

St Michael and All Angels Pre-school



St Michael and All Angels Pre-school

POLICY DOCUMENTS

Review Date:- March 2021

Adopted on:..... Signature:.....

Review date:..... Name:.....

Table of Contents

| | | |
|-----|---|----|
| 1. | Safeguarding and e-safety- PREVENT | 3 |
| 2. | Behaviour Management Policy | 12 |
| 3. | Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information | 15 |
| 4. | Confidentiality Policy | 17 |
| 5. | Complaints Procedures | 18 |
| 6. | Safety - Policy and Practice and Risk Assessment | 20 |
| 7. | Intruder Policy | 22 |
| 8. | Inclusion, Equality and Diversity Policy | 23 |
| 9. | Special Needs Policy | 24 |
| 10. | Staffing and Employment Policy | 25 |
| 11. | Young Persons Volunteer Policy | 26 |
| 12. | Student Placement Policy | 27 |
| 13. | Equipment/Toys - Policy and Practice | 28 |
| 14. | Health and Hygiene - Policy and Practice | 29 |
| 15. | Food Policy | 31 |
| 16. | Admissions Policy | 32 |
| 17. | Allocation of Sessions Policy | 33 |
| 18. | Fees Policy | 34 |
| 19. | Settling in Pre-school Policy | 35 |
| 20. | Parental Involvement Policy | 36 |
| 21. | Reserves Policy | 37 |
| 22. | Wages and policy | 38 |

1. Safeguarding

St Michael and All Angels Pre-school provides a safe and stimulating environment for the children in our care, regardless of their circumstances and backgrounds, in order to create opportunities for all children to make progress in their development and learning.

Our environment will be one in which children are respected and kept safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

- Provide opportunities for children to develop their self-confidence and self-esteem
- Develop positive relationships between the staff and children
- Exclude known abusers
- Recognise that all staff and volunteers have a responsibility to provide a safe environment
- Seek, supply and update safeguarding training
- Prevent abuse by means of good practice
- Respond quickly and appropriately to suspicions of abuse
- Keep records
- Liaise with other professionals
- Support families
- Offer support to staff and volunteers
- Follow International and UK legislation and treaty and Local Children's Safeguarding Board ("LCSB") procedures and guidelines
- Regularly review the Policy and Procedures

All applicants for posts within the Pre-school will be told that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for posts within the Pre-school, whether voluntary or paid will be interviewed before an appointment is made and will be asked to provide at least two references. All such references will be followed up in writing. In the case of applicants with unexplained gaps in their employment history, or those who have moved rapidly from one job to another, further explanations will be sought. Sight of proof of identification will be sought, preferably photographic evidence such as a passport or a driving license with a photograph. In addition proof of address such as up to date utility bill or bank statement. This information is required for the Disclosure and Barring Service (DBS) check. Applicants will need to comply with the current requirements, for example providing a Vetting and Barring Certificate before being offered employment.

Applicants will be asked to sign a statement of their eligibility to work with children following a successful interview and should agree to report any reason why they should not be able to carry out their full duties to the Head of Pre-school whilst being an employee of the Pre-school.

All appointments, both paid and voluntary, will be subject to a probationary period of 20 working days, this period may be extended at the discretion of the Head of Pre-school, should this be the case a written explanation would be given to the applicant.

Applicants will have to request a check by the Disclosure and Barring Service and until such clearance has been received and original documentation seen by the Head of Pre-school, the applicant will not have unsupervised contact with any of the children.

If the DBS check comes back with any relevant or previously undisclosed criminal record or the Pre-school is informed by any other reliable source (for example OFSTED) this will be held as grounds for instant dismissal. OFSTED and the Police authorities will be informed.

Training of all adults

We will seek out training opportunities both externally and internally for all adults involved in the group to ensure that they recognise the signs of all forms of abuse. We will ensure that new staff and volunteers are given electronic copies of the Safeguarding Policy and Procedures, and the Pre-school's Safeguarding Children Statement. All staff and volunteers are made aware of the Southend-on-Sea and Thurrock Safeguarding Policy and Procedures available online.

Prevent abuse by means of good practice

Adults will not be left alone for long periods with individual children or small groups.

The connecting doors between the main hall, toilets and quiet room will always be left open during the main part of the session. The layout of the equipment will allow constant supervision by sight and/or sound of all children.

An adult who needs to take a child aside, for example for time-out after behaviour, which needs support, nappy or clothes changing, will remain in the body of the main hall.

Adults who have not successfully undergone a DBS check will not have unsupervised access to the children, during visits to the toilets, using the quiet room or Pre-school garden.

Parents accompanying Pre-school staff on trips outside of the setting will not have unsupervised access to children other than their own, and will remain within sight and/or sound of Pre-school staff.

The Child Protection Protocol will be attached to these policies and procedures.

Recruitment of Ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, St. Michael & All Angels Pre-school complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

St Michael & All Angels Pre-school is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person with St. Michael & All Angels Pre-school and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows St. Michael & All Angels Pre-school to ask questions about the applicant's entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in St. Michael & All Angels Pre-school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar the applicant from working with us. This will depend on the nature of the position and the circumstances and background of the offences.

Respond appropriately to suspicion of abuse.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and accurately.

Any allegations made against a member of staff, committee or volunteer should be reported to the Local Authority Designated Officer Allison Francis (LADO on 01702 534539)

Members of staff and volunteers will follow this policy and the What to do if you suspect flow chart and regulations, which are available to all staff and to parents/carers via the prospectus.

All staff and volunteers receive sufficient training to be aware of the signs and symptoms of all types of child abuse. If staff or volunteers are unsure they should refer to a senior member of staff.

Any changes in children's behaviour and/or appearance will be investigated.

Parents will normally be the first points of reference, though suspicions will also be referred as appropriate to the First Contact Team or to Early Years and Childhood at Southend Borough Council, OFSTED, the police or an outside agency such as the NSPCC.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff, key carer, Head of Pre-school, Deputy Head of Pre-school and the Pre-school committee chair.

