POLICIES

Please feel welcome to read the enclosed policies for Woodlands Nursery & Pre-School. Please do not remove the pages/copies from the premises - Thank you
I have read and understand the policies and procedures of Woodlands Nursery & Pre-school. I am aware that I can make suggestions to the nursery manager with regard to any of the Policies and Procedures I have read. I have also read and understand the SOG EYQSF 2018.

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Ethos
Woodlands is designed to be a home away from home, where your child can relax and grow, in a high quality, unique learning environment. We strongly believe children are full of amazing potential, and giving them everything they need to make the most of it is something the Woodlands Team takes very seriously. We aim to help children grow into unique individuals that are socially, physically, intellectually and emotionally adept - building strong foundations for future learning and development. We understand every child needs a happy, healthy environment and at Woodlands we are dedicated to doing just that. Woodlands provide a rich, stimulating environment with a wealth of learning opportunities, valuing that children need time to be children.

Curriculum
At Woodlands Nursery we offer an enquiry-based curriculum, where activities are planned ‘in the moment’ and inspired by the Reggio Emilia Approach. Enquiry-based learning is an active learning process, where the child is involved in the planning process and at the centre. Activities are developed and expanded based on children’s interests/queries using techniques such as provocation and collaborative learning. This learning style provides meaningful, unique development plans for children, valuing their voice and creating deep engagement.

The Reggio Emilia approach we are inspired by values the ‘hundred languages’ of children. Therefore, expressive arts, music, sculpture and dance play a large role in our facility. Children are encouraged to explore and discover their environment through play. Children are encouraged and supported to engage in long-term projects providing the children with opportunities to embark in extensive research, self-expression and progressive learning. We use outings and welcome artist involvement to facilitate this further.

We take reference to the Early Years Foundation Stage Curriculum (EYFS) as an informative document for quality practice and age appropriate goals. However, we recognise that some children’s skills and abilities may sit outside of the ‘ages and stages’ within the EYFS so we choose not to use the EYFS curriculum wholly but as a secure template for good practice and for evaluating children’s needs.

Documentation and Assessment
Enquiries are documented regularly to track and record the process of learning and presented throughout the setting. We also conduct weekly observations, informed by the Development Matters in the Early Years Foundation Stage (EYFS), all observations are recorded and shared via our EYLOG parent portal.

As part of the EYFS and States Early Years Requirements we also carry out two formative assessments ‘The Age 2 Progress Check’ and the ‘End of School Transition Summary’ at age 3-4 years.

Daily records e.g. nappy changes, sleeps and meals are shared via communication books for our Seedlings and Buds groups. For our Leaves and Little Leaves rooms daily information is shared via room charts which parents/carers are encouraged to look at.
Resources
We believe exceptional care and education is promoted through clean, safe and inspiring resources. We focus on natural, open-ended resources that encourage appreciation of a range of materials and the natural world. Children in our care are encouraged to explore a range of loose parts and explorative art materials including paint, wire and clay (if age appropriate). We also embrace the use of technology as a research and artistic tool to enhance learning. We ensure all use of resources and materials are supervised and risk-assessed thoroughly.

Methods:
- All equipment and resources are risk-assessed regularly to ensure it is in good condition, clean and safe. Anything deemed unsuitable will be cleaned, repaired, replaced and/or disposed of. Non-toxic materials are used where possible e.g. glue and paint.
- We provide a wide variety and sufficient quantity of resources based on the number of registered children.
- We ensure resources are diverse representing and supporting children of different genders, cultures, races and abilities, are non-discriminatory and avoid stereotype.
- We provide a variety of age appropriate, open-ended resources that challenge and progress learning, representing different materials and the natural world.
- We ensure furniture and equipment is suitable for the various age ranges within our care and will adapt as necessary for different abilities.
- Children will be educated in how to use resources appropriately and safely e.g. not rocking on chairs, not placing small items in mouth. Children are also taught to tidy away resources after use to avoid accidents created by lack of tidiness or clutter.
- Climbing equipment will be supervised at all times when in use. Children will not be permitted on climbing equipment unless it is correctly assembled and has been approved for use by the Manager, Owner and/or Inspector.

Self-Evaluation and Quality Practice
We recognise the importance of self-evaluation to produce and maintain a high quality, learning environment. Self-evaluation is an important part of daily life at Woodlands. Time is set aside everyday to reflect on the day’s activities both at the beginning and end of the day. We use ECERS-3 as a self-assessment tool, which we are audited on by the States Early Years Team tri-annually. ECERS-3 is a comprehensive self-assessment tool looking at Nursery at a whole from the building, resources to practice. The benefit is it provides easy to track scores. We aim for high scores whenever possible but sometimes this is not achievable due to certain restraints such as the building, culture and ethos. We also use the Self Evaluation Review (SER), which we receive regular visits and complete regular action plans for and are reviewed on annually. The SER is a tool to assess whether all aspects of the Early Years Quality Standards are being implemented. We value the importance of maintaining an excellent learning environment and have implements the States Early Years Quality Standards. Annual inspections and frequent visits take place by the States Early Years Team to ensure the standards are maintained on a consistent basis.

Parent/Carer Partnership
We value parent/carer participation and active involvement in all aspects of Woodlands life. We promote this through social events and parent/carer evenings. We encourage parents/carers to share their skills, expertise, ideas and contribution to develop interesting resources and activities. We have a Family Support Officer to help, advise, listen to and support parents/carers. Parents/carers are encouraged to arrange appointments to meet with the Family Support Officer to discuss any concerns or questions they may have.
Educators and Support Workers

Educators at Woodlands are dedicated to understanding and developing a strong relationship with each child. Educators are considered to be co-learners and collaborators, facilitating each child’s learning by planning activities and lessons based on the child’s interests and enquiries. The Educator asks questions and is an active mutual participator in every activity.

Method:
- We designate a key worker to every child to support children to develop a bond with a primary carer, which is essential for secure attachment development. The keyworker is also responsible for; updating parents/carers on their child’s wellbeing, care and development on a regular basis; for completing documentation, observations and assessment and to be a knowledgeable go to person for parents/carers to go to for discussion and consultation.
- Staff members are required to attend staff meetings for self-reflection, planning and discussion.
- All staff members are given job descriptions, a staff handbook and undergo an induction process before commencing employment so they are clear on their roles and responsibilities. All staff must read the staff handbook and sign the policies and procedures on a termly basis.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. We are committed to recruiting a quality workforce in accordance with the States Early Years Quality Standards. We ensure staff members are suitable to work with children with good references and gaining the required checks and registrations.
- Our Manager, Deputy Manager and Room Leaders hold a minimum of Level 3 recognised Childcare qualification with a minimum of three years experience for our Manager and Deputy Manager. Other staff members are encouraged to obtain qualifications, the majority of our workforce hold a relevant childcare qualification. Recently qualified staff must work as a Support Worker for a minimum of one year before taking an educator role. Staff members are encouraged to undertake regular CPD courses, we allocate a budget to resource this.

Last updated: 06.10.19
Woodlands Nursery & Pre-School
SPECIAL EDUCATIONAL NEEDS (SEN) POLICY

Ethos

At Woodlands Nursery we value the unique child and empower all children to have access to a fulfilling and varied curriculum that embodies their individual rights. We are committed to ensuring all children feel included, secure and valued and their individuality is respected. We aim to achieve this through positive, trusting relationships with the children, their carers and with working alongside other professionals. As we value that by working together we can create a positive and successful learning environment that is reflective of the unique child and works to every child’s individual needs.

Definition of Special Educational Needs

Children have special educational needs if they have a learning difficulty or developmental delay, which calls for special educational provision to be made for them.

Children have a learning difficulty if they:

- Have a significantly greater difficulty in learning than the majority of children of the same age,
- Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local education authority
- Are under the compulsory school age and fall within the definition above or would do if special educational provision was not made for them.

The SENCO

At Woodlands Nursery the Special Educational Needs Coordinator (SENCO) is:

........................................Hannah Simon........................................

The SENCO will have responsibility for:

- Identifying any difficulties a child may have
- Ensuring liaison with parents and other professionals in respect of children with special educational needs
- Advising and supporting other practitioners in the setting
- Ensuring that appropriate Individual Development Plans are in place
- Ensuring that relevant background information about individual children with special educational needs is collected, recorded and updated.
- Keeping parents and carers in touch with their child’s progress

The SENCO will take the lead in further assessment of the child’s particular strengths and weaknesses; in planning future support for the child in discussion with colleagues; and in
monitoring and subsequently reviewing the action taken. The SENCO will also ensure that appropriate records are kept including a record of children at Early Years Action and Early Years Action Plus and those with statements. The practitioner usually responsible for the child will remain responsible for working with the child on a daily basis and for planning and delivering an individualised programme.

**Early Years Action**

When a child is identified as having a special educational need, interventions should be devised that are addition to those provided as part of the setting’s usual curriculum (Early Years Action). The triggers for intervention through Early Years Action could be concern about a child who despite receiving appropriate early education experiences:

- Makes little or no progress even when teaching approaches are particularly targeted to improve the child’s identified area of weakness.
- Continues working at levels significantly below those expected for children of a similar age in certain areas
- Presents persistent emotional and/or behavioural difficulties, which are not ameliorated by the behaviour management techniques usually employed in the setting
- Has sensory or physical problems, and continues to make little or no progress despite the provision of personal aids and equipment
- Has communication and/or interaction difficulties, and requires specific individual interventions in order to access learning.

If practitioners in consultation with parents conclude that a child may need further support to help them progress, staff should seek the help of the SENCO. The SENCO and colleagues will collect all known information about the child and seek additional information from the parents. In some cases, outside professionals from health, social services or the education psychology service may already be involved with the child. If external professionals have not already been working with practitioners, the SENCO should contact them if parents agree.

**Nature of intervention**

- The SENCO and the child’s Key worker, in consultation with parents, will decide on the Action needed to help the child to progress in the light of their earlier assessment. This Action will comprise of individual arrangements for learning and teaching. These arrangements may include:
  - Extra adult time in devising the nature of the planned intervention and monitoring its effectiveness
  - The provision of different learning materials or special equipment
  - Some individual or group support or staff development and training to introduce more effective strategies
  - Staff training to provide effective intervention without the need for regular or ongoing input from external agencies.

**Individual Development Plans**

Strategies employed to enable the child to progress will be recorded within an Individual Development Plan (IDP). This should include information about:

- Short-term targets set for the child,
• Teaching strategies
• Provision to be put in place,
• Plan is to be reviewed
• The outcome of the action taken.

The IDP will record only that which is additional to, or different from, the differentiated curriculum in place as part of normal provision. The IDP will focus on three or four key targets and will be discussed with parents and the child. The IDPs will be continually kept ‘under review,’ but are formally reviewed three times a year. Parents’ will be consulted as part of the review process.

**Early Years Action Plus**

Early Years Action Plus is characterised by the involvement of external support services, who can provide more specialist assessments, give advice on the use of new or specialist strategies or materials, and in some cases provide support for particular activities.

The triggers for referral for seeking help from outside agencies could be that,

- Continues to make little or no progress in specific areas.
- Continues working at an early years curriculum substantially below that expected of children of a similar age.
- Has emotional or behavioural difficulties which substantially and regularly interfere with the child’s own learning or that of the group, despite having an individual behaviour management programme.
- Has sensory or physical needs, and requires additional equipment or regular visits for direct intervention or advice by practitioners from a specialist service.
- Has on-going communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning.

We can access further support and advice from the States Early Years Team, the Educational Psychologist for Early Years, the Speech and Language therapy Service, the Health Visitor, the Child Development Centre Liaison Nurse, etc. The SENCO will liaise with professionals and parents/carers to review the IDP, organise meetings and continue to monitor progress.

**Resources we provide for children with SEN**

We will ensure all resources are made available for all children and adapt our environment where possible to meet the needs of all our children. We will seek support and advice where appropriate to ensure those children who have been identified as having SEN receive any resources that could ensure that they are fully included.

**Partnership with parents**

Partnership with parents plays a key role in enabling children and young people with SEN to be the best they can be. Woodlands Nursery recognise that parents hold key information and have knowledge and experience to contribute to the shared view of a child’s needs and the best way of supporting them. All parents of children with SEN will be treated as partners and supported to play an active role in their child’s education.

**Links with other Early Years settings**

We work very closely with local primary schools, playgroups, nurseries and childminders to ensure
we have good communication and a shared understanding of meeting the needs of all our children. We will communicate with those settings that children also attend to ensure a consistent joined up approach to our support and guidance.

Complaints about our SEN provision or Policy – please see Complaints Policy

The setting follows relevant legislation: the SEN Code of Practice (Guernsey) 2004; the Early Years Foundation Stage Framework (EYQSF) and; The Children (Guernsey and Alderney) Law 2008, to ensure we are meeting all the children, parents/carers and staff’s needs.

EQUAL OPPORTUNITIES

Our Nursery is committed to providing equality of opportunity and anti-discriminatory practice for all our children, staff and parents/carers. We have a welcoming environment with resources that promote and support diversity in a non-stereotypical way. We value the voice of all children at our setting with a child-centred curriculum that fully values ‘Children With Individual Rights’. We advertise widely to all members of the community and accept applicants in a non-discriminatory way. We also ensure any cultural or religious practices are imbedded into everyday life at Woodlands.

Children with Individual Rights -
We welcome ‘Children with Individual Rights’ at the Nursery. We have one space per room for “Children with Individual Rights’ to ensure that the resources and staffing are able to fully support their needs in a manageable way which does not impede on everyday practice. Children with Individual Rights are supported by the SENCO who will develop an individual development plan alongside the parents/carers and any involved relevant professionals.

Last updated: 06.08.18
Woodlands Nursery & Pre-School
Wheel Chair Access at Woodlands Nursery
A notice with directions for wheelchair access will be placed at the front entrance and also at the entrance to the toddler room.

Toddler Room Access:
Please phone the office on: 077811156110 and an appointed member of staff will come out and assist you.

Pre-school Hall Access:
Also a notice will be put on the garden gate with directions for a wheelchair user to phone the office on 07781156110 to be let through into the building if they need to access the hall.

Wheelchair Users Policy and Procedure

Toddler Room
For Wheelchair users wishing to gain access to the toddler room please phone the main number: 07781156110 and a member of staff will meet you and assist you if you wish. In case of a fire if you are in the Toddler room please evacuate via the Toddler Room door, with staff members and children to the appointed fire evacuation point. Staff will assist you with doing so.

Pre School Room – Hall
For Wheelchair users wishing to gain access to the main hall please phone the main number: 07781156110 a member of staff will meet you and assist you if you wish. In case of a fire if you are in the Pre-School Room please evacuate via the back door which is sign posted with staff members and children to the appointed fire evacuation point. Staff will help you to get there.
There is a portable ramp stored in a convenient location so as to minimise any delay to the customer. This is fitted by the back door, which is located in the back garden nearest the roadside. Fittings will be undertaken by trained employees. The ramp is a suitable gradient and finish to ensure both the effort required by the disabled person & the risk of wheelchair slippage is kept to a minimum. Employees must not attempt to manoeuvre the wheelchair or provide any assistance other than at the express wishes of the disabled person they might be offended or cause an accident.
For those likely to be assisting wheel chair users there is a requirement to undertake company training on use of the portable ramp. Once completed this in entered onto the company training Matrix under ‘Use of access ramp’.
As well as the Company usual daily risk assessments an assessment will be done to ensure that the ramp is in the correct place for use if needed and also that there are no obstacles in the way to impede both accessing and exiting the property by a wheelchair user.

Last updated: 06.08.18
Woodlands Nursery & Pre-School
Our Nursery believes that children flourish when their individual rights are respected, in a calm welcoming environment, without the fear of being hurt or unfairly treated.

We educate children in how to use resources, to behave respectfully within their environment and towards others. We set age appropriate behaviour goals with clear expectations.

Methods:

- We role model positive behaviour by treating others and the environment with friendliness, care and courtesy.
- Positive reinforcement e.g. praise is used frequently to reward when age appropriate behaviour goals are met e.g. kindness and sharing.
- We minimise adult attention for undesirable behaviour.
- Children’s right to manage their own conflict is respected as much as possible, enabling children to problem-solve and discover social experiences.
- When we are required to intervene in conflict situations, we guide children to discover what went wrong and come to more appropriate solutions.
- Children’s behaviour is managed in age appropriate ways e.g. through distraction, discussion or if necessary withdrawing the child from the situation. We may use ‘thinking time’ to give a child time to calm themselves, followed by discussion.
- Corporal punishment e.g. smacking, shaking or threatening of corporal punishment is strictly forbidden by any faculty members, volunteers or students and failure to comply will result in disciplinary action. This includes; any technique to single out, frighten or humiliate children.
- Children are never forced to consume food or drink.
- We avoid shouting or raising our voices in ways that could appear threatening in response to behaviour. We role model positive behaviour by remaining composed and calm.
- Physical constraint is only used to prevent physical injury to children, adults or serious damage to property. Any use of physical restraint will be recorded in the incident book, the Manager will be informed and the parent/carer will be required to sign the incident book on the same day.
- We work in partnership with parents/carers to support behaviour; children’s key person and the Family Support Officer are available to support and advise parents/carers. Together solutions will be made support behaviour, using observations to understand the cause of undesirable behaviour and deciding on a solution, which will be recorded in an individual development plan.
Behaviour Causing Significant Risk or Harm -

Should we feel that a child’s behaviour is causing a significant risk to themselves, the staff, other children in attendance and/or is causing serious damage to property. Woodlands Nursery hold the right to request the child is immediately removed from the Nursery and the contract will be terminated, as per section 4(v) of the terms and conditions:

*If in the reasonable opinion of the nursery manager, director or person of similar standing or authority, it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or wellbeing of the child, other children in attendance at the nursery or teachers/staff employed by the nursery. The nursery may serve notice to the parent/guardian or if necessary, request for the child to be immediately removed from the nursery and the provision of 12 week’s notice, as referred to, shall not apply.*

Biting -

We take biting seriously, if left it can result in becoming a habit, so it needs to be addressed swiftly. An incident of biting will be recorded in both an accident form (for the bitten child) and incident form (for the biting child) to be signed by both parties’ parent/carers. The name of the other party involved will remain confidential at all times. However, we cannot take responsibility in the circumstance where the child discloses the name to their parent/carer or other persons.

Following signing the incident/accident form a letter will go home to the parent/carer of the child that was biting to inform them further of the incident and to provide information of how to address the issue. The parent/carer is also able to arrange a meeting with the Family Support Officer for any further support or information.

Should we feel that the problem is not being addressed and that the biting child is posing a risk to other children or any of the faculty, we hold the right to terminate their contract as per above.

Inappropriate Language -

We try to minimise children’s exposure to inappropriate language. Inappropriate language is strictly forbidden by; staff, visitors, volunteers or students at all times and failure to comply could result in disciplinary action. However, we cannot take responsibility for inappropriate language learnt outside of the Nursery and repeated at the Nursery. We will use the positive behaviour methods to address any inappropriate language used, in collaboration with the parent/carer and a solution will be jointly made to address the problem.

Bullying –

Bullying is the persistent physical or verbal abuse of another child or children and needs to be taken seriously. In incidences of bullying support will be given to the bullied child/children and positive behaviour management methods will be will used to develop acceptable behaviour for the bullying child/children. Parents/carers will be involved and informed throughout the process and a plan will be jointly formed to address the undesirable behaviour.

Last updated: 03.01.20
Woodlands Nursery & Pre-School
WOODLANDS NURSERY & PRE-SCHOOL

FOOD AND DRINK POLICY

Woodlands Nursery values the importance of healthy and nutritious snacks and meals to support children’s healthy development. We educate children about healthy choices and taking care of their bodies. We aim to provide a wealth of nutritious choices, in a high quality hygienic environment, which support children’s individual dietary needs.

Methods:
- We aim to provide balanced and nutritious meals/snacks, using fresh local produce as much as possible. We avoid large quantities of fat, sugar, salt, additives, preservatives and colourings.
- Meal/snack times are social occasions where staff and children participate.
- We supervise mealtimes and have procedures in place to ensure children do not have access to allergic food items. Children are not permitted to share or swap their food to protect children with food allergies.
- Children are encouraged to try a variety of foods and to make healthy choices. However, they are never forced to eat or drink.
- We encourage parents/carers to provide healthy choices in lunchboxes. We support and educate parents/carers in nutritional options.
- We store food appropriately and have fridges available to store pre-packed lunch boxes or if fridges are not in use parents/carers are asked to provide an ice pack in an insulated bag.
- We provide age appropriate utensils and crockery.
- Children are encouraged to sit at a table while eating and are discouraged from walking around with food and drinks.
- Children are encouraged and reminded to drink water frequently, they are supported to do so independently and have access to water at all times.
- We ensure staff are qualified in food hygiene and comply with food safety and hygiene regulations.
- We enable child to have opportunities to take part in food preparation through activities, cooking and baking.

Drinks –
Water is required to be available at all times of the day. Parents/carers are required to provide a water bottle, containing water only, to be replenished each day. The water bottle should be left in the designated drinks tray with the child’s name clearly displayed. We only permit water at the Nursery in drink’s bottles and any bottles found to have anything other than water e.g. juice, cordial, flavoured water, will be poured out and replaced with fresh water. Water bottles will be refilled as required with fresh water throughout the session. Babies under the age of 6 months will be offered cooled boiled water.

Dietary needs –
We will ensure each child’s individual dietary requirements are catered for. We collect information regarding children’s dietary needs before a child begins at the Nursery, including any allergies or intolerances via a child record form, which is stored in the Child Record File and in the child’s EYLOG profile.
For children with specific dietary needs, a ‘care plan form’ will be completed by the child’s parents/carers with the special requirements and medical needs listed. The care plan will be discussed with all staff to ensure there is a clear understanding between parents/carers and staff. The dietary requirements will be clearly displayed with a list of their needs in the eating areas within the rooms and in the food preparation area. Staff will be required to refer to this every day.

Snack times -
At morning snack times children are offered a variety of fruit or vegetables, a small carbohydrate item e.g. breadstick/cracker with a source of calcium. Afternoon snacks are offered fruit or vegetables. Alternatives are provided on an individual basis to support any dietary needs. These are all planned within our menu to ensure children receive variety and nutritional balanced options.

During snack/mealtimes, staff will:
1. Promote healthy eating
2. Provide opportunities to try new food
3. Encourage independence

**FOOD HYGIENE POLICY**

We carry out daily Food Hygiene Risk Assessments and ensure staff with the Food Hygiene Qualification, Level 2, prepares food only. We ensure food is stored/prepared appropriately in a high quality clean, tidy and pest free environment. The fridges are kept at a temperature below 8°C and colour coded chopping boards are used to prepare food. Our trained food hygiene professionals are aware of the importance of maintaining a clean environment, regularly washing hands, using disposable hand towels and wearing appropriate clothing. Staff also take every measure to ensure there is no cross contamination in order to protect those with dietary requirements and food allergies. We use the HACCP principles to manage risks and prevent food safety hazards. Any stored food is regularly inspected to ensure it is in good condition and if not, it is disposed of appropriately. All crockery and utensils are cleaned regularly in a dishwasher or in hot water with fairy liquid. If a food related outbreak of illness is suspected the Environmental Health Office must be contacted. Those responsible for preparing food are not permitted to handle food if they are unwell, have a wound or other condition that could put food and/or drink at risk of contamination. Staff with eczema affecting their hands should take consideration to wear gloves where needed.

**Milk and Weaning**

The nursery understands and respects that all babies and children develop differently and at different paces. We aim to make this transition as smooth as possible by ensuring our staff work closely with parents/carers to discuss any dietary requirements their child may have. The children’s individual needs will be discussed with parents to ensure that they are met. Feeds will be prepared as and when they are required. All staff must ensure that they wash their hands thoroughly prior to making or giving a feed.

The introduction of new foods is a gradual process for babies weaning from breast milk or formula. To begin weaning, it’s more about introducing the idea of eating rather than consuming calories or nutrients.
The initial process of weaning babies starts at around six months. If, after speaking to a health visitor or doctor, it is decided to start weaning before six months, there are certain foods you should ensure you exclude from their diet; these include foods that contain wheat, rye, barley, oats, nuts, peanuts, seeds, honey, eggs, fish, cow’s milk and soft unpasteurised cheese. These foods can be introduced after six months. It is important to keep providing normal bottle-feeding whilst a baby is getting used to eating food.

Breastfeeding -
We welcome breastfeeding parents into the nursery and make an effort to accommodate their needs. We also accept breast milk that has been expressed and we are able to store this milk as advised by the parent.

Formula feed Method:
- A sterilised bottle, which should be clearly labelled with the child’s name, will be used for a feed. Staff will record the amount of formula consumed.
- Parents should bring in the pre-measured formula to nursery in a purpose-made container, which allows the staff to measure out each feed individually. This should be clearly labelled with the child’s name.
- Water for formula feeds will be boiled and cooled for a fresh feed as required. All feeds must be used within the hour and cooled under running cool water.

Weaning -
- First steps in weaning
Food is normally bland to start with, usually baby rice mixed with breast milk or formula. We will then start to offer pureed vegetables and fruit will be introduced, e.g.: yogurt and custard.
- 6-9 months
Babies aged between 6-9 months can start to be introduced to most foods. The foods will be more textured/small lumps, helping them learn to chew. Finger foods can be offered to promote chewing and their pincher grasp. It is important to develop this action - it helps the baby learn fine motor skills and allows them to engage in different textures.
- 9-12 months
Babies aged 9-12 months are usually ready to sit at a table and we can help them develop self-help skills, as they try to feed themselves. By 12 months, many children are ready to begin to wean off the bottle. We also encourage children to have full fat cow’s milk as their main drink at the age of 1 year.

From six months

First foods
Your baby’s first food can include purée or mashed soft cooked fruit and vegetables such as:
- Carrot
- Parsnip
- Sweet potato
- Apple
- Pear

At breakfast, you can introduce baby rice, oatmeal cereal and porridge mixed with water, breast milk or formula. Fruit purée can also be added.
**Finger foods**

As soon as your baby starts solid foods, you can encourage your baby to have finger foods so that they can practice feeding themselves. Start off with finger foods that break up easily in their mouth and that are long enough for them to grip.

**From 8-12 months**

**Next foods**

Your baby will gradually move towards having three meals a day with a mixture of soft finger foods, mashed or chopped food. Once your baby is used to the food above, they can join in with family meals such as chicken, fish, pasta, rice, toast and other cereal.

They can also have full fat dairy products such as yogurt custard, and full fat cow’s milk can be used in cooking from six months but should not be drunk until 1 year.

Last updated: 21.10.20
Woodlands Nursery & Pre-School
CLEANING AND DISINFECTANT POLICY

We recognise the importance of a clean and healthy environment for health development and to minimise the risk of spreading illness and infections.

Methods:

- We have daily cleaning routine as part of the daily risk assessments for each room within the Nursery, including the kitchen, toilets and changing areas. Cleaning materials are readily available to staff but kept out of reach of the children. We also have a contracted cleaning company who attends once a week and does a deep clean once a month.
- Toys are checked and cleaned regularly by rotation and/or as required using the steam cleaner, disinfectant spray, in the dishwasher/washing machine and/or using hot soapy water. Cleaning rotas will be adapted to account for toys that may have made contact with mouths or if there has been an incident of illness.
- Surfaces e.g. tables are cleaned throughout the day, with extra attention before mealtimes.
- Toilets are checked and maintained regularly
- Floors are swept throughout the day as necessary and thoroughly mopped at least once per week.

Use of Protective Clothing

1. All staff will receive basic instruction in the theory and procedures for infection control as part of the induction training process. This will include the use of protective clothing and how it must be used.

2. Clothing worn by staff within the nursery will be as follows:
   - Staff clothing/uniform – worn on a daily basis
   - Protective clothing to protect the wearer from infection and other health and safety hazards
   - Disposable items for single use only: plastic aprons, gloves, etc.

Last updated: 06.08.18
Woodlands Nursery & Pre-School
HEALTH AND SAFETY POLICY

Woodlands Nursery believes that the health and safety of children is of paramount importance. We make our Nursery a safe and healthy place for all who are welcomed into it. We aim to minimise hazards as much as possible and ensure children, staff, parents and visitors are informed of any health and safety issues. Good hygiene practice is essential for a health environment and in the prevention of spreading illness and diseases. We comply with and are regulated by the States Early Years Quality Standards to ensure the safety and welfare of children.

Ratios
0-2 years – one member of staff per 3 children
2-3 years – one member of staff per 4 children
3-5 years – one member of staff per 8 children

Insurance Cover
We have public liability insurance and employers’ liability insurance. Copies are on display at the setting.

Adults on the Premises
Staff, volunteers and visitors are required to read and sign the policies, procedures and Quality Standards on a termly basis. Staff members must be registered with the States Early Years Team, to have a valid Enhanced Disclosure and Barring Service Check and a GP approved health check to ensure staff members are suitable to work with children. Visitors and volunteers are ideally DBS checked and are not to be left alone with children at any time. Two members of staff are present at all times when children are on the premises and will be increased dependent on ratios. Ratios should be maintained at all times. Adults are requested to store their personal belongings out of reach of the children, especially medication. Supervision of children will vary depending on the activity but children will remain visible or in earshot at all times. For higher risk activities staff should be involved in the activity with the child giving constant supervision.

Entering and Exiting the Premises
Children’s parents/carers are responsible for signing their child/children in and out of the premises each session. Room leaders are responsible for completing an additional register at 9.30am, for taking regular head counts and for informing other staff of the number of children in their designated room. The external doors with the exception of the garden door will be locked by 9.15am. Internal doors are all protected by safety gates, which are required to be closed at all times. External doors will be supervised at drop-off and collection times.
The door supervisor or a relevant member of staff will ensure that children are only allowed to leave with an approved parent or carer as per the child’s records form. A password system will be used for persons not stated on the child’s record form, which must be agreed by an approved person beforehand. In the circumstance where a person has come to collect a child who is not approved and is unable to provide a valid password the approved parent/carer will be contacted immediately and/or the relevant authorities.
Garden
A minimum of one member of staff is required to supervise the free-flow outdoor area when in use, at no time are children permitted to be left unattended outdoors. Staff members are required to ensure gates/barriers are watched at all times and should remain within ratios. The garden is risk-assessed regularly to ensure the equipment and fencing is in good repair and suitable for use, it is cleared of any hazards e.g. glass, rubbish, poisonous plants or any item that could endanger a child. We ensure to use protective mats and leave protective fall zones around climbing equipment. Care must be taken to prevent overexposure to the sun. Children are required to wear sunhats and sun cream during spring/summer months to prevent sunburn. Hats are washed regularly to prevent the spread of head lice. Children are encouraged to wear weather appropriate clothing e.g. warm/waterproof clothing during cold months.

Toilets – Children are permitted to access the toilet area independently but members of staff check the area regularly to ensure children are safe and to see if they require assistance.

Risk Assessments
Daily risk assessments for each room, including the outdoor area are recorded and stored everyday. Additional risk assessments may be carried out for particular activities and are carried out for outings/visits. Please see “Education and Resources Policy” and “Hygiene and Disinfectant Policy” for more information regarding health and safety of resources and equipment. Children will be supervised at all times when using higher risk resources such as water.

Outings
Risk assessments must be carried out before an outing takes place. Ratios are required to be upheld for outings with additional support where possible e.g. parent/carer helpers. A minimum of two staff must be present throughout, one of which must hold a Level 3 or above qualification and one must be trained in first aid. Staff members are permitted to transport children in personal vehicles but must ensure they have a valid license and up to date insurance with ‘business use’, details of which should be kept on record at the setting. Vehicles should not be exposed to cigarette smoke and should be clean and hygienic when being used to transport children. Drivers must ensure children are travelling in suitable children’s restraints as per the child’s age. It is the requirement to take on outings - a register, a first aid box, a mobile phone (containing contact numbers for parents/carers), spare clothes, nappies and drinks. Permission is obtained via the child’s record and consent form.

Kitchen
Children may enter the kitchen with a suitable member of staff in small groups ideally no more than 4 per staff member. Staff and children must wash their hands thoroughly before and after and abide by the food hygiene policy and regulations. Staff members are not permitted to prepare food when unwell or if suffering from any condition that could contaminate food and drink items. Children must remain in safe distance of the cooker and hob and are not permitted to use either under any circumstance. Children must not be left unsupervised at any time in the kitchen or food preparation area. Any dangerous chemicals and equipment e.g. knives are stored out the reach of children at all times. Domestic appliances e.g. toasters and kettles are only to be used in the kitchen by an adult. Bins all have fitted lids.

Hot Drinks
Hot drinks must be kept out of reach from children at all times, preferably with a lidded cup.
First Aid and Medication
At least two members of staff are qualified in paediatric first aid and first aid in the workplace. First Aid Qualified staff members are able to administer first aid where necessary and are able to dress minor wounds and injuries. All staff should know the procedure for dealing with minor accidents and illnesses. We have a first aid kit in each room, which are restocked and checked annually by St John’s. To administer medicine, a medicine release form must be completed and signed by the child’s parent/carer permitting a Level 3 member of staff. Staff will keep a written record of administering medications stating the dosage, date, time and name of the child. All medication is kept out of reach of children. Before accepting medication the consideration must be made whether the child is fit to attend the setting.

Accidents, Illnesses and Infectious Diseases
If a child has an accident or injury at our setting, it will be recorded and shared on the portal, this needs to be signed by a parent/carer on the same day as the accident. In the case of a serious injury or illness the parent/carer will be phoned immediately to collect their child. For children whose record forms permit, staff may decide it is necessary to phone an ambulance for some injuries or illnesses, parents/carers will also be phoned at the earliest opportunity. Staff may travel with the child in the ambulance if the parent/carer has not arrived before the ambulance is ready to depart, the staff member will take the child’s health records with them. Serious accidents will be reported so it can be properly investigated and action will be taken to prevent reoccurrence. Unwell or injured children will be kept away from other children in a quiet area until they are collected and will be supervised/cared for by a member of staff at all times, whilst another makes the relevant phone calls.

Parents/carers are requested to follow the advice of their GP for exclusion times for infectious diseases. Please see list of exclusion times below. We request parents/carers to inform us when their child has acquired an illness or infectious disease so we are able to monitor and prevent spreading. We will provide information to other parents/carers and staff to enable them to be aware of signs and symptoms but we will uphold complete confidentiality. We inform Infection Control if more than two children have acquired the same infectious disease at our setting.

We prevent the spread of illness and disease by ensuring the building is ventilated, we ensure resources/crockery is washed thoroughly and regularly in hot water. Drying and cleaning cloths are washed/replaced daily. Disposable cleaning cloths are used for the bathrooms. We uphold good levels of hygiene at all times. Spillages of bodily fluids are cleaned promptly using hot soapy water (too hot to place hands in), using a disinfectant and disposable cloths. Staff members should wear disposable gloves when dressing or cleaning bodily fluids. Soiled clothing is returned to parents/carers in a nappy sack in the child’s home bag. Children are educated in hygiene practices e.g. the importance of hand washing, using tissues (provided) and covering their mouth when coughing.

Return to Nursery following serious/prolonged illness or after surgery – If a child has been absent due to serious/prolonged illness or following surgery, the nursery will request the parent/carer to complete a return to nursery disclaimer form to confirm their decision that it is safe for their child to return and may request a note from the child’s main medical professional stating that the child is safe to return to Nursery. The Nursery will form a plan with the parent/carer to settle the child back into Nursery life and carry out a risk assessment to plan for any individual needs the child may have.

Head Lice – If a child is found to have head lice at the setting, a parent/carer will be phoned to collect the child to prevent spreading and will be given advice on treatment. Staff members aim to
preserve children’s modesty and confidentiality throughout the process. The child will be able to return as soon as treatment has been given. Other parents/carers will be notified about head lice but identities will be kept completely confidential. We ask parents/carers if they are aware their child has head lice to please treat the lice before bringing their child into the setting.

**Missing child**

We take extreme care and caution to ensure all children are safe and secure when in our care. Staff members ensure they undertake regular head counts, particularly at transition times. The Room Leaders are responsible for ensuring staff are aware of the number of children registered daily.

If, for any reason, a member of staff cannot account for a child’s whereabouts during a session, the following procedure will be activated:

1. The member of staff alerted to the missing child will inform the Manager and rest of the staff team that a child is missing and a thorough search will commence. Two members will be designated to search the surrounding area.
2. The Manager will designate staff to gather the other children present at the session to a safe area, to remain calmly while the search takes place.
3. If after 10 minutes of thorough searching the child is still missing, the manager will inform the police and then the parent/carer.
4. While waiting for the arrival of the police the search will continue.
5. The Manager will liaise with the Police and the parents/carers. They will then delegate any actions given by the police and provide reassurance to the parents/carers.
6. Once the incident has been resolved the information will be recorded in the Incident Book, a full report will be written to keep on file and will be sent to the States Early Years Department.

**Smoking, Drugs and Alcohol Policy**

We are a non-smoking site. No smoking is permitted near or on the premises including the car park at all times. You will be asked to leave the premises if you are found smoking on site. This policy also includes all Nursery staff members who are not permitted to smoke during working hours, are required to change their clothing after smoking and are not permitted to smoke in their uniform.

Drugs and alcohol are not permitted on the nursery site, nor is anyone permitted to enter or collect a child if under the influence of drugs or alcohol. Anyone suspected of being under the influence of drugs or alcohol will be asked to leave immediately and if the staff members judge that the situation is putting anyone at risk, the police will be contacted.

**Sun safety**

Our nursery is part of the sun safe nurseries award scheme which aims to deliver quality sun safety teaching and procedures within our setting. We educate the children in the “slip, slap, slop message, teaching them the song and reading “George – the Sun Safe Superstar”. We provide shade, protective clothing and sunscreen. We also encourage children to drink plenty of water. Parents/carers are required to apply sunscreen in the morning before coming into the setting, supply sunscreen and suitable protective clothing. Parents/carers are provided with information regarding sun safety as part of the parent handbook.
ILLNESSES AND MEDICINES

If your child is unwell or unable to attend a session we require a telephone call or text by 8am. Our guidance for exclusion periods is as follows:

<table>
<thead>
<tr>
<th>Illness / Conditions</th>
<th>Minimum period of exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sickness / vomiting and Diarrhoea</td>
<td>48 hours from last episode</td>
</tr>
<tr>
<td>High temperature</td>
<td>May return when temperature is back down</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Until healed and crusted over, or 48hrs after commencing antibiotics</td>
</tr>
<tr>
<td>Lice</td>
<td>Until appropriate treatment has been administered</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Until all pox have healed and scabbed over usually 5-7 days</td>
</tr>
<tr>
<td>Measles</td>
<td>4 days from onset rash</td>
</tr>
<tr>
<td>Mumps</td>
<td>5 days from onset of swelling</td>
</tr>
<tr>
<td>Rubella</td>
<td>4 days from onset of rash</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until appropriate treatment has been given and seeping has started to clear</td>
</tr>
<tr>
<td>Scarlet fever</td>
<td>48hrs after commencing antibiotics</td>
</tr>
<tr>
<td>Hand, Foot and Mouth</td>
<td>The virus is normally clear after 7-10 days or until they are no longer infectious and are feeling better.</td>
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</tbody>
</table>

Medicines

We prefer not to administer medicines unless a child has a long-term condition or is at the setting full-time, under the consideration that if they require medicine they are not well enough to attend the setting.

- To administer, a medicine release form will need to be signed to release a Level 3 member of staff to administer the medication. The medicine will need to be provided in the original box with the prescription label and the child’s name clearly visible.
- For high temperatures you will be contacted to inform you, we will have a 20 minutes cool-down period where we will try to bring down the temperature naturally. If it has not come down in this time we will phone again and you will be asked to collect your child.
- For full-time students or long-term medical conditions we are able to keep nurofen or calpol on-site to administer as required. However, after administering if there is no improvement after 30 minutes, you will be contacted to collect your child.
- Please be aware it is at the room leader’s discretion to request your child does not attend for 24 to 48 hours after taking antibiotics in the case of a reaction.

Last updated: 27.07.20
Woodlands Nursery & Pre-School
FIRE SAFETY POLICY

We ensure to minimise fire risks and maintain appliances to prevent fires where possible.

Methods:
- We keep the heating system maintained and portable heaters are not permitted.
- We undertake regular checks of electrical items and appliances and monitor potential risks through the daily risk assessment.
- Soft furnishings should be fire retardant
- Appliances should be turned off by the switch when not in use and should be kept clear from loose materials.
- Fire Doors should be kept clear from obstruction and are clearly marked as fire doors.
- Annual fire extinguisher inspections staff should know their location and how to use them.
- Fire drills are held and recorded termly. All staff visitors, volunteers and students are informed of what to do in the case of a fire. Fire evacuation procedure training forms part of induction process for staff to know what to do in the event of a fire to safely evacuate the children and themselves. All staff members are responsible for ensuring they understand the fire evacuation procedures.
- Fire safety inspections will be held every three years by the Fires Officer and all advise will be followed.
- Fire Alarms will be tested weekly and noted in the fire alarm register.
- We have a clear escape route and keep an up to date attendance register, which is used to account for everyone at the meeting point. The person in charge checks the register once the building has been evacuated.
- The fire drill and evacuation procedure is clearly on display in each of the rooms.
- The Manager and/or Deputy Manager are responsible for dealing with Fire Prevention.

Last updated: 06.08.18
Woodlands Nursery & