



LEWESTON

NURSERY

NURSERY POLICIES

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By: Beth Ford



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9.1 EQUAL OPPORTUNITIES PROCEDURE

This document to be read in conjunction with policies and procedures of Leweston School

Leweston Nursery works in accordance with all relevant legislation, including:

- The Disability Discrimination Act 1995
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discrimination Act 1986
- Children Act 1989
- Human Rights Act 1998
- The Employment Equality Age Relations Act 2006
- The Special Educational Needs and Disability Act 2001

Leweston Nursery's group activities will be open to all children and families. The school and nursery Equal Opportunities Policy will be practised by all staff. All children and attends will be treated as individuals and equals.

Leweston recognise children can learn about the importance of diversity.

We recognise

- Each individual and family are equally important and each religion and belief is unique
- Linguistic and cultural backgrounds for everyone will be respected and reflected
- The ethnic origins of all children, families and staff will be respected and reflected
- Age – Leweston values and recognises the different contributions that are equally valuable from all staff irrespective of age
- Gender – on entering Leweston Nursery all individuals will be treated equally and fairly regardless of their gender
- Ability – all children have individual strengths and weaknesses and these will be identified and supported by all staff

Employment

Appointments will be based on employing the best person for the job and therefore all applicants will be treated fairly.

Festivals

Our aim is to show respectful awareness of all major events in the lives of the children and families in the Nursery, and our society as a whole, and to welcome the diversity of the backgrounds from which they came. In order to achieve this, we aim to acknowledge all major festivals.

- Without propaganda in any specific faith, children will be made aware of festivals which are celebrated by their families or others, and will be introduced where appropriate to the stories behind the festivals.



- Before introducing a festival which the adults in the nursery are not themselves familiar with, appropriate advice will be sought from the people to whom the festival is a familiar one.
- Children and families who celebrate at home festivals with which the rest of the nursery is not familiar, an invitation to share their festival with the rest of the group will be offered.
- As part of life diversity, children will be encouraged to welcome a range of different festivals. Stories, food and costume will play an important part of the teaching.

The Curriculum

Leweston Nursery provides an environment free from discrimination and prejudice and all children will be respected, valued and potential recognised.

Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Resources

To ensure our children are provided with a balanced view of the world, resources will be sourced to reflect the appreciation 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 derogatory pictures or messages about any group of people.

Special Needs

Leweston Nursery recognises the wide range of special needs of children and their families in the community, and will consider what part it can play in meeting these needs.

Discriminatory Behaviour / Remarks

These are unacceptable within Leweston Nursery.

The response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

Language

To ensure as far as possible that all staff, children and parents understand, information will be both spoken and written.

Bilingual / Multilingual children and adults are seen as an asset by all. They will be valued and their languages recognised and respected in Nursery.

Food

Through discussion and meetings, cultural, medical or dietary needs will be met wherever possible.

Relating Policies:

- Safeguarding Children



- Admissions
- British Values

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9.2 ADMISSIONS POLICY

This document is to be read in conjunction with the policies of Leweston School.

A warm and welcome admission into Leweston Nursery with appropriate learning experiences and opportunities is central in ensuring our policies and practices serve every child and family, including any child with Additional Needs and/or disability.

Leweston Nursery offers three settling sessions in order to help the children feel safe and secure before they are fully left for the first time. Each child will be treated as an individual and consultations with the parent/carer and relevant room staff will assess how the Taster settling in periods will work best for the child. The standard pattern would be an initial visit, followed by a session of 1 hour with parents and child in the correct room, with the room leader, to share information and settle gently. Then a period of 2 hours, where the parent will leave for a short time, and then a period of 3 hours where the parent will leave.

There may come a time however, when the Nursery feel it is in the best interest of the child for the parent to stay for longer, or to leave earlier, in order to support the individual child in settling.

It is vital that relationships between the Nursery and parents/carers are open and honest especially in times of difficulty, major events or changes to family circumstances. This is especially important if your child's behaviour is affected.

Waiting List

Leweston Nursery operates a waiting list. The applicant at the top of the waiting list will be offered the vacancy first and foremost.

All places will be offered on a 'first come first serve' basis, with the following exceptions:

- Parents wishing for a second Nursery place will be given priority over first-time applicants. The minimum sessions per week must be adhered to for both children. If more than one parent is eligible in this instance and the Nursery only has one place to offer, applications will be processed by date order.
- Parents accepting a part time place if the Nursery cannot accommodate a full-time place will be given priority whenever additional sessions become available.
- Places are offered following an initial visit. The offer must be accepted in writing and accompanied by a Registration Form and Acceptance Form and returned with the required registration fee and deposit. The deposit is fully refunded on your final account with the school. Once the place is confirmed a New Pupil Pack will be sent for your completion in preparation for your child's start into the Nursery. All these forms need to be completed and returned to our Registrar before your child can start in the Nursery.
- There is a waiting list fee for each child.
- There is a registration fee for each family.
- Any parent wishing to withdraw their child for Nursery (excluding from the Waiting List) must give notice of two calendar months. This includes when the child is due to start Reception. Failure to do so will mean that you will be billed for the notice period at the School's standard rate.



- A parent who has accepted a place in advance of the start date, and then decides to delay the starting date (for whatever reason), will be liable to pay the full fee from the date originally agreed.

Induction

All parents are required to complete all entry documentation before the child is eligible to join Nursery. A Key Person will be assigned to your child and will take you through our practices in relation to the Early Years Foundation Stage Framework and your child's Learning Journey. It is expected that parents assist where they can in sharing relevant information about their child's life outside of Nursery, and engage with the Tapestry system as this will assist staff with individual planning.

Children's Holiday

Leweston Nursery is open for 50 weeks per year. Charges still apply if children take holiday within these weeks. Notice of 4 weeks must be given in writing to the Nursery for any absence apart from sickness in order for the Nursery to effectively complete legal requirements.

No Smoking

The entire Leweston School including the Nursery is a strict NO SMOKING AREA. This applies to all staff, parents / carers, visitors and external work people.

Anyone working within the Nursery, who smokes, will be required not to enter the Nursery site for a minimum of 30 minutes to reduce the risk of passive smoking.

Queries, Complaints or Worries

Your child's key worker is the first port of call for any queries, complaints or worries regarding the Nursery. If you require more assistance, the Room leader will be able to help you. The Nursery Supervisor manages the day-to-day running of the Nursery. The Head of Prep has overall responsibility and can be contacted at any time. It may not be possible for an immediate response as the need to liaise with other staff may be necessary. Our aim is always to respond to you within 24 hours.

Children's Toys & Clothing

It is requested that toys are not brought into Nursery. This is to avoid upset should the item be lost, broken or required to share with the other children. Special items may be handed to a staff member where it will be used as a 'show and tell' learning opportunity within circle time sessions.

It is vitally important that all clothing and footwear is clearly named, especially as the children are in uniform. It is the responsibility of the parent/carer to ensure the children have their correct belongings.

Things the children need

- A pack of nappies - if necessary
- Wet wipes - for all children still in nappies / pull ups



- Your child's comforter should they need it
- Wellies - clearly named, to stay at Nursery
- Waterproofs/All-in-one
- A water bottle
- A spare set of clothes - named in drawstring bag
- Toothbrush & Toothpaste in a toilet bag which will be housed in the children's tray.
- Your child's completed All About You
- Leweston Coat - named

Communication

When building solid partnerships it is essential to have comprehensive communication. By working together everyone is enabled to establish strong foundations to build upon. Communication Diaries and the Tapestry system are important parts of Nursery life. It provides staff with the opportunity to inform parents of information regarding your child's day. Equally as important, the diary and the daily handover enables parents to share vital information from home, for example, if your child has had a broken night's sleep. Both verbal and written communication flowing freely between Nursery and home is a positive way to share relevant information especially if time is limited.

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9.3 STAFF INDUCTION POLICY

This document to be read in conjunction with policies and procedures of Leweston School

Staff joining Leweston Nursery will be given the opportunity to visit the Nursery prior to their start date, with an opportunity to meet all staff and children. When starting at the Nursery all new staff will also receive a tour, to include highlighting the fire exit routes.

New Nursery staff are expected to attend Induction Training. This training involves familiarisation with Nursery and school policies and procedures and provides staff members an opportunity to ask any questions regarding their roles and responsibilities. Staff will work with the Nursery supervisor to decide where they are most likely to work within the Nursery after their initial 3-4 weeks as a 'float'. This gives time for staff to work out where they are best-suited, and where they have formed strong bonds with the children.

Staff are encouraged to communicate with all other colleagues. Regular staff meetings are held and staff are expected to contribute to these with ideas for future improvement within the Nursery. Suggestions can then be discussed and put into practice if necessary.

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9.4 PROMOTING HEALTH AND HYGIENE - ANIMALS IN THE SETTING

Policy statement

Children learn about the natural world, its' animals and other living creatures, as part of the Early Years Foundation Stage curriculum. This may include contact with animals, or other living creatures, both in the setting and on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

Procedures

Animals in the Nursery:

- We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
- We provide suitable housing for the animal or creature and ensure this is cleaned out regularly and is kept safe.
- We ensure the correct food is offered at the right times.
- We make arrangements for weekend and holiday care for the animal or creature.
- We make sure all vaccinations and other regular health methods such as de-worming are up-to-date.
- Children are taught correct handling and care of the animal or creature and are supervised.
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- Staff wash their hands thoroughly after cleaning housing or handling soiled bedding.
- If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner.
- The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

Visits to farms

Before a visit to a farm a risk assessment is carried out – this may take account of safety factors listed in the farms own risk assessment which should be viewed. We have a strong link with Gore Farm in Trent, which is an approved education centre. This link ensures that the children learn good safety and hygiene practices in a farm environment.

The outings procedure is followed.

Children wash their hands after contact with animals.

Outdoor footwear worn to visit a farm is cleaned of mud and debris and should not be worn indoors.

Legal framework

The Management of Health and Safety at Work Regulation 1999

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9.5 HEALTH & HYGIENE POLICY

This document to be read in conjunction with policies and procedures of Leweston School

Leweston Nursery and the Health Centre's aim are to provide a healthy and safe environment for all children attending the Nursery. If the Nursery staff consider the child to be unfit for nursery every care will be given to comfort them whilst the parents are contacted and asked to collect their child at the earliest opportunity.

Illness

- Parents are asked to complete a Health Centre folder which contains comprehensive information about the child's health and to complete consent forms.
- Parents have the opportunity to discuss health issues with staff in addition to the Health Centre Nurses during Term Time.
- The Nursery works closely with the Health Centre during Term time and also gathers information from the Local Authority information services.
- It is expected that any child with an infection will stay at home to avoid the risk of spreading the infection. If any symptoms are contagious, parents are asked to inform the nursery in order for other users to be aware.
- If a child is on prescription medication the following procedures will be followed:
 - If possible the parent / carer should administer the medicine. If not then the medicine should be brought into Nursery in its original packaging, clearly labelled with the child's name, dosage and any instructions.
 - Parents will be asked to complete a 'Medication Form'. This contains clear instructions about the dosage that is to be given, administration of the medication and permission for nursery staff to follow the instructions
 - All medications will be kept in a locked drug cabinet or a lockable fridge if it is necessary to do so.
 - Life saving medication such as insulin / adrenalin injections or the use of nebulisers, parents / carers will be asked to complete a continued medication form, this will be signed each time the child is left at nursery

Medication

- Leweston will only administer the lowest dose stated on Paracetamol or infant Ibuprofen, will not administer these medicines together and will only repeat doses as stated on the bottle

The only time we administer Calpol, or similar, is in the case of a specific incident, such as after a fall, where our school Nurse has decided it is the right course of action. We are not able to administer Calpol during the day for existing issues, and the Nursery stand-point has to be that, **if a child is unwell enough to require Calpol, they need to be at home**. If your child has Calpol before Nursery in the morning, please do let your child's keyworker know, but do be aware that we will need to monitor them closely and if they become unwell once the Calpol has worn off, we will have to send your child home.



- Any medicine that comes in to Nursery, of any sort, must be handed in to staff, signed in and stored in our locked medicine cabinet. It must be in its original packaging, with the child's name on
- Leweston will only administer non-prescription medication for up to 3 days, and it must be advised by a pharmacist, or similar professional. If further medication is required it must be prescribed by the child's own doctor.
- Nursery Staff will administer medications rather than attending the Health Centre should it be in the best interest of the child.

It is nursery policy that that any child presenting the following ailments, be kept at home for the stated period. This is to ensure your child is fit and well on their return to nursery and to prevent further infection to nursery staff and children.

Ailment	Isolation Period
Chicken Pox	A minimum of 5 days from the onset of the rash or until the last spot that appeared is dry
Measles, Mumps or Rubella	5 days from onset of symptoms
Impetigo	1-3 days, or until sores are completely dry. If symptoms reoccur then the second incubation period is 4-10 days
Sickness & Diarrhoea	48 hours or 2 full days from last symptom
Conjunctivitis & Eye Infections	No longer necessary to exclude for any period of time
Hand, Foot & Mouth	Children are not excluded from nursery unless they are unwell, or unable to eat or drink

Accidents and First Aid

If your child has an accident you will be informed, either when you collect, or by telephone if nursery staff are concerned and do not feel that emergency treatment is necessary.

- Nursery staff will hold a certificate in Paediatric First Aid.
- First Aid boxes are kept within the nursery
- Cuts or plasters will be covered with a hypoallergenic sticking plaster or other dressing if necessary
- Nursery will ensure that First Aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed
- All accidents will be documented on an accident form and countersigned by staff and parents / carers
- If nursery staff regard an accident warrants a more senior diagnoses, the child will be taken to the Health Centre and seen by the nurse on duty if in Term Time or medical assistance will be sought. If



the child needs hospital treatment, an ambulance will be called. Every effort will be made to contact the parents as soon as possible.

- Accidents that mark / bruise a child that occur at home must also be noted on an 'Existing Injuries' form and countersigned by staff and parents / carers
- All children and adult accident forms are kept on their individual files
- An Accident Record Book will be kept in nursery, in the form of all accident forms filed digitally. Serious accidents are also noted in the main school accident book, which is held in the bursary. This is an official HSE document which records all significant injuries and is reviewed in the termly health and safety meeting.
- All serious accidents or illnesses will be notified to Ofsted within 14 days.

Hygiene

To prevent the spread of infection, adults in the nursery will ensure that the following practices are carried out:

Personal Hygiene

- Hands are washed after using the toilet – staff and children
- Children's bed linen will be kept in their basket, used for one week then washed. To be washed prior to one week if soiled
- Children with pierced ears are not allowed to try and share each others' earrings
- Tissues are available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of straight away and children / staff will wash their hands if necessary
- Children and staff are encouraged to shield their mouths when coughing and are taught that it is best to cough into their elbow
- Paper towels are used and disposed of appropriately
- Staff are to ensure that their uniforms and children's clothing are kept as clean as possible, free from food and bodily fluids and all staff and children are advised to keep a spare set of clothes at nursery
- Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections can be transmitted
- Heavily soiled pants will be discarded
- Universal precautions should be adhered to at all times to prevent the spread of disease.
- Washable, waterproof aprons are provided for staff during nappy changes and must be worn
- Washable aprons are provided for lunch service and must be worn

Cleaning and Clearing

- Any spilt blood, vomit or excrement will be wiped up using a 'bodily spills' kit and disposed of using the provided human waste bags
- Disposable gloves are to worn when cleaning / clearing up
- Floors and other surfaces are disinfected
- Toys and fabrics that are dirty or have been contaminated with bodily fluids are 'boil washed' in the laundry department



- Spare laundered underwear and clothing is available in case of accidents
- Soiled garments will be wrapped in a polythene bag ready to go home although heavily soiled garments will be discarded

Food Hygiene

All Hazard Analysis and Critical Control Points and Procedures will be followed as specified under the current legislation enforced by the local government Environmental Health Office in addition to this

Leweston Nursery will ensure that:

- There is no smoking on the premises
- All food purchased for cookery with pupils is from a reputable company
- All items for consumption are purchased from EHO approved suppliers that have received a satisfactory quality inspection audit
- Milk will always be kept refrigerated
- Everyone must always wash hands before handling food and after using the toilet
- Adults will not be involved in the service of food if suffering from any infection / contagious illness or skin condition
- Adults never sneeze or cough over food / taste or test temperature of food with fingers
- Adults wear aprons when serving food, and wash their hands thoroughly before they begin
- Fresh fruit and vegetables are washed thoroughly before use by the catering staff
- Adults wipe down tables etc with antibacterial wash before and after children have eaten
- All children will not share eating utensils
- Cracked, chipped or worn crockery / cooking equipment is disposed of

Nappy Waste Procedure

- All nappy waste is disposed of appropriately following West Dorset County Council procedures
- These bins are emptied at least once a day
- The Wheelie bin is collected every week by West Dorset County Council

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9.6 EARLY YEARS POLICY

“Every child deserves the best possible start in life and support to achieve to their full potential. A child’s experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. When parents choose to use early years services they want to know that the provision will keep their children safe and help them to thrive. The Early Years Foundation Stage is the framework that provides that assurance.”

Early Years Foundation Stage Profile Department for Children, Schools and Families 2012

The Early Years Foundation Stage applies to children from birth to the end of the Reception year. In our school, children can join us in the Nursery at any time from the age of 3 months or in the Reception class in the September after their fourth birthday.

Principles

The Early Years Foundation Stage is based upon four principles:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

This policy explains how our practice at Leweston School is underpinned by these four principles.

Early childhood is the foundation on which children build the rest of their lives. At Leweston School we are wholly committed to laying secure foundations for future learning and development. During the early years of a child’s life they prepare for their lives as a whole and, as such, the learning that takes place in the EYFS must reflect the widest possible range of experiences and not be viewed as only preparation for the next stage of formal education.

All children begin school with a wide variety of experiences and learning and it is the privilege of the adults working in the foundation stage to accept the task of building upon that prior learning experience. This is done through a holistic, child-centred approach, where our skilled staff team work closely with parents and carers to tailor opportunities to meet the necessary ‘Next Steps’ in development for each individual child.

Aims

- Provide a safe, challenging, stimulating, caring, loving and sharing environment which is sensitive to the needs of each individual child. Provide a broad, balanced, relevant and creative curriculum which responds to the children’s own interests in order to provide the foundations for life-long learning.
- Use and value what each child can do, assessing their individual needs and helping each child to progress.



- Enable choice and decision-making to foster our children's independence, creativity and self-confidence.
- Work in close partnership with parents and guardians and valuing the contributions of all those who are important in the lives of our children.
- Provide opportunities for children to experience a challenging and enjoyable programme of learning and development, encouraging every child to become the best possible version of themselves.

A Unique Child

At Leweston School we recognise that every child is a competent learner who can be resilient, capable, confident and self-assured. We recognise that children develop in individual ways, at varying rates. Children's attitudes and dispositions to learning are influenced by feedback from others; we use praise and encouragement, as well as celebration and rewards, to encourage children to develop a positive attitude to learning.

Inclusion

We value the diversity of individuals within our school and all children are treated fairly, regardless of race, gender, religion or abilities. All children and their families are truly valued within our school. At Leweston School we believe that all our children matter and we aim to make them feel loved and welcome every day. We give all our children every opportunity and our dedicated support to achieve their best. We do this by getting to know every child really well and carefully planning for their learning in response to their needs. In the Early Years we set realistic and challenging expectations that meet the needs of our children.

Welfare

It is important to us that all children in our school are 'safe'. We aim to educate children on boundaries, rules and limits and to help them to understand right and wrong. We provide children with choices and adequate freedoms in order to enable them to develop these important life skills. Children should be allowed to take risks, but need to be taught how to recognise and avoid hazards. At Leweston School we understand that we are legally required to comply with certain welfare requirements as stated in the Statutory Framework for the Early Years Foundation Stage and we take these obligations seriously.

At Leweston School we:

- Promote the welfare of children
- Promote good health, preventing the spread of infection and taking appropriate action when children are ill
- Manage behaviour effectively in a manner appropriate for the children's stage of development and individual needs
- Ensure that all adults who look after the children or who have unsupervised access to them are suitable to do so
- Ensure that the premises, furniture and equipment is safe and suitable for purpose
- Ensure that every child receives enjoyable and challenging learning and development experiences tailored to meet their needs



- Maintain records, policies and procedures required for safe, efficient management of the setting and to meet the needs of the children

Positive Relationships

At Leweston School we recognise that children learn to be strong, confident and independent from being in secure relationships. We aim to develop caring, respectful, professional relationships with the children and their families.

Parents as Partners

We recognise and respect that parents are children's first and most enduring educators and we value being partners with them in their child's education through:

- Talking to parents about their child before their child starts school
- Offering both parents and children the opportunity to spend time in Nursery before starting school, as drop-in/settling sessions or through Parent and Toddler Forest school mornings
- Operating an open-door policy for parents with any queries including telephone and email contact as required
- Sharing regular observations, photos and videos with parents via the online learning journal, Tapestry, and valuing the ongoing contributions to this from parents
- Writing to parents on a regular basis to inform them about learning that has been taking place in each class or unit
- Offering at least one parent/teacher consultation evening per year from TC2 onwards
- Inviting parents in to a session alongside their child at least once a year in Nursery
- Offering parent seminars to enable parents to best support their child's learning at home
- Sending a detailed report on their child's attainment and progress at the end of their time in the Early Years, known as the EYFS profile
- Providing a short interim report on progress for all Reception children in the December each year, and a detailed full report on progress in all seven areas of learning at the end of the academic year
- Developing a range of activities throughout the year that encourage collaboration between child, school and parents

All staff involved in the EYFS aim to develop good relationships with all children, interacting positively with them and taking time to listen to them.

Enabling Environments

At Leweston School we recognise that the environment plays a key role in supporting and extending the children's development. This begins by observing the children and assessing their interests, development and learning, before planning challenging but achievable activities and experiences.

Observation, Assessment and Planning

Good planning is the key to making children's learning effective, exciting, varied and progressive. Staff working in the EYFS use observations as the basis for planning. Staff are skilled at observing children to identify their achievements, interests and next steps for learning. These observations then lead the direction of the planning. The staff use the children's interests to plan for themes and take the lead from



the children as to where they want their learning to go. This fostering of the children's interests develops a high level of motivation for the children's learning.

The planning objectives within the Foundation Stage are usually taken from the Birth to Five Matters document, but where children exceed expectations in some areas, objectives from the National Curriculum (2014) for Prep One are sometimes used. We hold very high expectations for our children and many children will be ready for this additional extension and breadth of education as they progress through the Reception Class. We make regular assessments of the children's learning and we use this information to ensure that future planning reflects identified needs. Assessment in the Foundation Stage takes the form of both formal and informal observations. At the end of the Reception Year the children's progress is recorded on to the Early Years Foundation Stage Profile. Each child's level of development is recorded against the 17 Early Learning Goals.

The Learning Environment

All the Nursery and Reception classrooms are organised to allow children to explore and learn securely and safely. There are areas where the children can be active, be quiet, creative etc. All classrooms have direct access to an outdoor classroom area, which is also creatively resourced to ensure that children can access all areas of learning when choosing whether to be indoors or outside. The free-flow that is possible between the inside and outside environments has a positive effect on the children's development and we believe that all children should be able to choose their preferred location for learning. Being outdoors offers opportunities for doing things in different ways and on different scales than when indoors. The children can explore, use their senses and be physically active and exuberant.

Learning and Development

There are seven areas of learning and development that must shape educational provision in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

Prime Areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Staff will also support children in four specific areas, through which the three prime areas are strengthened and applied.

Specific Areas:

- Literacy
- Mathematics
- Understanding the World



- Expressive Arts and Design

Achievement in all areas is supported by the development of the central characteristics for learning;

Characteristics of Learning:

- Playing and Exploring
- Active Learning
- Thinking Creatively and Critically

We deliver learning for all of the areas through purposeful play and learning experiences, with a balance of adult-led and child-initiated activities.

Learning Through Play

“Children’s play reflects their wide ranging and varied interests and preoccupations. In their play children learn at their highest level”

Through play our children explore and develop learning experiences which help them make sense of the world. They practice and build up ideas, and learn how to control themselves and understand the need for rules. They have the opportunity to think creatively alongside other children as well as on their own. They communicate with others as they investigate and solve problems.

At Leweston School we do not make a distinction between work and play in the Early Years. Children learn through planned play activities and staff decide when child-initiated or adult-led activities would provide the most effective play opportunities. Play in the EYFS is a carefully tailored, observed and planned process with clear links to learning opportunities. As children progress through the Early Years Foundation Stage, our skilled practitioners introduce more structured learning as they deem it appropriate, in order to ensure that our children experience a great breadth of additional opportunities so as to enhance their early education. These include instruction in languages, PE, swimming and Music as children move into the Reception Class. The format of this instruction remains largely informal, enabling children to develop their skills in a play-based, engaging manner.

Prevent Duty

Under section 26 of the Counter-Terrorism and Security Act 2015, we have a duty to prevent people from being drawn into terrorism (Prevent duty). Protecting children from the risk of radicalisation remains part of our school’s wider duty to safeguard children and young people. *“Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism....Extremism 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.” (KCSIE, July 2015).*

We are alert to any possible signs which contribute to vulnerability such as family, friends or online influences as well as any changes in behaviour which could indicate a child may be in need of help or protection. We carry out risk assessments of vulnerable children and young people accordingly, work in partnership with other agencies and the family, and ensure staff are suitably trained and supported in keeping with our LSCB procedures. Further detail can be found in our British Values Policy.



Oral Health

Under the new Early Years Foundation Stage, we are now required to promote “good oral health of children”. This has been introduced following research by Public Health England that suggests that 1 in 5 children aged 5, have experienced tooth decay. An on-going programme will be implemented across the setting, as follows.

Early Years staff will:

- Insist on water rather than juice or squash in children’s water bottles
- Implement an oral health week each year
- Upload a Tapestry post with latest oral health advice to encourage awareness
- Invite a dental nurse to speak with the children
- Be good oral health role-models e.g. healthy, tooth-friendly snacks in front of the children
- Use Well-being Manager to alert the Head of any oral hygiene concerns

Nursery staff will:

- Encourage children to use an open cup as soon as they are physically able
- Encourage parents to support their children to use an open cup at home when appropriate
- Be able to advise parents when children should start brushing their teeth and when they should visit a dentist (i.e. as soon as their first milk teeth appear for both)

School will:

- Encourage catering to lower sugar levels where possible and provide smaller portions of sugary puddings
- Use sugar-free medicine
- Display oral health awareness posters throughout the school

Author: Early Years Coordinator

Last Reviewed: September 2023 (Beth Ford, Gemma Cheyne)

Next Review: August 2024



9.7 LOST PUPIL POLICY

Staff member should:

- Check the register to ensure that the child has arrived at school.
- Check the immediate vicinity including the cloakrooms, toilets, play areas where the child might normally expect to be found.
- Additional staff should be drawn in and the garden area thoroughly searched
- The Nursery supervisor should be immediately informed on the walkie-talkie

When the initial checks have been made and the child has not been found, the following procedure should be followed:

- Notify the Head of Prep or Prep Deputy Head in her absence
- Initiate a wider search of the buildings and campus using school assistants who may be requisitioned from the Prep for the purpose.
- Check:
 - Grounds, including areas already checked
 - All Nursery and Prep buildings and Health Centre including areas already checked
 - With all other teachers and groups, including after school groups (may involve a visit to all weather pitch, swimming pool, sports hall, etc, appropriate to the time of day)

Keep the Head of Prep informed of progress, in most cases the child will have been found by following the above procedures.

IF THE CHILD HAS NOT BEEN FOUND –despite all efforts:

- The Head of the Senior school will also be informed
- The Head of Prep will undertake the following action:
 - Inform the Senior School deputy head so that their buildings may be searched
 - Inform the maintenance team so that the ground and maintenance areas may be checked
 - Contact the parents to ascertain that the child has not been collected, if this is a possibility

If these actions prove futile, the Head of Prep or Deputy in her absence, will:

- Notify the parent/s
- Notify the Police

If a child is lost during a trip off-site the following procedure should be followed:

- Keep all other children together with an appropriate member of staff.
- One member of staff to check in the surrounding area, including the last location where the child was seen.

If not found:

- Inform staff at location if available.



If still not found:

- Call local police and inform Head of Prep at school who in turn will contact parents. This policy would be reviewed immediately following any incident.

Author: Head of Prep

Last Reviewed: September 2023 (Beth Ford)

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9.8 NURSERY ASSESSMENT POLICY

2.1. Assessment plays an important part in helping parents, carers and practitioners to recognise children's progress, understand their needs, and to plan activities and support. Ongoing assessment (also known as formative assessment) is an integral part of the learning and development process. It involves practitioners knowing children's level of achievement and interests, and then shaping teaching and learning experiences for each child reflecting that knowledge. In their interactions with children, practitioners should respond to their own day-to-day observations about children's progress and observations that parents and carers share.

2.2. Assessment should not entail prolonged breaks from interaction with children, nor require excessive paperwork. When assessing whether an individual child is at the expected level of development, practitioners should draw on their knowledge of the child and their own expert professional judgement and should not be required to prove this through collection of physical evidence. 2.3. Parents and/or carers should be kept up-to-date with their child's progress and development. Practitioners should address any learning and development needs in partnership with parents and/or carers, and any relevant professionals. Assessment should inform an ongoing dialogue between practitioners and year 1 teachers about each child's learning and development, to support a successful transition to key stage 1.

Statutory Framework for the Early Years Foundation Stage; March 2021

Ongoing Assessment

Leweston Nursery use the Tapestry online Learning Journal system to provide the ongoing assessment of all children in the Nursery. Every parent is provided with sign-in details so that they can receive continual information about their child's progress. These regular observations are used to underpin the Next Steps documents and weekly planning that is produced by all Nursery practitioners.

Each month, staff use the Tapestry system to record any developmental concerns for pupils. Appropriate actions are then built into the next steps documents, and the SENCOs are involved where necessary, as well as additional agencies.

Observation trends, areas of concern and progress patterns are analysed in order to ensure that progress is achieved for all children, in all areas of development.

Reporting

All children at Leweston Nursery receive a full written report, detailing progress against all seven areas of learning in July of each year. In addition to this, transition reports are produced for each child as they move between our units; from Younger Babies to Olders, from Olders into Toddlers, from Toddlers into Transition 1 and at the start of the year before school, when the pupil moves into Transition 2. A full Transition report is also provided for parents and school settings ahead of any child moving into their first year at School. All of these transition reports are made available to parents and staff who will be working with the children.



Progress Check at Age Two

2.4. When a child is aged between two and three, practitioners must review their progress, and provide parents and/or carers with a short written summary of their child's development in the prime areas. This progress check must identify the child's strengths, and any areas where the child's progress is less than expected. If there are significant emerging concerns, or an identified special educational need or disability, practitioners should develop a targeted plan to support the child's future learning and development involving parents and/or carers and other professionals (for example, the provider's Special Educational Needs Co-ordinator (SENCO) or health professionals) as appropriate.

A specific 'Progress Check' report is produced for all children at the age of two and a half. This report highlights the child's strengths and any areas where progress is less than expected. Targeted plans for SEND provision will be produced if there are any concerns identified in the progress check that have not already been identified and addressed in our standard SEND procedures. Parents are given their progress check reports directly by their child's key worker, and are provided with opportunities to discuss their development with all the relevant staff.

If parents provide their consent, we will send a copy of the progress check report directly to the child's Health visitor. We work closely with parents to ensure that all necessary information is provided between home, Nursery and Health care workers.

Author: Head of Prep

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Next Review: August 2024



9.9 BOOKING & FEES POLICY

To be read in conjunction with Leweston School policies

Opening Times

Leweston Nursery is open daily from 08.00 – 18.00 for 50 weeks per year. A Breakfast Club takes place between 07.30 and 08.00 is available on request but must be booked in advance with the Nursery supervisor to accommodate staffing needs.

Bank Holidays

Leweston is closed for all Bank Holidays. No charges apply for Bank Holidays when the Nursery is closed.

Minimum Attendance

2 sessions per week is the minimum attendance requirement. Children attending less than this amount per week have difficulties in settling into Nursery life.

Waiting List

Leweston operates a waiting list enabling all parents the opportunity to be offered a place as demand is high.

- Leweston operates a Waiting List system. £50.00 ensures your child's name is active on the waiting list but does not guarantee a space until one becomes available.
- Once the Waiting List documentation and fee has been credited, your child will be eligible for any available sessions, or on the Waiting List for unavailable sessions.
- If it is decided that the Nursery space allocated to you is no longer required, Leweston requires a complete 2 months' notice before the arranged start date. Notice given after this period will result in full charges for the booked sessions.
- Generally admissions are made on a first-come, first-served basis, determined by the date on the 'waiting list form'
- Staff employed at Leweston School who apply for a first-time Nursery place will be given priority over any other first-time applicants.
- Parents who require a full-time place but accept a part-time place as an interim measure, will be given priority whenever additional sessions become available.
- Parents must give written notice to the Nursery supervisor to change any session.

Registration

Leweston require a Registration Fee of £75.00 per child.

Invoices & Payments

- Invoices will be in arrears for each calendar month.



- All charges are for the whole session, regardless as to the amount of time which is actually attended.
- The Nursery accepts 'Childcare Voucher' payments, which enables parents to claim a percentage of their nursery fees tax free from their employer. Please contact the Bursary Department should you wish any further information regarding this method of payment.
- Invoices not paid on time will incur a 1.5% administration charge.
- Cash payments will be issued with a receipt when parents have no other payment option.
- Any Cheque payments returned via the bank will incur a charge.

Changes to Nursery sessions

- All sessions booked are provided on a permanent basis.
- Any permanent amendments to booked sessions must be in writing to the Nursery supervisor. Written confirmation will then be given to the parents once the request has been accepted.
- Any one-off additional morning or afternoon sessions will be charged at a specific ad-hoc day rate.

Withdrawal from a permanent Nursery place

The notice withdrawal period is 2 complete calendar months should the place no longer be required.

Late Child Collection Fee

For late collecting, a charge will be applied for every 15 minutes.

Child Sickness

- If your child is unwell and does not attend Nursery, full charges still apply.
- If Nursery deem your child unwell and ask for them to be collected, full charges apply.

Emergency Closure

If for any reason Leweston Nursery or School had to close due a short-term emergency, no parents would be charged for the closure dates.

Grant Funding

Government Funding at present is entitled to all children from the term following their 3rd birthday.

Leweston Nursery is responsible for distributing all funding paperwork for parents to complete. This gives permission for the nursery to access the entitlement on behalf of the child for each term. Parents are required to complete the forms and return to nursery indicating how many weekly hours they would like to claim.

Parents are advised to contact the Head of Prep's PA in order to claim funding entitlement.

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Next Review: August 2024



9.10 COMMUNICATION STRATEGY

This document is to be read in conjunction with the policies and procedures of Leweston School

To ensure high delivery of high quality childcare services, good communication is essential. Staff will work tirelessly with children, parents and carers to ensure everyone is actively involved in all aspects of nursery life.

Leweston's principles and framework for good practice are set out below:

- Working in partnership together with parents/carers, staff, children and outside organisations provide the nursery with effective communication strategies which enable positive influences for all attending children.
- Effective communication is used in a variety of ways within the Nursery, such as,
 - Daily Diaries – Although not mandatory this communication link provides vital information about the child's day whilst at Nursery.
 - Tapestry Online learning journals with daily observations
 - The Parent Notice Boards – Situated at the entrance this information board keeps parents abreast of Nursery life.
 - Posters – Often displayed within nursery these notices highlight important information.
 - Emails – Regular emails to parents include monthly newsletters from each room, and from the Nursery supervisor and general letters informing parents of activities or events.
 - iSams parent portal – Information about the day and the week ahead will be added to the portal. A copy of all letters sent out are also available on the portal.
 - Calendar – Termly Calendar for all parents relating to the whole school with a calendar page devoted to Nursery to Prep 6.
 - Nursery Entry Information – To ensure that all nursery staff have the appropriate information needed to govern all eventualities regarding your child's health, care and development whilst at Nursery.

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9.11 COMPLAINTS PROCEDURES

This document to be read in conjunction with policies and procedures of Leweston School

Our aim at Leweston Nursery is to welcome all children and families, and provide a safe and stimulating environment for all. We will deliver an exceptionally high standard of care and education in addition to fostering good solid relationships with all parents/carers. Parents' views and concerns will be respected, acknowledged and supported. We recognise that on occasion circumstances may result in a parent or carer making a complaint. Prompt and appropriate action will be taken on any and all concerns raised.

Due to the nature of regular exchange between Nursery staff and parents, it is hoped that minor concerns can be resolved during these times. The Head of Prep will be informed of any complaint by the relevant staff. If Nursery staff are unable to resolve the concern/ complaint, the parents/carers are able to address their concerns to the Head of Prep who will arrange an appointment for the concerns to be discussed. The discussion will be recorded and reports will be signed and dated by the Head of Prep. Documentation will be completed in line with the school complaints procedure.

Any parent/carer not satisfied with the outcome should follow the procedures set out in the school complaints policy. It is likely that an investigation into the complaint will take place and/or a meeting whereby the parents will be notified of the outcome. Complainants will be notified of the outcome of any complaint within 28 days.

Parents may refer the complaint to the registering authority if they are not satisfied with the outcome.

Contact at:

OFSTED

Freshford House, Redcliffe Way, Bristol BS1 6NL

Telephone: 0300 123 4666

Or

OFSTED

Piccadilly Gate, Store Street, Manchester M1 2WD

Telephone: 0300 123 4666

or

ISI

3.75. Providers must put in place a written procedure for dealing with concerns and complaints from parents and/or carers, and must keep a written record of any complaints, and their outcome. Childminders are not required to have a written procedure for handling complaints, but they must keep a record of any complaints they receive and their outcome. All providers must investigate written complaints relating to their fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within



28 days of having received the complaint. The record of complaints must be made available to Ofsted or the relevant childminder agency on request.

3.76. Providers must make available to parents and/or carers details about how to contact Ofsted or the childminder agency with which the provider is registered as appropriate, if they believe the provider is not meeting the EYFS requirements. If providers become aware that they are to be inspected by Ofsted or have a quality assurance visit by the childminder agency, they must notify parents and/or carers. After an inspection by Ofsted or a quality assurance visit by their childminder agency, providers must supply a copy of the report to parents and/or carers of children attending on a regular basis.

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9.12 DISCRIMINATION & OPPRESSION PRACTICE

This document to be read in conjunction with policies and procedures of Leweston School

Unreciprocated, unwanted or offensive conduct and behaviour to a person can be regarded as harassment and/or bullying and if this is the case, it is the victim's decision whether or not to seek an investigation rather than the perpetrator.

Harassment and Bullying may consist of:

- Any display of offensive materials
- Unwanted and unnecessary physical contact
- Verbal abuse
- Unfair treatment at work

Staff: What to do if you feel you are being bullied or harassed

Seek confidential support and advice from the Head of Prep or another Senior Leader within the school.

- Support can be given by the Head of Prep if you wish to confront the person concerned, explain that their behaviour is unwanted and offensive to you, and ask them to stop. You may find that this is enough to stop the harassment and prevent it happening again. All incidents must be recorded in addition to any meeting held in connection with the incident.
- If you feel that the behaviour or harassment continues, you should consider making a formal complaint to the Head of Prep or another Senior Lead within school. Your complaint will be investigated fairly and sensitively.
- If a disciplinary hearing is called you will be asked to give evidence.
- On completion of the hearing, you will be informed of any decision.

Staff: What to do if you are approached about your behaviour causing harassment or offence to someone

- Listen carefully and try to understand the opinion of the complainant.
- Ask for support from the Head of Prep especially to discuss how your actions may have caused offence and how you could resolve the situation.
- Any formal complaint made about you will have a thorough investigation which is fair to all and carried out in strict confidence.
- All investigations will be carried out under the guidelines of Leweston School.

Nursery Clients (Parents): What to do if you feel you are being harassed or bullied

Report the incident/s to the Nursery supervisor, Head of Prep or other Senior Lead if appropriate. Your complaint will be investigated fairly and sensitively and you will be informed of any action.

Individuals can help stop harassment and bullying by:



- If you witness any incidents of harassment or bullying you are encouraged to report the occurrence and offer supporting evidence should an investigation take place.
- Support and make clear that the behaviour being witnessed is unacceptable.

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9.13 EMERGENCY CLOSURE POLICY

This document to be read in conjunction with policies and procedures of Leweston School

Nursery closures should only happen in extreme circumstances and Leweston will make every effort to avoid such decisions.

In the unlikely event of the Nursery having to close, the following will be completed:

The whole school site will be informed

- A notice will be put up on the front door
- An email will be sent to all parents
- The Leweston School Website will have relevant and up to date information regarding the Nursery closure at all times where possible
- A message will be sent out via a notification on the iSams parent portal
- A Tapestry post will be made with details of the closure

Every attempt will be made to avoid closures but it may be the only option to maintain a safe environment for children and staff.

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9.14 POLICY FOR FOSTERING INDEPENDENCE

This document to be read in conjunction with policies and procedures of Leweston School

By fostering independence, Leweston can ensure children are aware of their individual needs and wants, which is fully supported by staff for their growth and development.

We aim to foster a child's independence by:

- Establishing and implementing the routine, especially around mealtimes and circle time sessions
- Providing a safe environment to explore
- Encouraging the children to assist in daily chores, such as setting up the water play tray, sweeping up the sand or counting how many places are needed around the snack table.
- Supporting and encouraging the children to dress appropriately for outdoor play
- Encouraging children to tidy up at the end of an activity or session
- Encouraging children to learn how to use Nursery ICT equipment for example CD players, the computer and remote-control toys
- Encourage hygiene within routines for example, washing hands before mealtimes and after messy play
- Staff will work with parents to decide on the appropriate time to introduce toilet training to their child, children will be encouraged to use the potty or the toilet independently, then carry out the appropriate hygiene routines after for example flushing the toilet and washing hands thoroughly.

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Author: Head of Prep

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9.15 HEALTHY EATING & DIET POLICY & PRACTICE

This document to be read in conjunction with policies and procedures of Leweston School

Eating in a social environment plays an important part of Nursery life not only in terms of reinforcing children's understanding of the importance of healthy eating but also the quality time spent whilst in this kind of situation.

The Nursery will ensure that:

- All meals provided are nutritious, avoiding large quantities of fat, sugar, salt, additives, preservatives and colourings
- Children's medical and personal dietary requirements are respected
- Menus are planned in advance and food offered is fresh, wholesome and balanced
- A varied diet is offered to ensure that all children from all backgrounds encounter familiar tastes and that all children have the opportunity to try unfamiliar foods
- The dietary rules of religious groups and also vegetarians / vegans are known and met in appropriate ways
- The main meal offered will include the following elements:
 - Protein for growth
 - Carbohydrate for energy
 - Essential vitamins and minerals in raw foods, fruits and vegetables
- Milk provided for the children is semi-skimmed for as supplied by the government
- Menus are displayed around Nursery and a copy is emailed to parents each Friday for the week ahead
- A selection of fresh fruit and vegetables are offered each day
- Snack and meal times are a social occasion in which staff and children participate
- We use snack and meal times to promote children's independence through making choices, serving food and drinks and feeding themselves
- We provide children with utensils that are appropriate to their age and stage of development
- We inform all parents that are providing food for their children about storage facilities
- In order to protect children with food allergies, we do not allow children to share food with one another
- All food provided is purchased from a reputable company

All children are offered food. However, they have the right to choose whether they eat it or not.

NB:

- Home prepared food will only be accepted for children under the age of 1yr or for those with specific food allergies
- Food will not be accepted if it has been reheated once already.
- Home cooked food will be reheated under the Food Standards Act to above 82oc
- All cakes provided for children's Birthdays must be shop bought
- All children's food pots must be clearly labelled



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9.16 INTIMATE CARE PRACTICE

This document to be read in conjunction with policies and procedures of Leweston School

The Nursery will act in accordance with section 175 of the Education Act 2002 and 'Safeguarding Children and Safer Recruitment in Education' (DfES 2006) to safeguard and promote the welfare of pupils at Leweston Nursery.

The Nursery takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

The Nursery recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against

This intimate care policy should be read in conjunction with the following:

- Child protection policy
- Health and safety policy and procedures
- Policy for administration of medicine
- Special Educational Needs policy
- Positive behaviour management policy
- Staff code of conduct

Leweston is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of greater trust.

Leweston recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress or pain.

Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs e.g. care associated with continence management as well as ordinary tasks such as helping with washing, toileting or dressing.

It also includes supervising children involved in intimate self-care

Best Practice

- No staff begin work at Leweston until they have received appropriate DBS clearance and are fully cleared and present on our single central register.
- Staff who provide intimate care at Leweston are trained to do so including child protection and health and safety training and manual handling and are fully aware of best practice regarding



infection control, including the need to wear aprons where appropriate and thoroughly wash hands before and after.

- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes
- Parents acknowledge that each child that is not toilet trained will be required to have their nappy changed by a member of staff
- All children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as possible
- Children who require regular assistance with intimate care, other than nappy changing, have a written care plan agreed by staff, parent/carers and any other professionals actively involved. These plans will include a full risk assessment to address the issues such as moving or handling and personal safety of the child and the carer
- Where a care plan is not in place, parent/carers will be informed the same day if their child has needed help with meeting intimate care needs e.g. the child has had an accident or soiled themselves. Practice of this intimate care will be treated as confidential and communicated in person or by email, not by daily diaries
- No child will be cared for by a single member of staff, all staff work on a rota system. This ensures as far as possible that no over-familiar relationships develop
- Religious views and cultural values of families will be taken into account, particularly as they might affect certain practices
- All staff are aware of Leweston's confidentiality policy. Sensitive information will only be shared with those who need to know

Child Protection

- Leweston's child protection procedures are accessible to staff and are adhered to
- From a child protection perspective it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a child's body. It may be unrealistic to expect to eliminate these risks completely but best practice is promoted and all adults are encouraged to be vigilant at all times
- Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding
- Mobile Phones will not be present in any working area where care & education are provided to the children.
- If a child becomes particularly distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the Head of Prep as soon as possible

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LEWESTON
NURSERY



9.17 LATE COLLECTION & UNCOLLECTED CHILD POLICY

This document to be read in conjunction with policies and procedures of Leweston School

Leweston school staff are obligated to stay with any uncollected child at the end of the day, until the child is collected.

An unauthorised person will not have authority for a child to be released into their care at any time. In an emergency if the nominated person collecting is delayed for any reason, it is essential that a phone call from the nominated person be made informing the Nursery who is collecting the child. A clear description of what the person looks like and their name in addition to knowing what the child's emergency 'password' is will be required. If any of this information is not given to Nursery the nominated person will not be able collect the child.

If a parent is going to be late collecting their child it is vital that they contact the Nursery beforehand to enable arrangements to be made and the correct staff/child ratio to be maintained.

Late collections of any children after their allotted session time will incur a charge. Details of charges can be found on the current Nursery Fee documentation.

If a parent fails to collect a child, the Nursery will attempt to make contact with the parent. If however contact is unsuccessful steps will be taken to contact any emergency contact numbers.

If both of these attempts fail the following procedure will take place:

Term Time – If contact cannot be made with parent/carers, the Head of Prep will be informed of the situation.

If the Child has not been Collected

The Head of Prep will undertake the following action:

- Contact the parents to ascertain that the child has not been collected and ascertain the facts and general situation
- If parents are not contactable, contact relatives or close friends using the database.

If these actions prove futile, then the Head of Prep (Deputy Head in her absence), will:

- Ensure that the child's safety is paramount
- Use the facilities on site to ensure the child is well cared for. The Nursery children will stay in the Nursery and, if necessary, provision will may be made for them until the relevant agencies plans are in place
- Notify the parent/s
- If contact with the parents cannot be made within a reasonable time, notify the Police and Children's Services.

Out of Term Time – If contact cannot be made with parent/carers, the Nursery phone the Head of Prep first, and if she is not available staff will seek advice from Dorset Safeguarding Unit as to whether the child is considered to be abandoned and if appropriate their protocol will be followed,



NB - Parents must ensure that all telephone numbers given to the administration team on booking are reliable and changes are made as and when necessary to the Nursery. It is essential that persons are contactable at all times.

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9.18 OUTINGS POLICY

This document to be read in conjunction with policies and procedures of Leweston School

3.66. Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is for providers to judge.

3.67. Vehicles in which children are being transported, and the driver of those vehicles, must be adequately insured.

EYFS Statutory Framework, March 2021

Nursery outings and visits will be arranged in accordance with the Leweston Visits Policy. The school visit policy ensures insurance cover for staff and children.

The following procedures will be undertaken before and during any outing or trips:

- Staff ratios will be maintained at all times and due consideration will be given to ensure that the ratios take account of and meet the requirements of the risk assessment for the situation
- When taking the children off-site, we use tighter ratios for supervision; 1:4 for TC1 And TC2, and 1:3 for Toddlers
- School vehicles in which children are being transported, and the drivers of those vehicles will always have adequate and appropriate insurance and documentation
- Our school minibuses are appropriately fitted with 3-point seatbelts, so specific child care seats are not required
- Registrations will include a consent form for parents to sign in agreement that their children can participate in outings and trips, on and off of the Leweston site
- Parents will be advised of any planned off-site outings or trips in advance, permission slips will be completed
- Staff will complete risk assessments before leaving Leweston and submit it to the Head of the Prep for checking at least one week before the trip takes place.
- A list of those going on the trip will be submitted to the Head of Prep's PA immediately prior to leaving.
- First Aid boxes will be taken on every outing
- The direct contact for the Head's PA will be taken on every trip, so that staff can phone back for parent contact details in the case of an emergency. Contact details can also be accessed through iSams on staff mobile phones.
- Staff will take at least one mobile phone on every outing



- Drinks and snacks will be taken on outings for children to have whilst away from the Nursery site

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9.19 PARENTAL INVOLVEMENT POLICY

This document to be read in conjunction with policies and procedures of Leweston School

We recognise and value that as parents you are the primary educators of young children. To support this Leweston Nursery will:

- Make all new parents aware of the Nursery systems and policies
- Encourage parents on an individual basis to play an active part in Nursery life
- Ensure that parents are informed on a regular basis about their child's progress
- Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities in the Nursery
- Involve parents in shared record keeping about their child, either formally or informally
- Ensure that all parents are fully informed about times of meetings, conferences, workshops and training
- Consult with families about the times of meetings to avoid excluding anyone
- Hold meetings in venues which are accessible and appropriate for all
- Welcome the contributions of parents, whatever form these may take
- Make known to all parents the systems for registering queries, complaints or suggestions
- Provide opportunities for parents to learn about the Nursery curriculum and about young children's learning, in nursery and at home via newsletters, emails and Parents' Evenings and notice boards

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9.20 POSITIVE BEHAVIOUR MANAGEMENT POLICY

This document to be read in conjunction with policies and procedures of Leweston School

Named Persons for Behaviour Management: Beth Ford (Nursery supervisor)

We have faith in the fact that all children and adults achieve best in an ordered environment where everyone knows and accepts what is expected of them and to ensure the children are free to develop their play and learning without fear of being hurt or hindered by anyone else.

Nursery will work towards providing opportunities that provide the children with opportunities for self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. We will work towards managing behaviour rather than disciplining a child especially as social relationships are an important part of Nursery life.

In order to achieve this:

- Rules governing the conduct of positive behaviour management within the Nursery are discussed and agreed regularly and if necessary on an individual basis
- All adults within the Nursery will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up positive habits of behaviour
- The children will be prompted to remember and retell the expected boundaries within nursery rather than being told not to display such behaviours
- All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy
- Adults in the Nursery will praise and endorse desirable behaviour such as kindness and willingness to share
- Often children at certain stages of development can demonstrate unwanted behaviour. Children may demonstrate negative behaviour verbally or physically e.g. biting. We recognise that children may display negative behaviour due to the fact that they are still exploring their emotions and understanding what is socially acceptable.
- We encourage responsibility such as tidying up
- Adults intervene and redirect, to prevent disagreements developing that children are unable to maintain control of

When children behave in unacceptable / negative ways:

- Physical punishment, such as smacking or shaking, will never be threatened or used, nor will practices which humiliate or frighten children
- Children will never be sent out of the room
- Techniques intended to single out and humiliate individual children such as the 'naughty chair' will never be used
- Children who display unacceptable / negative behaviour will have one to one adult support in seeing what is wrong and working towards a better pattern
- Where appropriate a child may be given 'time out' (1 minute for every year of their age) with an adult away from the group



- Adults will use meaningful explanations in the case of serious misbehaviour (racial etc) rather than blame, and the unacceptability of the behaviour will be made clear immediately
- In a case of misbehaviour, it will always be made clear that it is the behaviour not the child that is not welcome
- Adults will not shout, or raise their voice in a threatening way
- Adults in Nursery will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people
- If behaviour results in injury to another child / adult e.g. a bite all interested parties will be informed. The parents of the child that has injured another will be shown the 'Child Concern Form' completed by staff. All parties are required to sign this documentation.
- Any behavioural issues will be handled in a developmentally appropriate manner, respecting individual children's level of understanding and maturity
- Recurring behavioural issues will be dealt with in partnership with parents, using objective observation records to establish an understanding of the cause. Parents will be invited to meet with nursery staff to decide on an appropriate action plan. If the situation persists, outside agencies may be contacted to offer constructive, confidential advice. If the situation is still unresolved nursery may request for temporary suspension or termination of the child's attendance
- Adults will be aware that some behaviours may arise from a child's Special Educational Needs

Bullying

- Staff recognise that on occasion a child may be a victim or a perpetrator of bullying
- The child's parents will be informed and offered support, ensuring anonymity of all children involved
- Staff will sensitively manage any child who is bullying and acknowledge the child's stage of development and understanding whilst ensuring the inappropriateness of the behaviour / actions are made clear

We believe in:

- Praising and rewarding positive behaviour
- Providing a good role model prompting acceptable behaviour
- Discussing issues with other children
- Giving children language with which to express themselves
- Providing a stimulating and developmentally appropriate curriculum
- Providing equipment and materials through which children can play out their feelings
- Giving attention on a one to one basis

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LEWESTON
NURSERY



9.21 RECRUITMENT & STAFFING PRACTICE

This document to be read in conjunction with policies and procedures of Leweston School

Leweston Nursery is committed to providing high quality child care, in order to fulfil this commitment strict recruitment procedures are followed, in line with Leweston School.

Recruitment

The Nursery always works in line with the Independent Schools Inspectorate and Leweston School's safer recruitment and equal opportunities employment policy, seeking to offer job opportunities for both men and women, with and without disabilities, from all religious, social, ethnic and cultural groups

Advertising

All Nursery jobs are advertised in the local papers – This will include a Job Title, Details of the job, Hours, Salary, Qualifications, and how to apply along with the following statement *'This provision is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. The successful applicant for this post will be subject to an enhanced DBS disclosure'*

Applicants

- All applicants will be sent a Job Description and an Application form, so that they know the position that they are applying for, and whether or not they meet the criteria in the specification
- No person will be interviewed if they apply with a CV alone
- All applicants are provided with a contract and a job description

Short listing

- Short listing is done in line with Leweston School recruitment policy
- The Head of Prep is responsible for reading job applications, ensuring that they are fully completed
- References are sought for all candidates that are short listed for interview, at least one of the references will be from the applicant's most recent employer

Interviewing

Initial Interview

- All successful applicants will be invited to attend an initial interview with the Head of Prep and members of the Nursery Team, whereby they will be asked a series of core questions appropriate to the job role
- During the initial interview all applicants will be asked to spend 15-30 minutes within each unit; this provides them with the opportunity to meet Nursery staff and children. Staff are then responsible for observing how well the applicant communicates and interacts with staff and the children
- This panel will then draw upon all information gathered to make a decision as to who to appoint



DBS Checks

No staff members will be left unsupervised until Leweston has seen a most recent copy of the individuals Enhanced Disclosure form, stating that they are now employed at Leweston

Other Checks

- Leweston School will check original qualification certificates
- Identity and right to work via check of passport or birth certificate

Conditional Offer of Employment

- Successful applicants will be informed via a 'job offer letter' which outlines the terms and conditions of employment
- Applicants are employed subject to the receipt of 3 suitable references and return of the DBS form
- All new staff receive induction training

Management

Leweston Nursery management team consists of:

1 x Full Time Head of Prep and Head of Early Years

1 x Full time Nursery Supervisor

5 x Full time Room leaders

In order to maintain high quality childcare Leweston Nursery always ensures that the following procedures are followed:

- That no staff will be left unsupervised until they have received their completed DBS check
- Individual staff meetings with management are offered, giving all staff the opportunity for staff to discuss any problems, achievements, ideas that they may have
- Weekly staff meetings are held providing staff with the opportunity to discuss any issues that have arisen with regard to the general running of the Nursery, staff are encouraged to put forward any ideas they may have to improve the daily running of the Nursery
- Leweston is closed to the public for 2 weeks of the year, one of these weeks will be used for in-service training to all staff, both paid and volunteer members.
- The work of our staff is supported by means of regular monitoring and personal development meetings

Student Placement

We recognise that the quality and variety of work that takes place at Leweston makes it an ideal place for students on placement from school or college childcare courses.

Students are welcomed into the Nursery 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 Nursery
- Students must be confirmed by their tutor as being engaged in a bona fide childcare course which provides necessary back ground understanding of children's development and activities
- Students required to conduct child studies will obtain written permission from the parents of the child / children to be studied, of which the Nursery will hold a copy
- Any information gained by the students about the children, families and other adults in the Nursery must remain confidential at all times

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9.22 SAFEGUARDING POLICY – APPENDIX 11 EYFS SAFEGUARDING

To be read in conjunction with the full safeguarding policy

Appendix 11: Nursery/EYFS Provision

Leweston Nursery along with the entire School has created an environment whereby all children can play, learn and develop in a safe and abuse free environment.

Any suspicion of abuse will be promptly and appropriately responded to in accordance with Leweston School, the local authority, Ofsted, ISI and the Local Safeguarding Children Board. Ofsted will be informed, as a matter of course, of allegations against people living or working on the premises, or of any other abuse alleged to have taken place on the premises, as soon as practicable and within 14 days at the latest.

In order to accomplish this Leweston will:

Attend and Update Training

The Nursery DSL (Beth Ford) will update specific training in accordance to best practice, in conjunction with the Head of Prep, and the Senior school assistant Head (Pastoral).

All staff will be trained to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of Safeguarding issues. The School will seek out training opportunities for all staff within nursery to ensure that they recognise the indicators of possible abuse whether it is sexual, emotional, physical abuse or neglect at the earliest opportunity and to respond in a timely and appropriate way. These may include:

- Significant changes in children's behaviour
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments which give cause for concern
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example; inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Within the learning environment of the Nursery and especially through the EYFS Framework, all children will be taught personal skills which we ensure are harmonised to their level of development and comprehension. Any child who is troubled or very unhappy about being cared for by a particular staff member after a reasonable amount of time, will naturally be offered care from another key person.

In the event of an allegation being made against a member of staff, you must speak directly to the Head (Alanda Phillips). If the Head is unavailable – or is involved – the Chair of Governors should be told at once.

An allegation of such seriousness would normally be made directly to the Head but if another member of staff is told first, he/she will ensure that the Head is informed immediately.



It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer is dealt with fairly quickly and consistently in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

At all times confidentiality will be maintained. Shared information is on a need to know basis which normally would be the staff member raising the concern and the Safeguarding Leads.

Suitable People

Leweston Nursery must ensure that people looking after children are suitable to fulfil the requirements of their roles. There must be effective systems in place to ensure that practitioners and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable.

The School is responsible for checking the suitability of people looking after children and or persons living or working on the premises of such a person, including obtaining enhanced criminal records checks and barred list checks. The Nursery must obtain an enhanced criminal records disclosure in respect of every person aged 16 and over who:

Works directly with children

Lives on the premises on which the childcare is provided and/or

Works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present). Providers must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children.

Record Keeping

A concern is raised in iSams 'Wellbeing Manager' when staff observe worrying or out of character behaviours from a child within the nursery. This may be a physical condition, appearance or a type of behaviour. A confidential and detailed record will be made using the form which is a separate document to any other records relating to the child. This document will include important information such as dates, times, and factual observations which would include if possible, the exact words spoken by the child. A body map may also be used in addition.

Sensitive and confidential records are kept digitally, in password protected files.

Leweston best practice dictates that any inappropriate or out of character conversations that any child is heard saying or describing will be recorded. Such information will be shared with parents and within Pastoral Care Meetings if felt necessary with the full intention to be part of any possible future catalogue of events.

Substance Abuse

If any parent arrives at nursery that is suspected as being under the influence of alcohol or drugs, an immediate referral to Social Services will be made.



Mobile Phones

All mobile phones within the nursery are prohibited apart from on nursery outings, for the purposes of communication and accessing contact details only. The camera aspect of this phone will only be activated and used in the event of necessary evidence such as an accident record.

Staff have access to individual mobile phones at scheduled breaks only and these are housed at all times in the private Nursery staff room.

No cameras other than School cameras/devices may be used in the Nursery. Nursery staff use the School cameras and school iPads and kindles on a frequent basis to record evidence for learning and development of children. Only Nursery staff are authorised to download photos onto the School computer system e.g. for inclusion in displays and as evidence in learning journey files. The devices are School property and remain on site when the Nursery is closed. Ipad and kindle devices can be taken home in order for work to be completed, but every device must be fully passcode protected and the full use of ICT policy must continue to be used.

Liaising with other organisations

Leweston Nursery operates within the guidelines of the local authority. Any record relating to children about whom the nursery is anxious about will be kept confidential at all times and will be shared with the revelant authorities if it is felt that inadequate explanations have been provided. If appropriate, the parents will be informed of any report being shared from nursery to the local authority.

Supporting Families

Leweston believe first and foremost that a child's safety and care is paramount and by working closely together with the child's family, a trusting and supportive partnership will flourish and grow.

It is recognised that staff involved in Safeguarding issues may find certain aspects distressing. The Senior Leadership Team within Leweston will offer any support as necessary.

Please Note:

If any child is thought to be in immediate danger, nursery staff will contact Social Services and/or the Police.

This document is extracted from the whole school safeguarding policy – it is not a stand-alone policy. As such it will be reviewed and updated concurrently with the whole school safeguarding policy.

Author: Head of Prep

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9.23 STUDENT PLACEMENT POLICY

This document to be read in conjunction with policies and procedures of Leweston School

Statement of intent

Leweston Nursery aims to provide students on placement with us experiences that contribute to the successful completion of their studies. We will provide examples of quality practice in early years care and education. We recognise that qualifications and training make an important contribution to the quality of the care and education provided by Early Years settings.

As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training, including those studying for CACHE level 2 & level 3 in Early Years Care and Education. Students are valued within the Nursery and can be recognised as members of staff within Leweston Nursery.

Methods & Requirements

- All students will meet the 'suitable person' requirements of OfSTED
- We require schools placing students under the age of 17 years with the setting to vouch for their good character
- All students under the age of 18 years are supervised at all times
- Supervision/guidance/coaching will be offered to staff where there is close contact with families outside of Nursery e.g. babysitting, to ensure that clear professional boundaries are maintained.
- Students who are placed in our setting on a short-term basis are not counted in staff ratios
- Trainee staff employed by Leweston School on a long-term basis may be included in ratios if they are deemed competent
- We take out employer's liability insurance and public liability insurance, which covers both trainees and volunteer helper. Copies of this certificate can be found in the bursary.
- All students are required to keep to all Nursery and school policies
- We co-operate with students' tutors in order to assist them in fulfilling the requirements of their course of study
- We provide students, at the first session of their placement, with a short induction on how our Nursery is managed, how our sessions are organised and our policies and procedures
- On the student's exit we ask for feedback in order to improve our provision if necessary
- We communicate a positive message to students about the value of qualifications and training
- We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the Nursery
- We ensure that trainees and students placed with us are engaged in bona fide Early Years training, which provides the necessary background understanding of children's development and activities

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9.24 EMBEDDING BRITISH VALUES IN THE EARLY YEARS GUIDANCE FOR STAFF

To be read alongside the whole school 'Promotion of British Values' policy

The Department for Education has stipulated that Schools in England must actively promote British values through the curriculum and in extracurricular activities. We also recognise our obligation under section 78 of the Education Act (2002) to promote the spiritual, moral, cultural, mental and physical development of pupils at the School and of society as well as to actively promote fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. At Leweston these values are reinforced in a pervasive manner and permeate the School community. Additionally, pupils are helped to promote tolerance and understanding in the School environment, guarding against extreme, intolerant, or radical views. Staff are also trained to identify indicators of radicalisation, adhering to the Department for Education's Prevent duty.

The School has in place a Prevent Risk Assessment that is used regularly for a variety of reasons, including for the areas of leadership, partnership, staff training, welfare, external speakers/visitors, online safety, campus security, safeguarding, communications, incident management, and staff recruitment.

The Government emphasises that schools are required to ensure that key 'British Values' are taught in all UK schools and set out its definition of British values in the 'The Prevent Duty', June 2015.

The five British Values are:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those of different faiths and beliefs

The principle of teaching British Values is firmly embedded throughout the school, but this document sets out the different approaches that may be necessary to teach the values to children in the EYFS. The DfE makes it explicit that British Values lie at the centre of much common practice in the EYFS, so this document will act as a reminder for staff to ensure that due consideration is given to exploiting opportunities for the teaching of these values.

Prevent Duty: Under section 26 of the Counter-Terrorism and Security Act 2015, we have a duty to prevent people from being drawn into terrorism (Prevent duty). Protecting children from the risk of radicalisation remains part of our school's wider duty to safeguard children and young people. *"Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism....Extremism 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."* (KCSIE, July 2015). We are alert to any possible signs which contribute to vulnerability such as family, friends or online influences as well as any changes in behaviour which could indicate a child may be in need of help or protection. We carry out risk assessments of vulnerable children and young people accordingly, work in partnership with other agencies and the family, and ensure staff are suitably trained and supported in keeping with our LSCB procedures. Further



details of our school procedures are set out in our Safeguarding Preventing Extremism and Radicalisation policy.

Embedding British Values: Expectations for Staff in the EYFS

Democracy: making decisions together

As part of the focus on self-confidence and self-awareness as cited in Personal, Social and Emotional Development:

- Staff can encourage children to see their role in the bigger picture, encouraging children to know their views count, value each other's views and values and talk about their feelings, for example when they do or do not need help. When appropriate demonstrate democracy in action, for example, children sharing views on what the theme of their role play area could be with a show of hands.
- Staff can support the decisions that children make and provide activities that involve turn-taking, sharing and collaboration. Children should be given opportunities to develop enquiring minds in an atmosphere where questions are valued.

Rule of law: understanding rules matter as cited in Personal Social and Emotional development

As part of the focus on managing feelings and behaviour:

- Staff can ensure that children understand their own and others' behaviour and its consequences, and learn to distinguish right from wrong.
- Staff can collaborate with children to create the rules and the codes of behaviour, for example, to agree the rules about tidying up and ensure that all children understand rules apply to everyone.

Individual liberty: freedom for all

As part of the focus on self-confidence & self-awareness and people & communities as cited in Personal Social and Emotional development and Understanding the World:

- Children should develop a positive sense of themselves. Staff can 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.
- Staff should 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, for example in a small group discuss what they feel about transferring into Reception Class.

Mutual respect and tolerance: treat others as you want to be treated

As part of the focus on people & communities, managing feelings & behaviour and making relationships as cited in Personal Social and Emotional development and Understanding the World:

- Managers and leaders should 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 a tolerance and appreciation of 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 and share and discuss practices, celebrations and experiences.
- Staff should encourage and explain the importance of tolerant behaviours such as sharing and respecting other's opinions.
- Staffs should 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 and racial stereotyping.

A minimum approach, for example having notices on the walls or multi-faith books on the shelves will fall short of 'actively promoting'.

What is not acceptable is:

- actively promoting intolerance of other faiths, cultures and races
- failure to challenge gender stereotypes and routinely segregate girls and boys
- isolating children from their wider community
- failure 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

Author: Head of Prep

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9.25 GENERAL MEDICINE ADMINISTRATION POLICY

This policy refers to any document which discusses the dispensing of medication

(see attached appendices and refer to 'Medical Policy of Leweston School with Attached Addendum')

Before **any** medication is dispensed:

- Check that parents have signed the parental consent on medical folder, authorizing medications on approved list to be given
- Check pupil's name, especially twins and siblings
- Check carefully for all ALLERGIES
- Ensure all medication is recorded on each individual pupils' file remembering to log your name as the person administering the medicine.

Should the Nurse in charge, in her medical opinion feel it necessary to dispense medication to Prep or Nursery pupils, consent will always try to be obtained beforehand. In the rare event that this is not be possible, an email will be sent home from the Wellbeing Hub informing their parents of care given (see Prep Medication Policy and Medical Policy of Leweston School with Nursery Addendum).

No drug including 'over the counter medication' or homeopathic remedy is to be given if sent in by the parent without the original packaging or complete instructions by the pharmacist or doctor. Pupils must not carry any medication on their person.

Verbal messages are acceptable from a doctor in an emergency, providing they are followed up with written instructions within 24hours.

Controlled drugs must be recorded in a separate register, one drug one page. The register must be kept for two years. The Pharmacist delivers schedule drugs. All controlled drugs must be kept in a metal, locked cupboard. There is a policy on Controlled drugs. Leweston school policy is that a controlled drug is not kept by the child/student.

All other drugs must be kept in a separate, locked cupboard.

If the SMO prescribes an incorrect dose/drug and Sister or any nurse in charge of the Wellbeing Hub, administers this incorrect dose/drug, she is liable to prosecution. Nurses are accountable for their actions.

Staff and medication

Any staff taking medication which may affect their ability to care for pupils, must seek medical advice.

All medicine brought into school by staff must be stored appropriately and securely. It must never be left in a place accessible to pupils.

See all policies referring to the dispensing of any medication in the appendices below. All appendices must be read in conjunction with the above policy and The Medical Policy for Leweston School and Nursery Addendum:

Appendix 1 – Policy for the guidance of use of medicines approved by the SMO stocked in the Wellbeing Hub/Boarding



Appendix 2 – Policy for the administration of prescribed medication

Appendix 3 – Policy for the administration of Over the Counter Medications

Appendix 4 – Policy for the administration of medication out of school on trips/visits

Appendix 5 – Policy for self-medicating in Boarding including self-medicating consent form and risk assessment

Appendix 5.1 – Policy for the recording of all medications in Boarding

Appendix 5.4 – Policy and procedure for the audit of medications in Boarding

Appendix 6 – Policy for the administration of medication for pupils to take out of school

Appendix 7 – Prep Medication Policy and consent form

Appendix 8 – Policy for the administration of paracetamol

Appendix 8.1 – Travel proforma for the dispensing of paracetamol

Appendix 9 – Policy for the administration of ibuprofen

Appendix 9.1 – Travel proforma for the dispensing of ibuprofen

Appendix 10 – Health and Hygiene Policy (Nursery) – see Medical Policy for Leweston School with Nursery Addendum

Appendix 11 – Policy for the recording of meds requiring refrigeration

Reference:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/180948/DFE-00126-2012.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/196479/Managing_Medicines.pdf

<http://www.nmc-uk.org/Documents/NMC-Publications/NMC-Standards-for-medicines-management.pdf>

Administration and Control of Medicines in Care Homes and Children's Services - Royal Pharmaceutical Society of Great Britain superseded by The Handling of Medicines in Social Care (2007) RPSGB.

Medicines for Children and Young People - NSF for Children Young People and Maternity services

(National Minimum Standards: Children's Home regulations

Boarding School regulations

Managing Medicines in Schools and Early Years Settings - Department of Health 2005 – web addresses supplied).

Appendix 1. Policy for Guidance of use of Medicines approved by SMO Stocked in Wellbeing Hub & some in-house

The following medicines are approved by the School Medical Officer and can be dispensed by the following Nurse on duty:

Caroline Cole, RGN, HV, Ruth Lale RGN Dip Nursing

School Medical Officer: Dr Rob Lewis, Dr Angela Tweedie

Signed..... Date.....

List of medicines

	Indications:	Contra Indications	Cautions:	Side Effects	Dose:
Anthisan Cream: Mepyramine maleate 2%	Relief of local pain, itching and inflammation from insect bites, stings and nettle rash.		Avoid in Eczema Do not give for longer than 3 days.	Can occasionally cause hypersensitivity.	apply direct to the site 2-3 times daily.
Certizine10 mgs tablets (Zirtek)	Symptomatic relief of hay fever and urticaria.		Pregnancy, liver disease and epilepsy.	Palpitations	Adults and children over 6yrs old, 10mgs daily or 5mgs twice daily
Loratadine 10mg tablets	Antihistamine for runny nose, itchy eyes, hay fever, skin allergies and uticaria	If taking treatment for thrush, if pregnant or taking Cimetidine, Erythromycin or Fluoxetine (Prozac) tablets.		Severe allergic reaction, fainting, fatigue, nausea and headaches.	One 10mg tablet daily. Not recommended for children under12yrs.
Chlorpheniramine maleate 2mg in 5mls. (Piriton Syrup)	Hay fever, skin rashes, mild food allergies, insect bites, stings	Not to be taken with Alcohol or MAOI drugs		May cause drowsiness, do not operate machinery.	Age 2-6yrs 2.5ml every 4-6hours, max 15mls.



		MAOI drugs are used in the treatment of depression			Age6-12yrs 5ml every 4-6hours, max 30mls.
Cinnarazine 15mg tablets.	Motion sickness		Not suitable for children under 5yrs old or those with renal disease/conditions		30mg two hours before travel then 15 mg every 8hrs during the journey if necessary. Child 5-12yrs half adult dose.
Co-Codamol 8/500mgs tablets: Codiene 8mgs, Paracetamol 500mgs	Relief of pain		Nausea, vomiting, constipation, drowsiness.		1-2 tablets every 4-6 hours: max 8 tablets daily. Child 6-12yrs half to one tablet.
For named child only: Epi-pen 0.3mg Auto Injector: Adrenaline 1 in 1000	For use in severe allergic emergencies, anaphylaxis		Diabetes.	Anxiety, tremor, tachycardia, nausea, vomiting, sweating.	Intramuscular (I.M.) Delivers 1 dose 0.3mg Adrenaline Child must go to hospital and parents informed immediately
For named child only: Epi-pen 0.15mg Auto Injector: Adrenaline 1 in 2000	For use in severe allergic emergencies, anaphylaxis		Diabetes.	Anxiety, tremor, tachycardia, nausea, vomiting, sweating.	Intramuscular (I.M.) Delivers 1 dose 0.15mg Adrenaline Child must go to hospital and parents informed immediately
Gaviscon liquid and tablets	Relief from heartburn and acid indigestion and gastric reflux	not to be taken if on a low sodium diet Not to be taken if allergic to ingredients-sodium alginate, sodium bicarbonate and calcium carbonate.			Adults and children over 12yrs. 10-20mls after meals and at bedtime



Ibuprofen 200mg tablets and 400mg tablets	Relief of pain and reduction of inflammation in joints, muscles and ligaments: mild to moderate pain including dysmenorrhoea , toothache, fever and pain.	Stomach ulcer, asthma , when taking Asprin, hypertension, liver, kidney or heart problems, if taking an anticoagulant(warfarin) , diuretic, lithium or steroids.	NSAID drug.(non-steroidal anti-inflammatory drug)	can upset stomach, cause hypersensitivity, visual disturbances and wheezing	3-7yrs : 100mg 3-4 times daily (no more than 400mg in 24 hours) 8-12yrs : 200mg 3-4 times daily (no more than 800mg in 24 hours) Over 12yrs : 400mgs 3 times daily (no more than 1.2g in 24 hours) Ibuprofen must never be taken on an empty stomach. Always offer a biscuit or perhaps some fruit if the last meal was over an hour previously.
Fenpaed 100mg/5ml oral suspension ibuprofen	Relief of pain caused by inflammation/vaccination. Also antipyretic.	Same as for ibuprofen tablets	NSAID drug.	Same as for ibuprofen tablets	3-7yrs : 5ml/100mg 3 to 4 times a day 8-12yrs : 10ml/200mg 3 to 4 times a day Ibuprofen must never be taken on an empty stomach. Always offer a biscuit or perhaps some fruit if the last meal was over an hour previously.
Ibuprofen Gel	Fast & effective relief from: Backache, strains & sprains, muscular pain		Do not use if hypersensitive to ibuprofen , or sensitive to asprin. Do not use under 14yrs of age. Do not use on broken or damaged skin.		For topical use only, apply a thin layer of gel over affected area and massage until absorbed. Apply only 3 times a day. Consider ibuprofen gel administration as that of



					tablets and do not give the two within 6 hours of each other.
Paracetamol 500mg tablets and Soluble Paracetamol 500mg tablets	Mild to moderate pain, pyrexia.		Hepatic (liver) and renal (kidneys) impairment.	Can cause rashes, blood disorders and liver damage. There is no cure for an overdose of this drug. Please stick to the stated dosage.	Children under 10 years of age- half a tablet (250mg) up to 4 times a day. Maximum 1g in 24 hours. Children 10-15 years 500mg 4-6 hourly. Maximum 4 doses in 24 hours. 16 years and over 500mg-1g 4-6hourly. Maximum 8 tablets in 24 hours. Do not exceed the stated dose. <i>Exactly the same dose for soluble Paracetamol except the tablets are dissolved in ¼ of a cup of water. Caution – soluble paracetamol has a high sodium content and shouldn't be taken by people with renal conditions.</i>
Medinol paediatric, Calpol syrup 120mg in 5mls.	– see as for paracetamol		– see as for paracetamol	– see as for paracetamol	3 or 4 x 5ml spoonfuls 4 times a day 360mgs to 480mgs 4 to 6 hourly



Salbutamol inhalers	Bronchospasm, acute Asthma attack	Hyperthyroidism, hypertension, arrhythmias and pregnancy.			By aerosol inhalation. 100 micrograms per puff. Maintenance therapy: child: 1 puff 2 –4 times daily up to 2 puffs 3-4 times daily. At the discretion of the patient or as directed by the SMO
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Appendix 2 - Policy for the Administration of Prescribed medication

These should only be issued to the pupil for whom they have been prescribed. (i.e. the named pupil on the label of the bottle or box). Prescribed medicines must never be used for other pupils and labels must never be changed.

- Give the correct dose to the named pupil, at the correct time.
- Administer as printed on the label, with attention to expiry date.
- The pupil should take the medication under the supervision of the person issuing it.
- Record the details – the name of the pupil, the named medication, the dose date and time on the individual pupil's notes. Boarders must also have their medication recorded in the Drugs Recording Book as well as on the electronic handover record.
- Some medication, i.e. antibiotics must be taken until the course is complete. It is always important to follow the instructions on the bottle box or package.
- Store the medicines in a safe and appropriate place i.e., in a locked cupboard in a locked room. Some liquid medication may need to be stored in a separate lockable container in a lockable fridge, which itself should be in a room not accessible to pupils.
- For dispensing of medicines for pupils to take out of school, refer to policy on Administration of Medicines to Take Out of School

References:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/180948/DFE-00126-2012.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/196479/Managing_Medicines.pdf

plus:

Administration and Control of Medicines in Care Homes and Children's Services - Royal Pharmaceutical Society of Great Britain superseded by The Handling of Medicines in Social Care (2007) RPSGB.

Medicines for Children and Young People - NSF for Children Young People and Maternity services

(National Minimum Standards: Children's Home regulations

Boarding School regulations

Managing Medicines in Schools and Early Years Settings - Department of Health 2005 – web addresses supplied)



Appendix 3 - Policy for the Administration of medication (Over the counter medications)

When issuing medication the following procedure should be followed.

- The reason for giving the medication must be established.
- Check whether that pupil is allergic to any medication.
- Check whether or not the pupil has taken any medication recently and, if so, what (e.g. paracetamol must not be taken more frequently than every four hours and the maximum dose in 24 hours for that age group, printed on the pack, must not be exceeded).
- Check whether or not the pupil has taken that medication before and, if so, whether there were any problems.
- Check the expiry or 'use by date' on the medication package or container.
- The pupil should take the medication under the supervision of the person issuing it.
- Record the details – the name of the pupil, the reason for the medication, the nature of the medication, the dose, the date and time. These must be recorded immediately in the pupil notes as well as in the drug book with the person administering the medication signing and dating where indicated.

Appendix 4 - Medical protocol for school visits away

Before the school trip takes place Staff should check the Pupils Medical Conditions list for allergies and other medical disorders. If they have any concerns then they should discuss this with the parent/guardian/Sister. Children with known medical conditions should be catered for and a Care Plan for the child should be taken on the trip.

Staff must check the Pupils Medical Conditions List for allergies and other medical disorders before administering medicines. If in doubt, check **first** with Sister.

Paracetamol 500mg tablets can be supplied on request. Occasionally, Cinnarizine may be provided to prevent travel sickness and may be administered to Boarders. Please record details on the sheet provided (see appendix)

Amount given

Name of drug given

Name of patient

Time given



“The right amount of the right drug to the right patient at the right time”

Drug: **Paracetamol** (500mg) is given for relief of pain and fever.

Dosage: Children under 10 years of age- half a tablet (250mg) up to 4 times a day. Maximum 1g in 24 hours.

Children 10-15 years 500mg 4-6 hourly. Maximum 4 doses in 24 hours.

16 years and over 500mg-1g 4-6hourly. Maximum 8 tablets in 24 hours.

Do not exceed the stated dose.

Children 6 – 12 years 250mgs Liquid paracetamol solution/Calpol, or half a 500mg Paracetamol tablet.

Children age 3 – 6 years 125mgs Liquid paracetamol solution/ Calpol.

Drug: **Cinnarizine** 15mgs given for travel sickness. Not suitable for children under 5 years old.

5yrs – 12 yrs 1 tablet (15mgs) two hours before travel, then half a tablet (15mgs) eight hourly during the journey.

Over 12 years

2 tablet (15mgs) two hours before travel, then 1 tablet (15mgs) eight hourly during the journey.

Please return the Travel First Aid Kit to the Wellbeing Hub after the trip.

Wellbeing Hub Tel no: 01963 210834

Wellbeing Hub mobile: 0 777 323 6689

Protocol for the Administration of Paracetamol on School Visits.

PLEASE READ ADVICE SHEET FOR PARACETAMOL

PLEASE READ INSTRUCTIONS ON DISPENSED CONTAINER

Medication – Paracetamol 500mg tablets

Drug: Paracetamol (500mg) is given for the relief of pain and fever.

Dosage: Children 6 to 12 years of age. Take half to one tablet up to 4 times a day. Not recommended for children under 6 years of age.

To be taken by mouth, children over 12 years and adults 500mg - 1G six hourly. This dose may be repeated every 4 to 6 hours when necessary, but not more than 4 doses in 24 hours. Do not exceed the stated dose.

32 paracetamol tablets 500mg are dispensed in each Medical Kit. Please record all details requested.



ADMINISTRATION OF PARACETAMOL 500mg TABLETS

DATE	TIME GIVEN	NAME	DOSE GIVEN	NO. OF TABS LEFT	STAFF INITIALS

Protocol for the Administration of Cinnarizine 15mg on School Visits.

PLEASE READ ADVICE SHEET FOR CINNARIZINE

PLEASE READ INSTRUCTIONS ON DISPENSED CONTAINER

Medication – Cinnarizine 15mg

Drug: Cinnarizine 15mg is given for motion sickness

Cautions: Not suitable for children under 5 years old

Dose: oral: Age 12 – adult: 30mg two hours before travel then 15mg every 8 hours

during journey if necessary

Age 5 – 12 yrs – 15mg tablet

Do not exceed the stated dose.

Please record all details requested.

ADMINISTRATION OF CINNARIZINE TABLETS

DATE	TIME GIVEN	NAME	DOSE GIVEN	NO. OF TABS LEFT	STAFF INITIALS



Appendix 5 – Policy for Self-Medicating in Boarding

It has been agreed with the School Medical Officer, Nursing and boarding house staff that only Pupils in the Lower VI (Yr 12) and Upper VI (Yr 13) can keep their own medication in their rooms after a risk assessment has been made and self-medicating form signed by both pupil and Nurse.

Exceptions to this age group can be made for Pupils who are on medications which must be administered topically, medications which are taken frequently throughout the day or for pupils who are on medications such as the contraceptive pill or medication to treat skin disorders (acne) and are deemed ‘Gillick Competent’ by either the SMO or Nursing Staff. Asthma inhalers as well as Epi-pens will be carried by the pupils

The following advice and procedure must be carried out:

- The SMO must prescribe any medication that a boarder is taking. Overseas pupils must declare any medication brought with them and obtain consent to have it.
- Any medication received into the Wellbeing Hub must be recorded in the Medicine Book.
- Two ‘self-medication’ forms must be signed by both pupil and Sister. One form will be taken by the pupil and given to the Houseparents. The second form will be filed in the pupil’s notes. See form attached.
- A risk assessment must be completed by Sister. See form attached
- Pupils must agree to the safe keeping of their medicines and understand that they must be kept in a drawer, preferably locked and not left out.
- Sister will act with discretion as to the amount of medication a pupil may have in their ‘keeping’. Especially with regard to medications which may cause a danger to others, e.g., antidepressants.
- Sister holds the right to administer any drugs from the Wellbeing Hub where she feels the pupil is not competent to do so safely herself.
- Expiry dates on medications held by Pupils will be their responsibility, with the exception of Epi-pens where nursing staff are responsible.
- Pupils must request repeat prescriptions in plenty of notice



SELF-MEDICATION FORM

Name Date.....

Has been assessed as competent to keep and administer their own medication at school.or off the school premises

I understand that:

- I must take it at the times instructed
- I must never give my medicine to anyone else
- I will read the leaflet which comes with the medication
- I must keep my medicines in a safe and secure place
- I must tell a nurse or doctor if I have problems with my medicine
- I must notify the Wellbeing Hub if I need more medication (before I run out)

Signed.....(Pupil).....Doctor/Nurse/Housemistress

MEDICATION ISSUED.....

LOCATION/AREA	Self medicating		
ASSESSMENT UNDERTAKEN	Date By Whom Signed		
STEP 1	STEP 2	STEP 3	Outcome of named pupil
List significant hazards here: Is the student responsible for self administration of their medicine	List groups of people who are at risk from the significant hazards identified in Step 1:	List existing controls or note where the information may be found. List risks which are not adequately controlled and the action needed:	
Is the student at risk from self harm?	All students	Read student file. Do not allow to self medicate	
Is the student confused or disorientated?	All students	Do not allow to self medicate	
Has the student language difficulty?	All students	If she does. Do not allow to self medicate	
Can the student read the label and instructions?	All students	If she is unable to. Do not allow to self medicate	
Has the student any history of alcohol or drug abuse?	All students	Read the student file. Do not allow to self medicate	



Is there any known history of medication related incidents?	All students	Read the students file. Do not allow to self medicate	
Has the student any learning problems?	All students	Do not allow to self medicate	
Can the student safely keep the medicines in a safe and secure place?	All students	If the student is not responsible to do this. Do not allow to self medicate	
Is the student on controlled drugs?	All students	Schools and settings should keep controlled drugs in a locked non-portable container and only named staff should have access.	

Appendix 5.1 - Policy for the of Logging and Recording Of all prescribed and non prescribed Medications in Boarding

All medication dispensed in the Boarding Houses will be recorded in the individual Drug Books which will be held in the locked medicine cabinet as well as on each individual pupil file and on the email handover. Please enter all information in black ink

Dispensing of Stock Drugs (Non-prescription drugs) (Front of Drug Book)

- Following the index at the front of the book record medicine dispensed on accurate page filling in each column as appropriate

Dispensing of Prescription Drugs (Back of Drug Book)

- Following index at the back of the book, record pupils self-medicating as described
- Pupils on prescribed drugs: list drug/pupil name/dob on separate page
- Allow a new page per pupil. Each page has enough for 14 days – on completion of each page – commence a new one and record the new page
- Number on the bottom of original drug chart. Also list in the index.
- Senior House does not have individual drug charts as most VI formers will be self-medicating
- Drugs which need to be stored in the refrigerator also need to be recorded into the Drug Book – please refer to Policy on the Storing of Refrigerated Medications for storage instructions

The Wellbeing Hub will audit all Boarding House medicine cabinets every half-term and replenish stock then unless otherwise requested.

Appendix 5.4 - Procedure for Audit of medications in Boarding House

The Registered Nurses are responsible and accountable for the dispensing of medication in the Boarding House.



Each House Parent will have annual training on the dispensing of 'over the counter medications' as well as 'prescribed medications' including asthma inhalers and adrenaline auto-injectors (epi-pens).

The Wellbeing Hub staff will carry out audits every half-term. During this inspection they will monitor the following:

- Medicine cupboard is secure (locked)
- Refrigerator is at appropriate temperature (between 2 – 8 degrees centigrade) and is being checked daily if medicines are stored.
- Temperature is recorded in book and thermometer is reset.
- Medicines stored in cupboard are recorded accurately in medicine book (each house will have one book each).
- Any medication dispensed will not only be recorded in medicine book but also on 'drug chart' in each individual pupil's file.
- Medicines stored are:
 - In date
 - In original packaging
 - Contraindications sheet is available
 - There are no prescribed medications for pupil's who are no longer at Leweston School
 - Any medication brought in by any pupil has been seen by the Wellbeing Hub and if agreed, is recorded as "prescribed medication" for that individual child.
 - Amount tallies to medicine book

Appendix 6 – Administration of Medications for Pupils to Take Out of School

Pupils will, on occasion, require permission to take their medications home during trips out, exeat, half-term and holidays. The member of Nursing Staff must assess the pupil's level of competency before dispensing the medication and ensure the pupil has signed a self-medication form and risk assessment has been completed (see policy for Self-Medicating in Boarding)

All medication must be sent in its original packaging, contain the original information leaflet and have enough medication required.

Appendix 7 – Prep Medication Policy

(to be read in conjunction with the Medical Policy of Leweston School with Nursery Addendum)

Leweston's Policy is that medication should be handed into the Wellbeing Hub if possible for administration by the duty nurse. It may be handed to a member of staff in Nursery or the Prep by the parent but ideally it should go to the Wellbeing Hub. Nursing Staff must be made aware of any pupil who requires medication during the day.

Medication should never be left in the children's bags but must always be handed over to a member of staff with clear instructions of when and how it is to be administered eg. with water, before meals, etc.

All medication must be administered in accordance with the Policy for General Administration of Medication (see attached)



All medication must be stored correctly, as per instructions and in a locked cupboard/Fridge. Any medication stored in the Nursery must be recorded in a 'Drug Book' and any medicines should be audited by the School Nurse each term.

On dispensing any medication in the Prep, a medication consent form must be filled in with the child's name, date, medication, dosage and time/s to be given and signed by the parent or guardian (see attached). A copy of all medication documentation will be maintained in the Nursery by Nursery Staff.

One staff member will administer the medication; witnessed by another and both sign the medication form, or the medication will be given and recorded in the correct manner in the Wellbeing Hub by the duty nurse.

Paracetamol suspension will only be given to a day pupil under eight years with written or verbal consent on that day except in certain circumstances where parents have previously consented to it being given and it considered necessary by the School Nurse, i.e., a dangerously high temperature.

Parents/guardian must sign the form at the time of collection to confirm that they are aware that their child has received the medication intended.

PRESCRIBED MEDICATION

Please administer this medication at the times indicated.

Name of pupil Year

Medication Dose

TIME TO BE GIVEN

I request that my child Be given this medication as instructed, during school hours.

Signed by Parent or Guardian Date.....

Signed by person administering Date

Signed by witness Date.....

Appendix 8 and 8.1 - Policy for the dispensing of PARACETAMOL

Paracetamol is a safe & effective painkiller. it is very effective for mild to moderate pain and reducing high temperature during illness.

Recommended Doses

The prescribed/ recommended dose should be taken every 4-6 hours. do not take paracetamol more often than this. do not take more than four doses in 24 hrs.



Caution

Due to the harmful effects of overdose, you should not take any other painkillers that contain paracetamol at the same time.

These may include cold or influenza remedies including lemsip or similar preparations. Please read the label on these remedies to see if they also contain paracetamol.

PLEASE CONTACT THE WELLBEING HUB IF YOU HAVE ANY QUERIES.

Appendix 9 and 9.1 - Policy for the Administration of Ibuprofen

Ibuprofen can act as an effective painkiller for musculo-skeletal, rheumatic, menstrual and dental pain, as an anti-inflammatory and can also be used for the reducing of temperatures.

It belongs to the group of medicines called “non-steroidal anti-inflammatory drugs” (NSAIDS). Staff administering ibuprofen must be aware of the following contra-indications and follow the Policy for the Administration of Over the Counter Medications:

Ibuprofen must not be taken if the pupil is:

- ASTHMATIC
- ALLERGIC to aspirin or any other anti-inflammatory drugs
- Suffers from indigestion
- Had recent gastric surgery
- Suffers with stomach ulcers
- Taking anti-blood clotting drugs, e.g., warfarin
- Taking other medications or creams containing anti-inflammatory drugs, e.g, Ibuprofen Gel

The School Medical Officer has agreed the following protocol:

Pupils over 12 years old – 1 or 2 tablets up to 3 times a day with or after food (200mg – 400mg). *The maximum dose should not be repeated more frequently than every 6 hours and not more than 3 times in any 24 hours*

Pupils 10 – 12 years old – 300mg (administered in suspension format - 15mls if 100mg/5mls = 3 teaspoons). *The maximum dose should not be repeated more frequently than every 6 hours and not more than 3 times in any 24 hours*

Pupils 7 – 9 years old – 200mg (administered in suspension format - 10mls if 100mg/5mls = 2 teaspoons). *The maximum dose should not be repeated more frequently than every 6 hours and not more than 3 times in any 24 hours*

Appendix 11- Policy for the storing of medications between 2 – 8 degrees Celsius

It is imperative that certain medications are stored correctly. In some instances that will require the use of refrigeration; e.g., liquid antibiotics.



The refrigerator should be labelled 'Medicine Storage ONLY'. Other items suitable to store might include 'cool packs'.

The refrigerator needs cleaning on a monthly basis using a suitable detergent.

Temperature needs to be set according to the storage conditions required for the medications (an acceptable range will be between 2 – 8 degrees Celsius) and checked and recorded on a weekly basis if left empty. If medicines are being stored, the temperature must be recorded **daily**.

An appropriate recording system must be put in place. This is the responsibility of the Boarding Staff.

Half-termly checks and audits will be carried out by Wellbeing Hub nurses.

If adjustment of the thermostat fails to maintain the correct range of storage conditions/ temperatures then inform the Wellbeing Hub immediately.

Author: Head of Prep

Last Reviewed: September 2023 (Beth Ford)

Next Review: August 2024



9.28 COVID-19 RETURN TO SCHOOL FOR 1 POLICY FOR THE RETURN OF NURSERY

Opening hours and staffing

Each little 'bubble' will have 2 adults assigned to them. At no point during the day will they be in contact with anyone outside their bubble.

Key groups will be kept together where possible, although the groupings will have to be primarily built on hours of attendance. Staff will be expected to take on temporary key worker responsibility for their allocated group, planning and producing next steps for them accordingly.

Each group will stay the same, so that no different children join on opposite days. This reduces the number of contacts.

We will open from 8am – 6pm, but with staggered 8 hour days for different groups, in order to enable the same staff to be in each day.

Staff breaks

At some point, both staff in the 'bubble' will need to take a lunch break. They should do this by leaving the Nursery and either going to their own car, or for a walk around the school grounds. The staff in the bubble should decide when this convenient (perhaps when there are sleepers) and for that 30 minutes, the other member of staff will be in sole charge. Where possible, this will be done within ratio, but rare exceptions to this can be made if needed.

The same applies for loo breaks.

Settling sessions

Sadly we are not allowed any adult visitors, so settling sessions will not be possible. Parents should hand over their child at the entrance gate, with minimal contact, and as quickly as possible. If a child is distressed, we will use our normal methods of distraction and engagement to settle them. However, if a child remains upset we will contact parents and ask them to collect.

As set out in the policy, the Nursery will:

- Follow all Government advice and sector specific guidance
- Continue with online learning for those who are unable to attend School or do not wish to return. The majority of the school community will still be learning online during this initial period and as such, we are committed to maintaining our high-quality online provision.
- Insist that children and families self-isolate if a child or member of their household displays symptoms
- Insist that if a child or member of staff develops symptoms in school, that the whole class is sent home to isolate for 14 days Handwashing



This policy is written in accordance with all the government guidelines, and is based on the following hierarchy of measures;

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges*
- *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
- *ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- *cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
- *minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*

(Protective measures, 12th May)

We will aim to open to all required groups, and to provide the longest possible hours that are workable, following the following guidance;

Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. In some cases, it may be necessary for providers to introduce a temporary cap on numbers to ensure that safety is prioritised. (Protective measures, 12th May)

If a child or adult becomes unwell at school

If any child or member of staff develops symptoms in school, they will be sent home and asked to take a test. If the test returns positive, the whole class will need to isolate for 14 days. If the test returns negative they will be able to return to school.

If the child is under five, they will not be able to have a test, so they will need to isolate for 7 days, and all the members of their family will need to isolate for 14 days.

We will follow the guidance if any child, or staff member becomes ill at school;

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. (Protective measures, 12th May)



In the Nursery, this area would be the staff room, which will be fully equipped with a full set of PPE for the supervising staff member to wear. When the parent arrives, the child should be taken straight downstairs and passed over to parents via the rear fire door.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. (Protective measures, 12th May)

In the Nursery, they would use the single staff loo at the top of the stairs, which would then be fully cleaned by a member of the cleaning staff, wearing full PPE.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). (Protective measures, 12th May)

Full PPE will be available in the room for this purpose.

Cleaning routines

Offering staggered, shorter days enables us to deep-clean all areas every day.

In accordance with the guidance we will;

- *clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal*
- *ensure that bins for tissues are emptied throughout the day (Protective measures, 12th May)*

On the days that we are open - mid morning 2 members of cleaning staff will do a full loop of the Nursery and then mid-afternoon will do the whole loop again. After school the regular evening team will be in. Each group finishes 1 hour before the staff shift finishes, so that staff can then clean all equipment used by their group that day. All equipment and toys will be washed, cleaned and air dried. The floors throughout will be cleaned each evening, as will all door handles, doors, high use area walls, and furniture.

The cleaning staff will use fresh PPE and fresh cleaning cloths for each room entered; working in a pair will enable them to be in and out of the rooms faster, causing less disruption to the class.

In each room, three times per day, we will clean the sink area, accessible surfaces, door handles, door frames, the touch points on the plastic chairs if they are free and computers etc and empty bins. We will replenish hand soaps and cleaning supplies in the rooms when needed.

They will also clean the toilets and any touch points in the hallways and entrance/exit points on the loop.

We will regularly remind children of the importance of 'catch it, bin it, kill it' – We will also be placing signs up around school.

All climbing frames and shared large equipment will be out of bounds

Bins will be emptied at least 3x per day



Provision of Cleaning supplies

Each member of staff will be provided with a basket of cleaning supplies and staff are able to clean surfaces as and when they see fit in order to stay clean.

Intimate care

We will revert to the use of fully disposable aprons and gloves for intimate care. Staff must wash their hands thoroughly before and after nappy change, in accordance with our standard policy.

Use of shared facilities

The guidance states that we must;

- *Reduce mixing within education or childcare setting by:*
- *accessing rooms directly from outside where possible*
- *considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors*
- *staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time*
- *staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms*
- *ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time (Protective measures, 12th May)*

The set up of the Nursery loos mean that only two children can use them at a time, but they are too young to have specific loos allocated for their use. The loos will be cleaned three times a day to limit the risk of cross-contamination.

Each 'bubble' will have their own allocated indoor and outdoor space. No other spaces should be used, although the children can still be taken on long walks, but should not stop for long periods in any one place.

Sleepers

The sleep room will be out of action, and sleepers must remain with their bubble group. Wherever possible, sleepers should sleep outdoors, on the sleep mats, whilst the rest of their bubble stay in the same outdoor space. Staff may decide to leave one member of their staff pair with the outdoor sleepers, and to send one staff member out with another group on a walk.

Mats and blankets must not be shared, so each child's basket will need to be kept in their individual area.

If the weather is too poor for outdoor sleepers, the same restrictions will apply but each bubble will need to remain in their allocated indoor area.



Classroom controls

Please remove all unnecessary items from your room, and keep only the bare essentials. You can pile kit up in the Nursery entrance area and maintenance will remove it to be stored. Only toys and equipment that can be fully cleaned should remain, and there should be no soft furnishings. Each bubble will need to keep a small stock of toys, art and craft kit etc in their area, and these must not be shared within the day. Once the items have been cleaned at the end of a day, groups may choose to swap items over so that they can vary the activities for the children.

All rooms will have the windows wide open, and will only be used when it is not possible to take the children outside. In fine weather we would expect to run 100% of the school day outdoors.

The guidance states;

- *where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units*
- *prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation (Protective measures, 12th May)*

Each bubble will have their own outdoor space, and will not mix at any time. These areas will be marked out with rope and tyres. The climbing frames will be out of bounds, and the other equipment will only be accessed if deemed fully cleanable, and if it is inside your marked area.

Use of the staff room

The Nursery staff room will be out of operation, as it will be used as the isolation space. Nursery staff may go to the Prep staff room to print work, or to prepare a hot drink. Sanitiser spray will be provided. Please ensure that you spray down all surfaces that you have been in contact with when you leave the room.

Uniform and equipment

All pupils must wear clothes that can be changed and washed at 60 degrees each day. If parents don't have enough Nursery uniform for this to be possible, they can attend in mufti clothes. Children should bring their named water bottle.

Similarly, with 90% of our time outdoors, pupils will need sun cream, although we will always choose shaded areas to be in. We will help children to apply sun cream if needed, although we will try to reduce the frequency of this. I recommend buying an 'All day wear' cream, as this will need less frequent application. All pupils must bring in a named sunhat.

PPE and Face Masks

The guidance states that;

Wearing a face covering or face mask in schools or other education settings is not recommended. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of



the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. (Protective measures, 12th May)

Our policy is, therefore, that masks should not be worn. If any child or staff member chooses to wear a mask they must remove them only by touching the ear elastics, and must not put their mask down on any surface.

The guidance further states that;

- *children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way*
- *if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Protective measures, 12th May)*

Full PPE, including disposable masks, aprons, gloves and eye protection, of a medical grade, will be provided outside the isolation room for any member of staff caring for a child who has become unwell.

Full PPE will also be provided for all cleaning staff who may come into contact with contaminated surfaces.

Social distancing

2m rule: We know how difficult this is in a Nursery, so our approach is based upon everyone doing their best to only be at close contact with a very small group, and the impact that this will have. We know that it will be necessary to break social distancing within that small group.

The main stipulation from the government for social distancing in early years settings is to minimise contacts and interactions, and our measures ensure that no pupils come into contact with an adult or child from another group at any point during their day.

Class size and grouping

The guidance states;

Keep cohorts together where possible and:

- *ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days*
- *ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff*



- *ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days (Protective measures, 12th May)*

Pupils at Leweston will work in small groups, of no more than 8 pupils – according to their age. Each group will have 2 allocated adults.

Hand washing

Handwashing remains the single most important measure to reduce the spread of COVID-19, and therefore is the most important aspect of our control measures.

In accordance with the guidance we will;

- *ensure that all adults and children:*
 - *frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](#)*
 - *clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing*
- *are encouraged not to touch their mouth, eyes and nose*
- *use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')*
- *ensure that help is available for children and young people who have trouble cleaning their hands independently*
- *consider how to encourage young children to learn and practise these habits through games, songs and repetition*
- *(Protective measures, 12th May)*

A handwashing station will be arranged at the entry point, with a plastic water dispenser and a pump action soap. All children are expected to wash their hands before moving beyond this point.

Pupils will be supervised to wash their hands each hour during the school day. We recommend that the children bring a skin emollient to apply after washing to prevent skin irritation from frequent washing.

Arrival at Nursery

Arrival times are staggered, and these must be adhered to. Parents will be told that they cannot arrive before their child's session begins. Parents will park in the main car park and follow the markings to Nursery, where distance markings on the floor set out a 2m queuing system. Parents will come through the gate and pass their child to the waiting member of staff as the outdoor gate. They will then follow the one way markings through the path around the Nursery and out through the rear gate, meaning that they will not cross paths with any other adult.

If parents have children in multiple groups or bubbles, they will drop off and pick up at the time allocated for the youngest child, and the older child will wait with the relevant staff member.



The gate will be open 5 minutes before the session starts and will close 5 minutes after. Parents must bring their child at the allotted time, in order to ensure that we can stagger arrival appropriately.

At the end of your session, the children will be waiting at the same point for ease of collection. Again, this will be at a set time, and parents must arrive within the 10 minute window.

Parents will be asked to move on quickly, and will need to queue to drop their child.

We appreciate that this will be especially challenging for those pupils who are new to Leweston. Nursery staff will each make a ten minute video showing the children around their room and the garden and talking face on to the camera as much as possible to build familiarity. We will ask parents to share these with the pupils several times in the days before return.

Meal times

These have been de-conflicted so that they are fully staggered.

The guidance states;

- *staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms*

Nursery eat first, at 11.45am. Their lunch is delivered on a trolley and is eaten in their consistent group 'bubbles'. Disposable plates and cutlery are used and placed directly into a bin by the child, or their designated adult. The meal is served outdoors, unless the weather is awful – in which case they will eat inside the Nursery building, in their small groups.

No pupils will go in to the dining room.

All pupils will walk to lunch by going out of the Nursery entrance side gate, and will return to Nursery by walking around the outside of the Nursery fence and through the large garden gate. This will eliminate any risk of crossing paths with another group.

Author: Head of Prep

Last Reviewed: September 2023 (Beth Ford)

Next Review: August 2024



9.29 PROCEDURE FOR CLIMBING THE STAIRS

This procedure is to be followed every time the children are climbing up and down the stairs. The procedure is to be verbally communicated to the staff member that is helping to ensure there are no accidents take place. Management will monitor the procedure to ensure it is being followed.

Pupils will only be allowed to climb the stairs if we know that they are developmentally capable.

Pupils must hold a member of staff's hand and/or the banister

No pupils are to EVER go on the stairs without an adult present

When going upstairs, the member of staff will go up behind the children, and when coming down, will go in front, in order to reduce any fall risk

Children must not be wearing socks and no shoes on the stairs

Staff should hold the banister when on the stairs

Any pupils who are still lacking in confidence on the stairs must be given the time and space to tackle them slowly, holding both the banister and a staff member's hand

Author: Head of Prep

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