In the event of an allegation of abuse or suspected abuse being made by a child, parents (either directly or through Ofsted or social services), a member of staff or a former member of staff; the Head of Pre-school and her deputy will firstly assess the situation. If the allegation names the Head or her Deputy then the Chair of the Pre-school committee or a senior member of staff should be present in place of the person that allegations are being made against. If a criminal offence has occurred, or there is cause for concern for the child's safety an immediate referral to the Police or Social Services will be made. If the complaint is made by an adult they will be asked to attend a meeting where written notes should be taken and agreed by all parties present as being accurate. Reference will be made to the 'What to do if you're worried a child is being abused' chart and Department for Education guidance should be followed. Care will be taken to examine all of the evidence carefully, seek advice from DfE, Ofsted, Local Children's Safeguarding Team, or other outside agency to determine the course of action that the Pre-school will take.

Keep Records

Whenever changes of behaviour, that are possible indicators of abuse, or any other signs or symptoms of any type of abuse are observed in a child, a specific and confidential record will be set up, quite separately from the usual on-going records of children's progress and development. The record will include, in addition to the name, address, and age of the child, timed and dated observations, describing factually and objectively the child's behaviour, appearance without comment or interpretation, and where possible the exact words spoken by the child. The person recording the information will sign and date the report. These records will be kept in a separate Incident file and will not be accessible to people in the Pre-school other than those who it is deemed need to know. Where possible all incident forms are shared with a child's family or carer.

Liaise with other bodies

The Pre-school operates in accordance with local authority guidelines, International, UK and Treaty legislation. Confidential records kept by the Pre-school can be shared with the Police or Local Children's Safeguarding Team if satisfactory explanations for changes in behaviour or other symptoms or signs of abuse are not provided to the Pre-school.

If a report is made to the authorities, the child's parents will be informed at the same time as the report is made.

The Pre-school will work alongside other professionals to achieve the best possible outcome for the child.

Support to Staff and Volunteers (Including Whistle Blower)

The Pre-school will offer available support as necessary to staff or volunteers in reporting or involvement in cases of child abuse. In cases of staff or volunteers behaving in an improper way towards a child the Regulations (which follow) will apply.

All staff and volunteers should be aware of concerns about the attitude or actions of colleagues. If necessary they should speak to the Chair of Committee, the Head of Pre-school, the Deputy Heads of Pre-school or nominated "Whistle Blower" committee member (**Sally Bailey**) . Staff should be reassured that they will be protected from reprimands or victimisation for whistle blowing in good faith.

Support to families

All new parents will be provided with a copy of the Pre-school Statement on Safeguarding Children in the Welcome Pack. Additional support to understand this document will be given if required.

The Pre-school will take every possible opportunity to build trusting and supporting relationships between families and staff and volunteers in the group.

Where abuse at home is suspected, the Pre-school will continue to welcome the child and parents/carers, taking into consideration the overall welfare of the other children and adults in the Pre-school, while investigations proceed.

Confidential records kept on a child will be shared with the child's parents/carers.

The child's welfare is and always must be the paramount consideration. Working in partnership with the children and their parents is essential.

Regularly review and update this policy and procedures.

This document will be reviewed and updated on a regular basis in order to promote best practice.

At Pre-school **Mrs Chloe Dytton** is the designated person to whom any cause for concern about a child's well-being must be reported.

The key principles underpinning this Policy are that:

- The Pre-school acknowledges and accepts, as its main responsibility, the well-being and safety of those children who attend it. It does so in the belief that placing their welfare at the centre of its concerns provides a solid foundation for the development of the children within its care and for effective safeguarding practice. The child's welfare is, and always must be, the paramount consideration.
- All children have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.

- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and accurately.
- Working in partnership with children and their parents is essential.
- Confidentiality will be maintained whilst keeping the children's welfare paramount.
- The Pre-school adopts the guidelines and procedures on safeguarding given in the Southend and Thurrock Book, (the purple book)
- The Pre-school recognises that the Social Services Department, local Area Child Protection Committees (ACPC) the NSPCC and the police have a statutory duty to protect children and young persons at risk. The Pre-school accepts that it must work in partnership with these agencies when child protection issues arise in accordance with their procedures.

CHILD PROTECTION CONTACTS

Designated Child Protection Officer

Chloe Dytون

01702 714599

or 07483176692

head@stmichaelandallangelspreschool.org.uk

MASH

Emergency Duty Team (Out of hours):

Confidential Email –

01702 215007

03456061212

fct@southend.gcsx.gov.uk

NSPCC Helpline

Confidential Helpline for Children

0808 800 5000

Childline:

0800 1111

Parentline

0808 800 2222

Sharon Langston Safeguarding Advisor

01792 534591

Complaints

01702 435555

This policy should be read in conjunction with DfE guidance;

Working together to safeguard children - 2018

Keeping children safe in Education 2019

Information and sharing advice for practitioners- 2018

Regulations applying to all staff (paid or unpaid) and all committee members.

1. Any act, statement conduct or other matter which harms a child or children or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings childcare into disrepute.
2. The term "Offence" shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act and any other criminal offence which reasonably causes the Pre-school to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.

3. Upon receipt by the Pre-school of:
 - notification that an individual has been charged with an Offence; or
 - notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or
 - any other information which causes the Pre-school reasonably to believe that a person poses or may pose a risk of harm to a child or children then the Pre-school shall have the power to order that the individual be suspended from all or any specific pre-school activity for such period and on such terms and conditions as it thinks fit.
4. In reaching its determination as to whether an order under the Pre-school Regulation 3 should be made, the Pre-school shall give consideration, inter alia, to the following factors:
 - whether a child is or children are or may be at risk of harm.
 - whether the matters are of a serious nature.
 - whether an order is necessary or desirable to allow the conduct of any investigation by the Pre-school or any other authority or body to proceed unimpeded.
5. The period of an order referred to in 3. above shall not be capable of lasting beyond the date upon which any charge or any Offence is decided or ended.
6. Where an order is imposed on an individual under Regulation 3 above, the Pre-school shall bring and conclude any proceedings under the rules of the Pre-school against the person relating to the matters as soon as reasonably practicable.
7. Where a person is convicted or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the rules of the Pre-school and the Pre-school shall have the power to order the suspension of the person from all or any specific Pre-school activity for such period (including indefinitely) and on such terms and conditions as it thinks fit.
8. For the purposes of these regulations the Pre-school Committee or any sub-committee thereof, shall act for the Pre-school.
9. Notification in writing of an order referred to above shall be given to the person concerned as soon as reasonably practicable.

Safeguarding Policy - Prevent

In order to safeguard children from the risk of radicalisation the Pre-school will seek to take the following action: -

We will promote fundamental British values within our curriculum and teaching. The values of Democracy, Rule of Law, Individual Liberty and Mutual Respect are already embedded within the Early Years Foundation Stage (2014) and will be promoted throughout the provision.

- The Pre-school aims to encourage every child to develop their self-confidence and self-esteem to their full potential.

- The Pre-school promotes the Voice of the Child initiative.
- Our Golden Rules support the values and have been developed in partnership with the children. Children are involved in setting boundaries within the Pre-school wherever possible.
- We have a Behaviour Management Policy that encourages children to understand right from wrong and start to realise that their behaviour may have consequences for others.
- Staff model positive behaviour to the children at all times, showing respect for others, challenging stereotypes and valuing diversity.
- The Pre-school aims to develop strong partnerships with all families and carers and respects their individual family life.

In addition, staff will continue to seek professional development to ensure that their knowledge of how to spot the signs and symptoms of abuse and radicalisation remains of a high standard.

Staff will follow LCSB recommendations, seek advice from local police and the local authority on reporting concerns of radicalisation.

Mobile Phone and Camera and Photographic Policy

St Michael and All Angels Pre-school recognises the importance of protecting children from harm both within the setting and whilst on trips. To accomplish this Pre-school in cooperation with the staff have agreed the following restrictions: -

- All parents and staff are asked to sign a declaration to give permission for photographs to be taken of their children and used for the following purposes: a record of their child's development, Pre-school records and displays, student's portfolios where confidentiality is protected (only with the agreement of the Head of Pre-school), local authority and in publications or online on safe and trusted websites as part of a feature or advertisement for the Pre-school. If a parent refuses permission for photography of their child every effort will be made to ensure that the child does not feature in any pictures taken of the whole group including those focussing on other individuals. Provided that full consent of all parents and staff is in place Pre-school allows the use of photographic and recording equipment on whole group occasions, for example, shows, open days and messy play days.
- All use of mobile telephones and other equipment with the capacity to photograph or record children is used only with the full consent of the duty supervisor.
- Whilst children are on the premises staff and visitors may use mobile telephones with the permission of the nominated supervisor, for all visitors emergency calls should be taken outside of the main hall or areas where children are present (lobby area, kitchen).
- Pre-school recognises the importance of photographic evidence as a method of observation, where possible this should be recorded on the Pre-school camera or owned devices; however, occasional use of personal equipment may be sanctioned by the Head of the Pre-school.
- Parents and visitors will be requested to read an overview of this policy when they sign into the visitor's book.

Failure of staff to comply with this policy may lead to disciplinary action. Failure of visitors may lead to a request that they leave the premises immediately.

This policy links to the Early Years Foundation Stage themes and Commitments 1.2 Inclusive Practice, 1.3 Keeping Safe, 2.1 Respecting Each Other, 2.2 Parents as Partners, 3.4 the Wider Context.

E-Safety Policy

St Michael and All Angels Pre-school consider the safety and well-being of children paramount; to help us to achieve this we recognise the importance of e-safety. In order to do this we have adopted the following guidance for staff and committee members.

- The Internet is an important source of knowledge and as such it is important that children can use it for the benefit of their learning and development. When accessing the internet at Pre-school children will only be allowed to use the browser fitted with child-safe protection and in the company of a responsible adult.
- We will promote activities designed to develop children's self-confidence, self-esteem and emotional awareness.
- We will ensure all electronic communication with children, parents, carers, staff and others is compatible with our professional role and in line with the policies of the setting.
- We will not discuss anything that will compromise our professional role or that of our colleagues, the safety and identity of the children and families or events that occur during sessions on social media, such as Facebook, Twitter, YouTube unless this is for the official purposes of Pre-school (Pre-school Facebook Page, Pre-school Website)
- We will not post any text, image, sound or video that could cause another distress or offense on any official site or one that is linked with Pre-school.
- We will only use Pre-school's ICT systems and resources for official business, unless we have the prior agreement of the session supervisor.
- We will only photograph children where we have gained the written agreement of parents, photographs taken will only be used according to the express consent of the parents and families and staff. We will not identify children or staff in photographs posted onto the Pre-school website or Pre-school Facebook Page. Any photographs used online or in advertising will only show the children in a positive context.
- Staff, volunteers, students and committee members will ensure that their online activity, both in Pre-school and outside, will not bring the organisation or our professional roles into disrepute.
- Staff, volunteers, students and committee members have a duty to report any E-Safety incident which may impact on the Pre-school and the role of its professionals to the designated Safeguarding Officer – Sally Bailey or to the Whistleblower or Local Authority Designated Officer (named in the Safeguarding Policy)
- When working at home all staff and committee will ensure that reasonable steps are taken to protect confidential information, for example, by following the Data Protection Policy and by using passwords on all Pre-school related documents.

2. Behaviour Management Policy

St Michael and All Angels Pre-school believe that children learn how to play and learn in a positive, safe and secure environment by encouraging and supporting every child to recognise positive behaviour.

- That all children, staff and parents have an entitlement to be in an environment in which they feel safe and cared for.
- We recognise the individuality of all our children and we will manage a child's behaviour based on their age and stage and level of understanding.
- That children will have self-confidence and a high self-esteem thus developing their personal, social and emotional skills.
- The setting will work in partnership with parents/carers in supporting children's development in this area.
- That staff will work with other agencies to support children's individual needs - for example, health visitors or special educational needs co-ordinators (SENCO).
- This policy will be regularly reviewed to ensure that any new knowledge will be considered, and any new circumstances will be catered for.

Expectations within the setting:

- Adults will model positive behaviour.
- Adults praising and rewarding positive behaviour, supporting each child in developing a positive self-esteem, confidence and feelings of competence.
- That children should be able to treat each other with respect.
- Children will speak politely to other people.
- Children will look after equipment.
- Staff will use positive strategies appropriate to the child's age and stage of development when handling unwanted behaviour.
- If appropriate, we refocus the child's attention on another activity.
- We ensure that there are enough toys and resources and sufficient activities available so that children are occupied.
- We positively affirm considerate behaviour such as kindness and willingness to share.
- We support each child in developing a sense of belonging in the group, making each child feel valued and welcome.
- When children behave in inconsiderate ways, we help them understand the outcomes of their action and support them in learning how to cope more appropriately.
- We do not use techniques which single out or humiliate individual children.
- We never use or threaten physical punishment such as smacking.

- We only use physical intervention such as removal or restraint only as a last resort and to prevent injury to themselves, other children or adults.
- We aim to be calm, consistent and patient when responding to children's inconsiderate behaviour.
- The children can say no if they don't want to join in with an activity!

Unwanted behaviour

We understand that behaviour is individual to each child. We will challenge the following unwanted behaviour from children. We will not accept the following behaviour from adults:

- The use of rude or unkind language.
- Hitting, kicking, biting or other such physical responses.
- Racist or sexist remarks.
- Bullying.
- Staff will challenge any inappropriate or concerning statements made by the children by holding thorough discussions with parents and carers at the earliest opportunity.

Consequences

The consequences of unwanted behaviour are individual to the child and are dependent on their level of development and underlying factors. We have a range of consequences and strategies that we can use to help a child to modify unwanted behaviour:

- Explain to the child that their behaviour is unwanted and give age and stage appropriate reasons.
- The child will be encouraged to make amends, such as comforting the other person if they have hurt them.
- The child can be moved from the area where the behaviour took place.
- A verbal warning followed by a short time out in the chill out zone if the unwanted behaviour is repeated.
- If a child is given "time-out", we will speak to the parent/carer privately when the child is collected.

Partnership with parents/carers

If a child has a repeated pattern of behaviour, we will:

- Liaise with the parent/carer and work with them to support their child's positive behaviour.

- Invite parents to contact the setting should they have any worries or concerns relating to their child's personal, social and emotional development.

Communication

This policy is communicated in the following ways:

- Children - Expectations for behaviour are agreed with the children and discussed regularly at group times, making them aware of the golden rules system that we have in place. As part of the "Voice of the Child" project, children are encouraged to set their own rules and boundaries, which are on display within the setting.
- Staff - as part of the induction, new staff are made aware of the behaviour policy. The staff regularly review the behaviour policy, reflecting on current methods and amending them if necessary.
- Parents/carers - our behaviour policy is included in the welcome pack. Parents are welcome to view the behaviour policy at any time.

Complaint procedure

If you are unhappy with the way that you or your child is treated by any member of staff or other parent at our setting, you should:

Contact the Head of Pre-school Sally Bailey

OR

Follow the procedure displayed on the notice board in the lobby.

Complaint procedure

If you are unhappy with the way that you or your child is treated by any member of staff or other parent at our setting, you should:

Contact the Head of Pre-school Chloe Dytton

OR

Follow the procedure displayed on the notice board in the lobby.

Reviewed March 2021

3. Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

General Principles

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, St. Michael & All Angels Pre-school complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Disclosure information is kept secure, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, e.g. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of

the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

4. Confidentiality Policy

The Pre-school's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the Pre-school can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Parents wishing to have a confidential discussion with the Head of Pre-school, Deputy Head or key carer will be offered the use of the quiet room or the St Michael's Room.
- The Pre-school uses an online Learning Journal program, occasionally parents will see other children in photographs and observations with their child, this is covered in the Parents Handbook.
- Staff will not discuss individual children, other than for purposes of curriculum planning/Pre-school management, with people other than the parents/carers of that child unless prior permission has been given.
- Information given by parents/carers to the Head of Pre-school or key carer will not be passed on to other adults without permission, except in cases of safeguarding or medical emergency.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any concerns/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the Pre-school except with the child's key carer, Head of Pre-school and Deputies and the Chair.
- Staff, committee members, students and volunteers will not bring the Pre-school into disrepute through their use of social media, contained in staff contracts.
- Students on Pre-school Learning Alliance or other recognised courses observing in the Pre-school will be advised of our confidentiality policy and required to respect it.
- Members of the Pre-school committee will be required to sign all policies as soon as they have taken up their position.
- Any member of the committee who divulges confidential information will be required to resign from the committee immediately.

All the undertakings above are subject to the paramount commitment of the Pre-school, which is to the safety and well-being of the child. Please see also our policy on Safeguarding.

Reviewed March 2021

5. Complaints Procedures

Making concerns known

A parent/carer who has a concern about any aspect of the Pre-school's provision should first of all talk over any worries and anxieties with the Head of Pre-school or the Deputy Head of Pre-school.

If this does not have a satisfactory outcome within 10 working days, or if the problem recurs, the parent/carer should put the concerns or complaint in writing and request a meeting with the Head of Pre-school and the Chair of the Management Committee. Both parents/carers and the Head of Pre-school should have a friend or partner present if required (desired) and an agreed written record of the discussion will be made.

Most complaints should be resolved informally or at this initial stage.

If the matter is still not resolved to the parent/carers satisfaction, the parent/carer should again contact the chair.

If the parent/carer and Head of Pre-school cannot reach agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties, to listen to both sides and offer advice. A mediator has no legal powers but can help to clarify the situation. Staff or volunteers within the Early Years Alliance will be able to act as mediator if both parties wish it.

The mediator will help define the problem, review the action so far and suggest further ways in which it might be resolved.

The mediator will keep all discussions confidential. She/he will meet with the Pre-school if requested and will keep an agreed written record of any meetings that are held and of any advice she/he has given.

Pre-school will investigate all written complaints and will notify the complainant of the outcome of the investigation within 28 days. Records of complaints will be kept for three calendar years.

The role of the registering authority

In some circumstances, it will be necessary to bring in Ofsted, who have a duty to ensure regulations are adhered to and with whom the Early Years Alliance works in partnership to encourage high standards. The registering authority would be involved if a child appeared to be at risk or where there seemed to be a possible breach of registration requirements. In these cases both parent and Pre-school would be informed and the Ofsted Regulatory Authority would work with the social services department to ensure a proper investigation of the complaint, followed by appropriate action.

The contact details for any such complaint are, enquiries@ofsted.gov.uk or telephone 0300 123 4666. For general enquiries the telephone number is 0300 123 1231.

You can also contact the Local Authority Early Years Team for advice on 01702 215007

We believe that most complaints are made constructively and can be resolved at an early stage. We also believe that it is in the best interests of the Pre-school and parents that complaints should be taken seriously and dealt with fairly and in a way, which respects confidentiality.

Reviewed March 2021

6. Safety – Policy and Practice

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the Pre-school will ensure that:

- Pre-school staff will be trained to appropriate levels and there will be a suitable number of trained staff at each session.
- The Pre-school will ensure the following staff: child ratios:
- 1:8 for children aged over 3, and 1:4 for children aged under 3. Other ratios may apply depending on the qualification level of staff members present.
- There is no smoking on the premises, garden or within the immediate vicinity.
- All children are supervised by adults at all times and will always be within sight or hearing of an adult.
- A form is available at each session for the reporting of any accident/incident.
- Regular safety monitoring will include checking the accident and incident record.
- All adults are aware of the system(s) in operation for children's arrivals and departures and 2 members of staff will be at the door during these periods.
- Children will leave the Pre-school only with authorised adults.
- Safety checks on premises, both outdoors and indoors, are made before every session.
- Outdoor space is securely fenced.
- Equipment is checked regularly, and any dangerous items repaired/discharged.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Fire doors are never obstructed.
- Fires/heaters/electric points/wires and leads are adequately guarded.
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children.
- Children do not have unsupervised access to kitchens, cookers, or any other cupboards storing hazardous materials including matches.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- Fire drills are held at least twice a term.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in an emergency.
- At least 2 adults are present whenever children are on the premises.
- Large equipment is erected with care and checked regularly.
- Activities such as cooking, woodwork and energetic play receive close and constant supervision.
- On outings, the adult:child ratio will usually be at least one to two, all outings are risk assessed.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Internal safety gates/barriers are used as necessary.
- The premises are checked before locking up at the end of the session.

Risk Assessment Policy

St Michael and All Angels Pre-school is committed to providing a safe environment where every child can learn and develop to their full potential.

- A nominated manager will be responsible for completing the annual risk assessment provided by the setting's insurance company.
- A daily risk assessment will be completed before the start of each session by the session supervisor.
- A daily garden risk assessment will be completed by the nominated member of staff before the start of each session and when the garden is closed at the end of the session.
- A risk assessment for Forest School will be completed when a site is chosen; this will be followed with a daily site assessment before the start of each session, this will take into account weather conditions.
- Risk assessments will be made before taking children on any trips or visits outside of the grounds of the Pre-school.
- When a trip is undertaken frequently the same assessment format may be used, however, staff should make themselves aware of any new or additional hazards and ensure that they are included in the assessment.
- If staff find any hazards in the Pre-school environment, inside or out, it is their responsibility to deal with the situation by making the hazard safe or to immediately report the hazard to the duty supervisor.

7. Intruder Policy

St Michael and All Angels Pre-school deem the safety and well-being of the children, families and staff as being of utmost importance. The setting and its environment is kept as secure as possible from intruders.

An intruder is classed as a person who is on the premises or is within its environment who has not followed the procedure to register as a visitor. This does not mean that an intruder poses danger or a risk to the children or staff.

- Staff or parents who observe individuals on the premises or within the environment who appear suspicious or out of place should immediately inform the duty supervisor, if deemed safe they should then approach the person calmly and politely request their name and purpose.
- If the visitor has a legitimate reason for being on the premises they should be escorted to the main desk and should register accordingly in line with Pre-school Policy
- If the visitor is suspected of posing a risk to the safety of the children or adults on the premises staff should determine whether there is a risk to personal safety before approaching the individual. If no risk to safety is apparent staff should ask a colleague for support and politely request that the individual leaves the premises or environment or if on Church business reports to the Vicarage, however, if there are any concerns then the police should be contacted immediately by the duty supervisor or nominated deputy. During such encounters the hall should be secured and any children in the garden should be calmly returned to the hall and encouraged to continue their play, doors should be locked. **Staff should not place themselves or the children in any unnecessary danger.**
- Should any such incident take place other occupants of the building should be alerted if deemed safe to do so, additionally other occupants have a duty to inform the Pre-school staff if an incident occurs during Pre-school hours.
- If any incident occurs where potential risk or danger to the children, families and staff is recognised the following actions should take place:
 1. A thorough Investigation should be held by the staff and a representative from the committee.
 2. Incident report forms should be used.
 3. Security policy and procedures should be reviewed.
 4. Staff and children should be offered any appropriate support after the event.

This policy is linked to the Early Years Foundation Stage themes and commitments under 1.3 Keeping safe, 2.1 respecting Each Other, 3.4 The Wider Context.

8. Inclusion, Equality and Diversity Policy

St Michael and All Angels Pre-school recognises and welcomes all legislation and existing codes of practice produced by the appropriate Commissions for the provision of equal opportunities for all.

The Pre-school aims to ensure that individuals are recruited, selected, trained and promoted on the basis of occupational skill requirements. In this respect, the Pre-school will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, gender, marital status, race, religion, colour, cultural or national origin or sexuality, which cannot be justified as being necessary for the safe and effective performance of the work or training for the work.

- The Head of Pre-school is an appointee of St. Michael and all Angels Parochial Church Council (P.C.C.), and is normally a church member.
- Commitment to implementing the Pre-school's Equal Opportunity Policy and Policy for Inclusion, Diversity and Equality will form part of the job description for all workers.
- The nominated Inclusion, Equality, and Diversity Co-ordinator (Equal Opportunity Co-ordinator) is Vanessa Calladine.

Policy for Inclusion, equality and diversity

St Michael and All Angels Pre-school is committed to the following principles and will: -

- Welcomes all children and families.
- Aims to remove barriers to participation for all children and families.
- Treats all children fairly and equally.
- Meets the needs of each individual child whatever their ethnicity, cultural or social and family background, gender or disability.
- Recognises children's entitlement to a range of activities and learning experiences which offer each child an equal chance to develop and learn.
- Aim to create an environment and use resources which respect the diversity of the children and families and support children's aspirations and learning.
- Will help children to learn about people who are different from themselves, and to respect and enjoy the differences between people.
- Guide children away from prejudice and discriminatory behaviour.
- Respond actively and constructively to unacceptable discriminatory language or behaviour of anyone in the setting, including adults.

This policy is brought to the attention of every employee and applicant and user who will sign an undertaking that they have read and understood the policies and procedures of the Pre-school.

9. Special Needs Policy

- The committee supports children and adults with special needs within the setting and has a commitment to working with parents and other agencies.
- The premises and facilities are accessible to those with disabilities.
- In consultation with parents and other agencies, and where possible with the child, we endeavour to make provision for the child to access the same curriculum as all other children.
- Our Pre-school aims to have regard to the DfE Code of Practice on the identification and Assessment of Special Educational Needs and provide a welcome and educationally appropriate learning opportunity for all children.
- The Pre-school will have a nominated member of staff as Special Needs Co-ordinator (SENCO).
- Children with special needs, like all other children, are admitted to the Pre-school after consultation between parents, Head of Pre-school and all members of staff.
- We use a 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.
- If it is felt that a child's needs cannot be met at the Pre-school without the support of a one-to-one worker, funding will be sought to employ one.
- Our staff attends, whenever possible, in-service training on special educational needs.

10. Staffing and Employment Policy

A high adult: child ratio is essential in providing good quality Pre-school education and care.

In our Pre-school:

- Our key carer system ensures that each child and family have one staff member who takes a special interest in them.
- Regular staff meetings provide opportunities for staff to review and plan for each child's learning and development.
- Staff will have an annual performance appraisal with the Head of Pre-school, regular individual supervisions will take place throughout the year.
- Staff have a responsibility to discuss in confidence with the Head of Pre-school any issues that may affect their capability to perform their normal duties, however, where possible staff will be supported in continuing to fulfil their roles.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups. However, we are a Christian based Pre-school and our Head of Pre-school is appointed by the Parochial Church Council (PCC)
- Pre-school will ensure that at least one member of staff holds a Level Three Qualification (for example Diploma of Pre-school Practice or NVQ3 CCLD) at least 50% of other staff have an NVQ2 or equivalent qualification.
- Staff will be encouraged to participate in continuous professional development. Pre-school will pay staff wages for one – two-day training courses where attended and will seek to access any available training funding on behalf of the staff. Pre-school will encourage development by instigating a salary scale based on the level of qualification attained.

Reviewed March 2021

11. Young Persons Volunteer Policy

St. Michael & All Angels Pre-school welcomes young persons who wish to undertake work-experience, visit, or play with the attending children provided that:-

- Young persons are of secondary school age and who are not attending their schools due to holidays or non-pupil days. Young persons do not count towards the required staffing ratio.
- Young persons sign the visitors' book, reading the fire procedure and the safeguarding guidelines enclosed with it. Young persons read, understand and agree to the pre-school confidentiality policy.
- Young persons will not have any unsupervised access to the attending children and will always remain in full and clear view of members of staff. They will always work under the direction of senior staff.
- The Head of Pre-school reserves the right to admit or decline young persons or volunteers.
- Details of young persons will be held on file. These to include: Full name, date of birth, address, telephone number and emergency contact details.

12. Student Placement Policy

Students on a recognised childcare course are welcomed into the Pre-school on the following conditions:

- Students will meet the requirements of holding an enhanced DBS check if on an extended placement.
- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the Pre-school.
- Students must be confirmed by their tutor as being engaged in a recognised childcare course.
- Students required to conduct individual child studies will obtain written permission from the parents of the child to be studied.
- Any information gained by the students about the children, families or other adults in the Pre-school must remain confidential.
- In accordance with confidentiality and the Safeguarding Policy, students will not have unrestricted access to children.

We comply with the Statutory framework for the Early Years Foundation Stage.

13. Equipment/Toys – Policy and Practice

The toys and equipment in the Pre-school provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. 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 male and female, from the 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.
- Will enable children, with adult support, to develop their individual potential.
- Conforms to all relevant safety regulations and is sound and well made.
- Will be clean and well maintained.

14. Health and Hygiene – Policy and Practice

Our Pre-school 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:

- Parents will have the opportunity to discuss health issues with Pre-school staff and will have access to information available to the Pre-school.
- Children will have the opportunity to play outside, weather permitting.
- Parents are asked to keep their children at home if they have any infection, in cases of sickness and diarrhoea a period of 48 hours after the last bout, and to inform the Pre-school as to the nature of the infection so that the Pre-school can alert other parents and make careful observations of any other child who seems unwell.
- If the children of Pre-school staff are unwell, the children will not accompany their parents/carers to work in the Pre-school.
- Best practice will be followed with regards to preventing infections and in dealing with medical and hygiene issues, for example by covering open cuts or sores or wearing gloves when changing soiled nappies or clothing.
- Staff will be trained in the administration of life saving medication that is kept on site prescribed for an individual, for example, insulin or adrenaline auto injectors. Care plans will be up to date and accessible to staff.
- The Pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items to be kept sealed in their packages until needed.

Information Sources

- The Pre-school aims to maintain links with health visitors and gather health information and advice from the local health authority information services and/or other health agencies.

To prevent the spread of all infection, adults in the Pre-school will ensure that the following good practices are observed. This policy should be read alongside Covid Risk Assessment and Keeping Everyone Safe in Pre-school

Personal Hygiene

- Pre-school will implement the System of controls described in the DfE Covid Requirements

- Hands will be washed after using the toilet.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- A large box of tissues will be available, and children encouraged to blow and wipe their noses when necessary. Soiled tissues will be disposed of hygienically.
- Children will be encouraged to shield their mouths when coughing.
- Paper towels will be used and disposed of appropriately.
- Hygiene rules related to bodily fluids will be followed with particular care and all staff and volunteers will be aware of how infections, including HIV/hepatitis, can be transmitted.

Cleaning and Clearing

- Any spills of bodily fluids will be wiped up and flushed away down the toilet.
- Staff will wear appropriate PPE when cleaning up spills of body fluids. Floors and other affected surfaces will be disinfected using disinfectant fluid. Fabrics contaminated with body fluids will be thoroughly washed in hot water.
- Appropriate cleaning will be carried out daily.
- Tables will be cleaned with detergents before and after snack time and floors swept if necessary.

Nappy changing

- Parents are responsible for providing clean nappies and baby wipes/cleanser for children who require them.
- We encourage parents to bring in extra clothing if their child is toilet training.

15. Food Policy

Pre-school recognises the importance of promoting a healthy and well-balanced diet.

- Pre-school recognises and operates within current legislation on food hygiene and endeavours to participate in training courses regarding this.
- Pre-school encourages all adults and children to comply with basic hygiene requirements, for example washing their hands before eating snack.
- Children will bring a snack from home for each session that they attend, all children will be given a re-usable snack box. Parents should clearly name snack containers.
- Pre-school will notify parents if there are attending children with severe allergies and ask that the allergen should not be brought to Pre-school
- Children have free access to fresh drinking water throughout the session, from their own water bottles where possible.
- Cooking activities provide an opportunity to introduce skills and techniques to children, whilst offering them the opportunity to try new, wholesome and healthy ingredients.
- Sitting together and eating is recognised as an important part of social and emotional development, and this group time provides many developmentally appropriate learning opportunities. The main daily snack time is offered to the whole group at the same time.
- Pre-school offers the children a drink of fresh whole milk at snack time, funding for this milk is reclaimed through the Nursery Milk Scheme.
- It is the responsibility of parents and carers to notify the Pre-school of dietary requirements, allergies and religious needs.
- Pre-school will display a list of children with allergies and intolerances on a notice board, children's individual name cards will be clearly marked with a symbol to denote allergies and intolerances.

16. Admissions Policy

It is our intention to welcome and make our Pre-school genuinely accessible to children, from the age of two up to statutory school age, and families from all sections of the local community.

- a. Our waiting list is arranged by registration date.
- b. In the Spring Term Pre-school will seek the requirements of attending children for the following September, children on the waiting list will also be contacted to seek their requirements.
- c. All children must attend a minimum of two sessions each week across at least two days.
- d. Children in the academic year in which they become 4 years old must attend a minimum of three session each week from September 2021
- e. In the event that there is a shortage of places, those places available will be allocated at the discretion of the Head of Pre-school, based on the following criteria:
 - i. date of registration
 - ii. children who have current siblings in the Pre-school
 - iii. children who have had siblings in the Pre-school, and children of past/present committee members.
 - iv. special circumstances
 - v. children with local authority funding, with funded 4-year-olds being given preference over funded 3-year olds
- f. Children in their final year at Pre-school will be given priority on allocation of Thursday morning sessions.
- g. A copy of our Inclusion, Equality and Diversity policy is available on request.
- h. The committee reserves the right to refuse admission of a sibling in the case of previous non-payment of fees and to withdraw a place if fees are unpaid, however, the Pre-school will seek to work with families experiencing difficulties with payment of fees to find a solution before withdrawing a place.
- i. The Pre-school welcomes all families and children and recognises that every child is individual.

This policy links to the Early Years Foundation Stage themes and commitments 1.1 Child Development, 1.2 Inclusive Practice, 1.3 keeping Safe, 1, 2.1 Respecting Each Other, 2.2 Parents as Partners.

17. Allocation of Sessions Policy

Once a child has been given a place at the Pre-school, the allocation of specific sessions (days and morning/afternoon) is at the Head of Pre-school's discretion, taking into account the following criteria:

1. A sibling already in the Pre-school.
2. For oversubscribed sessions, preference will be given to those who already attend, for whom we are the main provider of care and education and who are in their final year.
3. If the parent is a member of staff.
4. The children of past/present committee members.
5. Other special circumstances
6. Date of registration

This policy links to the Early Years Foundation Stage themes and commitments 1.1 Child Development, 1.2 Inclusive Practice, 1.4 Health and Well-being, 2.1 Respecting Each Other, 2.2 Parents as Partners, 3.2 Supporting Every Child, 3.4 The Wider Context.

18. Fees Policy

The fees are set by the committee (please see the Head of Pre-School for current rates).

TERMS AND CONDITIONS

Fees

- Fees are payable at the rate published by the Pre-School.
- All fees are payable in advance.
- Fees are payable monthly, half-termly or termly.
- Children who are eligible for the free Nursery Education Entitlement will not normally pay fees unless they are already accessing their full entitlement.
- Four weeks fees will be requested upon confirmation of the offer of a place, these will be offset against the fees when the child starts or held to cover the four weeks' notice of withdrawal from Pre-school. This will not apply to children in receipt of the funded entitlement.
- The Pre-school reserves the right to claim fees for persistent late collection of children at the end of the session, minimum late fees for 15 minutes are £5, increasing by £5 every further 15 minutes.

Unpaid fees

- If any parent is having or anticipates having problems paying the fees, then they should contact the Head of Pre-School or Finance officer at the earliest opportunity to see if it is possible to arrange an alternative payment schedule prior to any arrears arising.
- If fees remain unpaid for 14 days or more the Pre-School may at any time thereafter require the parent to withdraw the child from the Pre-School with immediate effect and the place be forfeited thereafter.
- If fees are unpaid, and the Pre-school has to issue a final demand, the Pre-school will add an additional £10 onto the late fees for Admin.
- The fees policy will be set out in an agreement (together with an agreement on behaviour), which all parents/carers will be required to sign before their child enters the Pre-School. The agreement is attached to these policies (see page 32).
- One month's notice is required in writing before a child's complete or partial withdrawal from the pre-school. Fees will be charged for the period of notice.

19. Settling in Pre-school Policy

The Pre-school aims to develop a positive relationship with both families and children from the time that they register with us. We recognise the importance of developing trust and confidence with our families and children in the settling in procedure. Children play and learn best when they are calm and happy. Pre-school will :-

- * Maintain contact with parents whilst the children are on our waiting list and will keep them informed of the progress of their application.
- * Once sessions are allocated, we will ensure, in line with the requirements of the Early Years Foundation Stage and best practice that a key carer is appointed to individual children. The key carer is responsible for representing individual children at planning meetings and has responsibility for collating observations and compiling the child's Learning Story. However, it is not always possible for the key carer to be present at every session that the child attends. Key carers do not exclusively work with their key children.
- * A Welcome Pack will be sent to all new children prior to their first session.
- * A Welcome meeting will be offered in the Summer Term to all new parents to discuss the Pre-school and to introduce the Head and Deputies of the Pre-school
- * A home visit may be offered if required.
- * Parents and children will be encouraged to visit before their start date.
- * Recognise that all children are unique and their settling in needs will vary, we will work closely with the families in order to develop confidence in parents and children and seek to meet their individual needs.
- * Provide information to parents during the child's initial sessions regarding their activities and well-being

This policy links to the Early Years Foundation Stage themes and commitments 1.1 Child Development, 1.2 Inclusive Practice, 1.3 keeping Safe, 1.4 Health and Well-being, 2.1 Respecting Each Other, 2.2 Parents as Partners, 2.3 Supporting Learning, 2.4 Key Person, 3.2 Supporting Every Child, 3.4 The Wider Context.

20. Parental Involvement Policy

Parents are the first educators of their young children. The aim of the Pre-school is to support their essential work, not to supplant them. We will:

- Make all new parents/carers aware of the Pre-school's policies and systems for registering queries, complaints or suggestions. Ensure they are fully informed about meetings, conferences, workshops and training.
- Provide opportunities for parents/carers to learn about the Pre-school curriculum and about young children's learning, in the Pre-school and at home.
- Encourage parents, on an individual basis, to play an active part in the management of the Pre-school. All parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the Pre-school.
- Ensure that parents are informed on a regular basis about their child's progress and aim to involve them in shared record keeping about their own child, either formally or informally.
- As far as possible we will ensure that the time, place and conduct of meetings enable all families have an opportunity to be involved in the running of the Pre-school.

This policy links to the themes and commitments of the Early Years Foundation Stage:- 1.1 Child Development, 1.2 Inclusive Practice, 1.3 Keeping Safe, 1.4 Health and Well-being, 2.1 respecting Each Other, 2.2 Parents as Partners, 2.3 Supporting Learning, 2.4 Key Person, 3.2 Supporting Every Child, 3.4 the Wider Context

21. Reserves Policy

St Michael and all angels Pre-school intends to develop and maintain a contingency fund to support the Pre-school's operation and to ensure that sufficient funds are available should the Pre-school have to terminate their business.

Aims

- To ensure that Pre-school can continue to provide a stable and quality service to those who need them. Within this context to avoid the need for redundancies by financial crisis, to support on-going staff training and minimise staff turnover and recruitment.
- To provide working capital by ensuring that sufficient funds are set aside to ensure financial stability and the means for the development of the Pre-school's principal activity.
- To meet contractual liabilities should the organisation have to suspend or terminate its primary function, which is the care and education of children. This includes redundancy pay, amounts due to creditors and commitments under leases.
- To meet the unexpected costs such as a failure of essential office equipment, staff cover regarding illness, maternity leave, parental leave and the legal costs of defending the Pre-school.

Source of Funding

The Pre-school receives fees from the free funding entitlement and from parent's fees.

Level of Reserves

The Local Authority recommend that all Pre-schools and Nurseries should aim to hold reserves of two to three months expenditure plus redundancy costs.

The Pre-school finance officer estimates that currently this figure is £27,000 and should be supplemented by an additional £5000 to cover an unexpected decrease in demand for spaces, therefore, the target for contingency should be £30,000.

The Pre-school currently manages a contingency fund, £500 is transferred each month into this fund, the Pre-school aims to reach the above figure but acknowledges that this may not happen over the short term.

Redundancy Arrangements

The Pre-school maintains an excellent relationship with its staff and would hope to avoid any redundancies by working together to share or reduce hours, consideration could also be given to short term lay-offs. Any further action regarding redundancies should be discussed by the management team and the chair of committee to ensure that dealings with all staff are un-biased and transparent.

