences, workshops and training.
- Where possible we consult with parents about the times of meetings to avoid excluding anyone.
- We provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language; making every effort to provide an interpreter for parents who speak a language other than English and to provide translated written materials.
- We hold meetings in venues that are accessible and appropriate for all.
- We welcome the contributions of parents, in whatever form these may take.
- We inform all parents of the systems for registering queries, complaints or suggestions and we check to ensure these are understood. All parents have access to our written *Complaints Policy*.
- We provide opportunities for parents to learn about the curriculum offered in the setting and about young children's learning, in the setting and at home. There are opportunities for parents to take active roles in supporting their child's learning in the setting: informally through helping out or taking part in activities with their child, or through structured projects engaging parents and staff in learning about children's learning.

POLICY

Positive Behaviour Management

Woodley Baptist Church Preschool's behaviour management policy meets with the requirements of the Dept. of Health and Dept. of Education and complies with the Human Rights Act 1998. The E Y Lead Practitioner will ensure that all aspects of this policy and practice are adhered to and is the **Designated Person**.

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. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. This is also part of our Preschool's responsibility to promote fundamental British Values.

In order to achieve this:

- All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy and to offer strategies for handling any conflict
- All adults in the Preschool will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour
- Adults in the Preschool will praise and endorse desirable behaviour such as kindness and willingness to share
- We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.

When children behave in unacceptable ways:

- They will be given one-to-one adult support in seeing what was wrong and how to cope more appropriately. Where appropriate, this might be accomplished by a period of time out with an adult.
- Children will never be sent out of the room by themselves.

- Physical punishment, such as smacking or shaking, will be neither used nor threatened.
- Techniques intended to single out and humiliate individual children such as the "naughty chair" will not be used.
- Physical restraint, such as holding, will be used only to prevent personal injury to children or adults and/or serious damage to property. Any significant event of this sort will be recorded and the parent informed the same day.
- In cases of serious misbehaviour, including bullying - such as racial or other types of abuse - the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame.
- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults will not shout, or raise their voices in a threatening way.
- Adults in the Preschool will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity. .
- Recurring problems will be tackled by the whole Preschool, and in cases of bullying, involve the parents of both the victim and the bully. We will use objective observation records to establish an understanding of the cause.
- Adults will be aware that some kinds of behaviour may arise from a child's special needs

Designated Person - **Lisa Sweeney**

Introduction

Woodley Baptist Church Preschool is committed to providing a secure environment for children, where they feel safe and are kept safe. All adults in our setting recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for children or not.

In adhering to this policy, all staff, including visiting staff, volunteers, students on placement and visitors will contribute to our setting's delivery of the outcomes for all children, as set out in s10 (2) of the Children Act 2004.

This *Preventing Extremism & Radicalisation Policy* is one element within our overall arrangements to Safeguard and Promote the Welfare of all Children in line with our statutory duties set out in Ofsted's Common Inspection Framework, 2019, Inspecting Safeguarding in Early Years, Education and Skills from September 2019, Safeguarding Children and Young People and Young Vulnerable Adults policy, July 2015 and Statutory Framework for the Early Years Foundation Stage, 2017.

Our setting's *Preventing Extremism & Radicalisation Policy* also draw upon:

- Keeping Children Safe in Education, 2019, DfE
- Counter-terrorism and Security Act, 2015
- Guidance to the Prevent Duty, DfE
- Protecting Children from Radicalisation: The Prevent Duty; July 2015
- Prevent: Resources Guide, DfE
- Social Media Guidance, July 2015,
- Tackling Extremism in the UK, DfE
- Equality Act 2010 and Guidance on its implementation
- Peter Clarke's Report into allegations concerning Birmingham schools, July 2014.

Ethos and Practice

When operating this policy we use the following accepted Governmental definition of extremism which is:

'Vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'.

- There is no place for extremist views of any kind in our setting, whether from internal sources – children, staff or management, or external sources - school community, external agencies or individuals. The children see our setting as a safe place where they can ask questions about the world and where our staff encourage and facilitate these opportunities.
- As a setting we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views, we are failing to protect our children.

- We aim to provide a broad and balanced Early Years curriculum, delivered by skilled professionals, so that our children understand and become tolerant of difference and diversity and also to ensure that they thrive and feel valued and respected as individuals.
- Children can be exposed to extremist influences or prejudiced views from an early age which originate from a variety of sources and media, including via the internet. There may be times when children may reflect or display views that may be discriminatory, prejudiced or extremist, including using derogatory language.
- Any prejudice, discrimination or extremist views, including derogatory language, displayed by children or staff will always be challenged and where appropriate supported through discussion with children and their families and the Code of Conduct for staff.
- Where misconduct by a member of staff is proven the matter will be referred to the Local Authority.

As part of the wider safeguarding responsibilities staff will be alert to:

- Disclosures by children of their exposure to the extremist actions, views or materials of others outside of the setting, such as in their homes or community groups.
- Graffiti symbols, writing or art work promoting extremist messages or images
- Children exposed to extremist material online, including through social networking sites
- Parental reports of changes in behaviour, friendship or actions and requests for assistance
- Local authority services, and police reports of issues affecting children in other schools or settings
- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, ethnicity or culture
- Our setting will closely follow any locally agreed procedure as set out by the Local Authority and/or the Berkshire West Safeguarding Children Partnership's agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation.

Teaching Approaches

- We will ensure our teaching approaches help children to build resilience to extremism and give them a positive sense of identity through Personal, Social and Emotional development and the promotion of critical thinking. We will aim to ensure that all our staff are equipped to recognise extremism and are skilled and confident enough to challenge it in a way appropriate to the child's age and level of development.

- We will facilitate a 'safe place' for children to speak confidently and openly about any worries or concerns they may have concerning their safety and will equip our children with the appropriate skills to become self-assured young people.
- This approach will be embedded within the ethos of our setting so that children know and understand what safe and acceptable behaviour is in the context of extremism and radicalisation. Our goal is to build mutual respect and understanding and to promote the use of dialogue not violence as a form of conflict resolution.
- We will work with local partners, families and communities in our efforts to ensure our setting understands and embraces our local context and values in challenging extremist views and to assist in the broadening of children's experiences. We will help support children who may be vulnerable to such influences as part of our wider safeguarding responsibilities and in such instances seek external support from the Local Authority and/or local partnership structures working to prevent extremism.
- At our setting we will promote the fundamental British Values of **democracy**, the **rule of law**, **individual liberty**, **mutual respect and tolerance** for those with different faiths and beliefs. We will teach and encourage children to respect one another and to respect and tolerate difference, especially those of a different faith or no faith.

Whistle Blowing

- Where there are concerns of extremism or radicalisation children and staff will be encouraged to make use of our internal systems to whistle blow or raise any issue in confidence.

Please refer to our setting's *Whistleblowing Policy*.

Safeguarding

- Staff at our setting will be alert to the fact that whilst extremism and radicalisation is broadly a safeguarding issue there may be some instances where a child or children may be at direct risk of harm or neglect. For example; staff may be aware of information about a child's family related to extremism that may place a child at risk of harm Therefore all adults working in our setting (including visiting staff, volunteers, students on placement) are required to report instances where they believe a child may be at risk of harm or neglect to the Lead Safeguarding Practitioner or the Chair.

Role of the Lead Safeguarding Practitioner

The Lead Safeguarding Practitioner is - **Lisa Sweeney**

In line with Recommendation 2 of Peter Clarke's Report, in Woodley Baptist Church Preschool, the role of the Lead Safeguarding Practitioner will be extended, at the appropriate time, to include the responsibilities of the PREVENT strand of the Government's counter-terrorism strategy.

Training

- Training on Safeguarding and Child Protection will be organised for staff and management at least every three years and will comply with the prevailing arrangements agreed by the Local Authority and the Berkshire West Safeguarding Children Partnership and will, in part, include training on extremism and radicalisation and its safeguarding implications.
- The Lead Safeguarding Practitioner will attend training courses as necessary and the appropriate inter-agency training organised by the Berkshire West Safeguarding Children Partnership.

Recruitment

- The arrangements for recruiting all staff, permanent and volunteers will follow LA guidance for safer recruitment best practice in education settings, including, but not limited to, ensuring that DBS checks are always made at the appropriate level, that references are always received and checked and that we complete and maintain a Single Central Record of such vetting checks.
- Safer recruitment best practice principles and sound employment practice will be applied and in doing so will deny opportunities for inappropriate recruitment or advancement. We will be alert to the possibility that persons may seek to gain positions within our setting so as to unduly influence our setting's character and ethos. We are aware that such persons seek to limit the opportunities for our children thereby rendering them vulnerable to extremist views and radicalisation as a consequence.
- By adhering to safer recruitment best practice techniques and by ensuring that there is an ongoing culture of vigilance within our setting and staff team we will minimise the opportunities for extremist views to prevail.

This policy was considered and adopted by Woodley Baptist Church Preschool in line with their overall duty to safeguard and promote the welfare of children as set out in the DfE guidance 'Keeping Children Safe in Education'

The effectiveness of this policy will be evaluated by monitoring the staff group's understanding and application of the procedures within this policy as their overall duty to safeguard children.

POLICY

Record Keeping

Our Preschool keeps developmental and personal records about the children who attend, as well as records and documentation for the purpose of maintaining the setting as a provider of childcare.

We have record keeping systems in place that meet legal requirements and the means we use to store and share that information takes place within the framework of the General Data Protection Regulations (GDPR) 2018 and the Human Rights Act 1998.

Provider records

These include

- registration documents;
- financial records pertaining to income & expenditure;
- risk assessments;
- employment records of staff including their name, address, contact details, banking information, emergency contact & next of kin.

Procedures

- All records are the responsibility of the Committee who ensure they are kept securely.
- All records are kept in an orderly way in files and filing is kept up-to-date.
- Our financial records are kept up-to-date for audit purposes.
- We maintain health and safety records; these include risk assessments, details of checks or inspections and guidance etc.
- Our OFSTED registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All employment and staff records are kept securely and confidentially.

We notify OFSTED of any:

- change in the address of our premises;
- change to our premises which may affect the space available to us or the quality of childcare we provide;
- change to the name and address of our registered provider, or the provider's contact information, address or contact information;
- change to the person managing our provision;
- significant event which is likely to affect our suitability to look after children; or
- other event as detailed in the Statutory Framework for the Early Years Foundation Stage (DfE 2017).

Children's records

There are two types of records kept about the children attending our setting – Developmental and Personal.

Developmental records include observations of children in the setting, photographs, video clips, samples of their work and summary reports. These are usually kept in ring binders in the administration trolley in the setting and they can be accessed and contributed to by staff, the child and the child's parents.

Personal records are kept for a number of reasons and different systems are in place for the type of information stored.

- Personal details – including the child's registration form and any consent forms.
- Contractual matters – including a copy of the signed parent contract, the child's days and times of attendance, a record of any fees payable & any fee reminders.
- Child's development, health and well-being – including summaries of the child's EYFS profile report.
- Early Support – including any additional, focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an SEN action plan) and records of any meetings held.
- Welfare and child protection concerns – including records of all welfare and protection concerns, and resulting action, meetings and telephone conversations about the child, an Education, Health and Care Plan and any information regarding a Looked After Child.
- Correspondence and Reports – including a copy of the child's 2 Year Old Progress Check (as applicable), all letters and emails to and from other agencies and any confidential reports from other agencies.
- These confidential records are stored in a lockable filing cabinet, which is always locked when not in use in a secure office.
- We read any correspondence in relation to a child, note any actions and file it immediately
- We ensure that access to children's files is restricted to those authorised to see them and make entries in them – usually the Early Years Lead Practitioner (also in their role as the Designated Lead Safeguarding Practitioner), the Deputy and the Key Person.
- We may be required to hand children's personal files to OFSTED as part of an inspection or investigation process; or to local authority staff conducting a S11 audit, as long as authorisation is seen. We ensure that children's personal files are not handed over to anyone else to look at.
- Parents have access, in accordance with our Privacy Notice and *Confidentiality & Access to Records Policy*, to the files and records of their own children, but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Our staff induction programme includes an awareness of the importance of confidentiality in the role of the Key Person.
- We retain children's records for three years after they have left the setting; except records that relate to an accident or child protection matter, which are kept until a child reaches the age of 21 years or 24 years respectively. These are kept in a secure place.

Transfer of records to schools or other settings

We recognise that children sometimes move to another early years setting, although many will leave our Preschool to enter a Foundation Stage class at school.

We prepare children for these transitions and involve parents and the receiving setting or school in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage in our setting; in order to enable smooth transitions and we share appropriate information with the receiving setting or school at transfer.

Confidential records are shared where there have been child protection concerns according to the process required by our Berkshire West Safeguarding Children Partnership.

Prior to transferring information, we will establish the lawful basis for doing so according to our Privacy Notice.

Procedures

- Using the Early Years Outcomes (DfE 2013) guidance and our assessment of children's development and learning, the Key Person will prepare a summary of achievements in the seven areas of learning and development.
- The record refers to:
 - any additional language spoken by the child and his or her progress in both languages;
 - any additional needs that have been identified or addressed by our setting;
 - any special needs or disability, whether a MARF was raised in respect of special needs or disability, whether there is an Education, Health and Care Plan, and the name of the lead professional.
- The record contains a summary by the Key Person and the parent's comments about their child.
- The document may be accompanied by other evidence, such as photos or drawings that the child has made.
- When a child transfers to a school, the Local Authority provides a transition record, which we will follow as applicable.
- The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in our setting and what was done about them.
- We will make a summary of the concerns to send to the receiving setting or school, along with the date of the last professional meeting or case conference. Where applicable we will follow the Berkshire West Safeguarding Children Partnerships procedures on how this should be done.
- Where a MARF has been raised in respect of any welfare concerns, we will pass the name and contact details of the lead professional on to the receiving setting or school.
- Where there has been a S47 investigation regarding a child protection concern, we will pass the name and contact details of the child's social worker on to the receiving setting or school – regardless of the outcome

of the investigation.

- We will post or take the information to the school or setting, ensuring it is addressed to the setting or school's designated person for child protection and marked as 'confidential'.
- We do not pass any other personal documentation about the child to the receiving setting or school.

Archiving records

- When a child leaves our setting, all paper documents from the child's personal records are secured and placed in an archive box & stored in a safe place for three years. After three years it is destroyed.
- If data is kept electronically it is encrypted and stored as above.
- Where there were S47 child protection investigations, these records are marked as confidential and kept for 25 years.
- We store financial information according to our finance procedures.

We keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their Key Person.

Students on recognised qualifications and training or work experience, when they are observing in the setting, are advised of our *Confidentiality & Access to Records Policy* and are required to respect it.

POLICY

Safeguarding Children

Our Preschool will work with children, parents and the community to ensure the rights and safety of the children in our setting. Our *Safeguarding Children Policy* is based on the three key commitments of the Early Years Alliance Safeguarding Children Policy.

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

Key commitment 1

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.

- Our designated Lead Safeguarding Practitioner (a member of staff) who co-ordinates child protection issues is - **Lisa Sweeney**
- When the setting is open but the LSP is not on site, a suitably trained Deputy is available at all times for staff to discuss safeguarding concerns.
- Our designated Officer (a member of the Committee) who oversees this work is - **Dot Butler**
- The LSP, the suitably trained Deputy and the Designated Committee member ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
- The LSP (and the person who deputises for them) understands BWSCP safeguarding procedures, attends relevant BWSCP training at least every two years and refreshes their knowledge of safeguarding at least annually.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority Children's Social Care team, the NSPCC or the Police. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the principles of early help (as defined in Working Together to Safeguard Children, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand BWSCP thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
- All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about children and parents with other agencies.

- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our *Positive Behaviour, E-safety, Social Media, Networking & Mobile Phones* and *Whistleblowing Policies* and procedures.
- Children have a Key Person to build a relationship with and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced DBS (criminal records and barred lists) checks and other suitability checks are carried out for staff prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Volunteers must:
 - be aged 17 or over;
 - be considered competent and responsible;
 - receive a robust induction and regular supervisory meetings;
 - be familiar with all the settings policies and procedures;
 - will not have unsupervised access to the children at any time.
- Information is recorded about staff qualifications and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have

had orders made in relation to care of their children.

- We notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting and they are made aware of our *Safeguarding Children Policy*.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video or mobile phones for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
- The LSP in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with Health and Safety Executive guidance.
- The Designated Committee member for safeguarding will support the LSP to undertake their role adequately and offer advice, guidance, supervision and support.
- The LSP will inform the Designated Committee member at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care, the LADO, OFSTED or RIDDOR.

Key commitment 2

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG, 2015) and the Care Act 2014.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to children.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:

- significant changes in their behaviour;
- deterioration in their general well-being;
- their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
- changes in their appearance, their behaviour, or their play;
- unexplained bruising, marks or signs of possible abuse or neglect; and
- any reason to suspect neglect or abuse outside the setting.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our Local Authority children's Social Care team.
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The LSP will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the LSP has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and BWSCP procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and BWSCP procedures on responding to radicalisation.
- The LSP and all staff completes online Channel training and online Prevent training to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to those working with children, including early years practitioners, to report cases of Female Genital Mutilation to the police.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.

- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns and follow the BWSCP procedures.
- Where such evidence is apparent, the child's Key Person and/or the LSP makes a dated record of the details of the concern and discusses what to do. The information is stored securely in Safeguarding files.
- In the event that a staff member or volunteer is unhappy with the decision made by the LSP in relation to whether to make a safeguarding referral, they must follow escalation procedures.
- We refer concerns to the Local Authority children's Social Care team and co-operate fully in any subsequent investigation. In some cases, this may mean the police or another agency identified by the Berkshire West Safeguarding Children Partnership.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- We have a [Whistleblowing Policy](#) in place.
- Staff/volunteers know they can contact the organisation PROTECT for advice relating to whistleblowing; if they feel that the organisation has not acted adequately in relation to safeguarding they can contact the NSPCC whistleblowing helpline – please see also the [Whistleblowing Policy](#)).

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child, although it is OK to ask questions for the purposes of clarification;
 - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact

words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.

- These records are signed and dated and kept in Safeguarding files, securely and confidentially.
- The member of staff acting as the LSP is informed of the issue at the earliest opportunity, and within one working day.
- Where the Berkshire West Safeguarding Children Partnership stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by them.

Making a referral to the Local Authority children's Social Care team

- Referrals are made to Children's Services following the guidelines laid down by the BWSCP. Advice may be sought from the Early Years advisers.
- We keep a copy of the referral documents securely with all other Safeguarding records.

Escalation process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the BWSCP escalation process.
- We will ensure that staff are aware of how to escalate concerns.

Informing parents

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk or interfere with the course of a police investigation. Advice will be sought from Social Care if necessary.
- Parents are informed when we make a record of concerns and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Berkshire West Safeguarding Children Partnership does not allow this, for example, where it is believed that the child may be placed at risk.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the LSP should seek advice from children's social care, about whether or not to advise parents beforehand and should record and follow the advice given.

Liaison with other agencies

- We work within the Berkshire West Safeguarding Children Partnership guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.

- We have procedures for contacting the Local Authority regarding child protection issues, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify OFSTED of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to OFSTED are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the Local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff or others working on the premises, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Berkshire West Safeguarding Children Partnership when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We ensure that all staff know how to raise concerns about a member of staff. We respond to any concerns raised by staff who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse by a member of staff or anyone working on the premises may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate and/or offer advice: **Telephone: 0118 9746141**
- We also report any such alleged incident to OFSTED (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's Social Care in conjunction with the police.
- Where the Preschool Committee and children's Social Care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

Key commitment 3

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- Training opportunities are sought for all adults involved with the Preschool to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the Local Authority guidelines for making referrals.
- The LSP and Deputy LSP receive appropriate training, as recommended by the Berkshire West Safeguarding Children Partnership, every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff. Please also refer to our [Intimate Care Policy](#).

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Berkshire West Safeguarding Children Partnership.

Support to families

We believe in building trusting and supportive relationships with families, staff and volunteers.

- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the [Confidentiality & Access to Records Policy](#) and only if appropriate under the guidance of the Berkshire West Safeguarding Children Partnership.

Legislation

- Children Act (1989 S47)
- Protection of Children Act (1999)
- The Children Act (2004 S11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)
- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)

- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further guidance

- Keeping Children Safe in Education 2019
- Working Together to Safeguard Children (HMG, 2018)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2019)

older child may pose a risk to younger/less mature children.

- Internal safety gates/barriers will be used as necessary.

Supervision

- All children will be supervised by adults at all times and will always be within sight of an adult.
- Children will leave the group only with authorised adults.
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- On outings, the adult: child ratio will be at least one to two. If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Whenever children are on the premises at least three adults will be present.
- Children who are sleeping will be checked regularly.
- All visitors are required to report to the Church office and are then accompanied through secure doors into the Preschool where they will be asked to sign in.

Adult safety

- All adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- Adults in the group will have access to advice on safe lifting and manual handling.
- If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.
- Adults will not be required to be in the building alone, or to leave alone after dark.

Management

- Records will be kept at each session for the recording of accidents and incidents, including head injury forms; the use of body maps and the recording of injuries seen on a child that have occurred outside the setting.
- Regular safety monitoring will include checking of the accident record as a basis for risk assessment.

- All adults, including parents and other carers, will be aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door during these periods.
- Adults will not walk about with hot drinks or place hot drinks unsupervised within reach of children.
- Fire drills will be held at least twice a term. Lock down drills will be carried out termly.
- A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.
- A Visitors book is in place each day.
- We operate a non-smoking policy.
- A correctly stocked first aid box will be available at all times.
- Fire extinguishers will be checked annually and staff will know how to use them.

Special considerations

Some areas and activities pose particular hazards. All staff will be aware of these:

- Children playing with or near water will be continuously supervised.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.
- All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen for any other purpose.
- In our shared premises, stored equipment belonging to other organisations will be checked for potential hazards.
- Access to dangerous areas such as stairways will be physically restricted and closely supervised.
- Systems will be in place to ensure that children are not at risk from swinging doors.
- Systems will be in place to ensure that no child can leave the premises unattended.
- Preschool will notify OFSTED of any change in facilities used for care that may affect the space and level of care available to the children.

POLICY Safety

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, a number of risk assessments and safety checks are undertaken by Preschool staff to ensure safety in the following areas:

Environment

- Safety checks on premises, both outdoors and indoors, will be made before every session.
- If the main entrance has to be locked, there will be a key close by at adults' level.
- Low-level glass will be covered, or replaced by safety glass.
- Outdoor space will be securely fenced and gates locked.
- Public space used for outdoor play will be checked for litter and other dangers.
- Equipment will be checked regularly and any dangerous items repaired/discarded.

- The layout and space ratios will allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed and fire exits will be easily identifiable.
- A record will be kept of any checks by the Fire Safety Officer and also of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out.
- Fires/heaters/electric points/wires and leads will be adequately guarded.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.
- Large equipment will be erected with care and checked regularly.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an

POLICY Selecting Play Equipment & Toys

The toys and equipment in Preschool provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The EYFS Areas of Learning (see detail at start of this brochure), as well as the Characteristics of Learning for each individual child, are considered when deciding what equipment is used each day.

The equipment we provide:

- is appropriate for the ages and stages of the children
- offers challenges to developing physical, social, personal and intellectual skills
- features positive images of people, both genders, from

a range of ethnic and cultural groups, with and without disabilities

- includes a range of raw materials which can be used in a variety of ways and encourages an open-ended approach to creativity and problem-solving as well as child-initiated play
- will enable children, with adult support where necessary, to develop individual potential and move towards early learning goals
- conforms to all relevant safety regulations and is sound and well-made.

POLICY

Settling in Preschool

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 Preschool. We also want parents to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create a partnership with parents in the following ways:

- by creating opportunities for the exchange of information, using among other resources a copy of the Preschool's prospectus and a shared approach to the registration form
- by ensuring plentiful opportunities for parents to inform the Preschool about their children's current achievements and interests, enhanced by the use of sharing observations
- by encouraging parents to visit the Preschool with their children during the weeks before an admission is planned
- by making clear to families from the outset that they will be welcome and supported in the Preschool for as long

as it takes to settle their child there

- by reassuring parents whose children seem to be taking a long time settling into the Preschool
- by introducing new families into the group on a staggered basis, so each individual child can have the attention needed to settle
- by encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences
- by sharing information with parents regularly either in person, in emails, on notice boards or in Newsletters.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling in procedures aim to help parents and children to feel comfortable in the Preschool and to ensure that children can benefit from what the group has to offer and feel confident that their parents/carers will return at the end of the session.

POLICY

Staffing, Employment & Recruitment

Staffing

- A high adult/child ratio is essential in providing good quality Preschool care.
- We have at least one member of staff to each six children, with more if there are younger children present. We operate our ratios in line with the Statutory Framework for the Early Years Foundation Stage.
- Our Key Person system ensures each child and family has one particular staff member who takes a special interest in them and will keep records on the child's progress and development.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning, to discuss the children's progress and any difficulties and to identify individual characteristics of learning so as to plan accordingly.
- The Early Years Lead Practitioner and Committee Chair will monitor the fitness levels of staff. If a staff member is considered unfit either physically, mentally or emotionally they may be required to be medically signed off work until fit to return.
- Staff are requested to take holiday entitlement when the Preschool is closed during the school holidays.

Employment

- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from any social, ethnic and cultural groups.

- Staff training meets all regulatory requirements. In addition we aim to ensure that all staff hold at least a Level 3 qualification and all staff hold or are working towards qualifications appropriate for their position in the group.
- All employees are required to read the Preschool's Policies and Procedures and be aware of their responsibilities and duties.
- All employees are required to read the Early Years Employee handbook.
- All staff are trained in Paediatric First Aid and Universal Safeguarding.
- Regular in-service training is available to all staff, both paid and volunteer members, through the Early Years Alliance, local authority and other relevant agencies.
- Our Preschool's income includes provision towards training costs.
- We support the work of our staff and identify their ongoing training and development needs by means of regular monitoring/appraisals/supervision meetings.

Recruitment

- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation. All relevant safety checks, include a DBS (Disclosure and Barring Service), are carried out and references checked prior to any member of staff being employed.
- Vacancies are open to all sections of the community

and advertised locally & on websites. We will not place applicants at a disadvantage by imposing unfair or unjustifiable conditions or requirements.

- Submitted application forms are assessed by, and the subsequent interviews performed by, the Early Years Lead Practitioner and members of the Committee. The post of Early Years Lead Practitioner would be interviewed by Committee and a Church member.
- All applicants will be considered on suitability to the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. The best person for the position will be appointed.
- Applicants will be required to answer questions about employment history and during the interview process discuss any gaps in employment and reasons for leaving.

POLICY

Staff Supervision

In accordance with the Statutory Framework for the Early Years Foundation Stage 2017 staff supervision is a requirement under Section 3 – The Safeguarding & Welfare Requirements.

Woodley Baptist Church Preschool recognises that the process of supervision is an effective tool for supporting staff members, developing personal and professional skills and creating a culture of mutual support, teamwork and continuous improvement which encourages the discussion of sensitive issues.

Process and frequency

Regular one to one supervision meetings will take place between the Lead Practitioner and all individual staff members, in order to allow them to:

- raise any professional queries & identify solutions
- discuss career progression
- clarify roles, responsibilities and tasks
- build confidence in supporting children's development & well being
- be supported in performance management to improve their personal effectiveness
- have the opportunity to raise any concerns about children in their care
- discuss any issues of Safeguarding

These supervision meetings will not replace the annual staff appraisals. To be productive each person must ensure that effective communication and co-operation takes place and that the value of the regular meetings is recognised by all.

Supervision meetings will take place at least every term, ideally every 6 weeks, at a time and date agreed at least one week in advance between the parties. The meetings will allow parties to:

- discuss & agree targets/tasks which need to be carried out;
- record progress on these targets/tasks
- set deadlines for carrying out these targets/tasks
- identify any performance concerns and improvements required

- Candidates invited for interview will be asked to provide certain types of documentation including photo identification; proof of name & address; national insurance number; educational and/or professional qualifications; eligibility to work in the UK; any criminal history; proof of any change of name by deed poll.
- Any offer of a position will be conditional and dependent upon at least 2 satisfactory written references and an enhanced DBS check.
- Once offered a position, staff will be on a 3 month probationary period during which time they will complete an Induction programme. New staff will not be allowed unsupervised access to or be able to provide intimate care to any child until their DBS check is complete and clear.

- discuss any issues of concern about particular children
- identify appropriate support & guidance needed for all aspects of work including dealing with particular children and their individual needs
- identify any training & development needs

Expectations

The staff should expect to be:

- given clear objectives & standards, appropriate deadlines & help in achieving objectives
- able to question how things are done & what is expected
- given the opportunity & time to express any concerns
- given appropriate support & receive coaching where necessary
- told in a constructive way if their work is poor or unacceptable & to have a strategy for improvements discussed & agreed
- told when a working practice has been done well

The Lead Practitioner should expect:

- to have their management responsibilities understood & respected by the staff they manage
- that once targets and/or objectives are set the member of staff will work to achieve this agreed standard
- that staff will show a willingness to work for continuous improvements
- that staff will be open, honest & non-defensive when their work is being discussed

Recording the meetings

A written record of the meeting will be completed by the Lead Practitioner within one week of the date of the meeting. Both parties will sign this record & keep a copy. Any children discussed in these meetings will only be referred to by their initials. All written records will remain confidential.

POLICY

Student Placements

We recognise that the quality and variety of work which goes on in the Preschool makes it an ideal place for students on placement for Early Years training.

In co-operation with educational providers, we welcome students into the Preschool on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the Preschool.
- Students must be engaged in bona fide early years training or on work placements which provides necessary background understanding of children's development and activities.

- Any information gained by the students about the children, families or other adults in the Preschool must remain confidential.
- Unless registered as fit persons, students will not have unrestricted access to children.
- Students must follow all the Preschool Policies, particularly *Safeguarding Children, Confidentiality & Access to Records, Safety, E-Safety, Social Media, Networking & Mobile Phones* and *Fire Safety & Emergency Evacuation*.

POLICY

Whistleblowing

Introduction

If employees bring information about a wrongdoing to the attention of their employer, they are protected in certain circumstances under the Public Interest Disclosure Act 1998 (PIDA). This is also called 'blowing the whistle' or 'making a disclosure in the public interest'. Qualifying disclosures are where a worker reasonably believes (and it is in the public interest) that one or more of the following are happening, has happened or is likely to happen:

- A criminal offence
- A breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Deliberate attempt to conceal any of the above.

Intent

WBCP is committed to high standards of openness and accountability. We encourage employees and others with genuine concerns about any person linked to the setting and/or others (e.g. parents and carers) to voice those concerns. This *Whistleblowing Policy* aims to ensure worries can be expressed without fear of reprisal, harassment or victimisation. It is intended to cover genuine concerns that fall outside the scope of other policies and procedures such as Confidentiality & Privacy and Complaints.

Aims

- To provide ways to raise genuine concerns and receive feedback on action taken
- To allow for the matter to be taken further if a person is dissatisfied with an outcome or response
- To reassure that steps will be taken to protect anyone who raises a concern from reprisals or victimisation for whistleblowing in good faith.

Confidentiality

WBCP will do its best to protect the identity of an employee who raises a concern but in the interests of natural justice any investigation process could reveal the source of the information and any statement made may be required as part of the evidence.

Making an Allegation

Anyone making an allegation is encouraged to put their name to it. Anonymous allegations WILL be addressed and action taken at the discretion of Preschool, in conjunction with relevant agencies, where appropriate. When exercising this discretion Preschool will consider

- The seriousness of the issues raised;
- The credibility of the allegation
- The likelihood of confirming the allegation from other sources

If a person makes an allegation in good faith, but it is not confirmed by any subsequent investigation, no action will be taken against that person. BUT, if someone makes a malicious allegation, disciplinary action may be taken in accordance with WBCP procedures.

Employees who wish to raise a concern should at first do so with the Early Years Lead Practitioner. This will depend on the seriousness and sensitivity of the issue and who it is believed is involved. If it is felt the EYLP is involved, concerns should be taken directly to the Committee Chair. Failing this staff can directly approach OFSTED or seek advice from outside organisations – see details below.

With specific regard to the Safeguarding of children, issues that may involve a member of staff should be discussed with the Preschool Lead Safeguarding Practitioner where possible; or with

- Preschool Chair of Committee
- Early Years Inclusion Advisor at Wokingham Borough Council;
- Social Services Referral Unit

Contact details are set out below.

Concerns are best put in writing. A background and history to the allegation should be included with names, dates and places where possible and the reason for making the disclosure. This will assist in completing the investigation. Although it is not expected that a person making an allegation can prove it to be true, it will be necessary to demonstrate an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.

Action taken by Preschool will depend on the nature of the concern as to whether they are investigated internally or externally. Allegations made to the Lead Safeguarding Practitioner or Social Services will be dealt with according to their specific policies and procedures. Any person who may be the subject of an allegation should, where appropriate, be given details of the allegation in order to be able to respond.

Some concerns may be resolved by an agreed action without the need for investigation or by following an already agreed procedure such as that laid down in the Complaints Procedure.

In other cases WBCP will

- Confirm receipt of the complaint/allegation in writing
- Fully investigate the allegation in a non-discriminatory manner, within 7 days of when it was first received
- Will notify parties concerned, in writing, how the issue has been dealt with.

Whistleblowing to OFSTED

If it is felt an allegation has not been dealt with appropriately or it is of concern because of issues involving the safeguarding of young children, OFSTED can be contacted directly in the following three ways:

- **HOTLINE – 0300 123 3155 (Monday – Friday 8.00am-6.00pm)**
- **Email – whistleblowing@ofsted.gov.uk**
- **Write to : WBHL, OFSTED, Piccadilly Gate, Store Street, Manchester M1 2WD**
- **Information is available at:**
<http://www.ofsted.gov.uk/resources/whistleblowing-ofsted-about-safeguarding-local-authority-childrens-services>

Advice and support

Free, independent and confidential advice is available from the independent whistleblowing charity PROTECT. They can help to decide whether and/or how to raise a concern.

- **Call 0203 117 2520**
- **Website - <https://protect-advice.org.uk/advice-line>**

Guidance is also available at

- **GOV.UK – Blowing the whistle: list of prescribed people and bodies**
- **GOV.UK – Whistleblowing guide**

Further contact details

- **Preschool Chair contact via the Early Years Lead Practitioner or Church office**
- **Wokingham Borough Council Early Years Adviser – call 0118 908827**
- **Berkshire West Safeguarding Children Partnership - <https://www.berkshirwestsafeguardingchildrenpartnership.org.uk/scp>**
- **Wokingham Local Authority Designated Officer – LADO@wokingham.gov.uk or call 0118 9746141**
- **Social Services Referral and Assessment team - triage@wokingham.gov.uk or call 0118 908 8002. Emergency duty team: out of hours call 01344 786 543**

A Whistle Blowing Helpline, provided by the NSPCC and the Home Office, is available for employees to raise concerns about child protection failures in the workplace.

Telephone no: 0800 028 0285 - Mon. to Fri. 8.00am - 8.00pm.





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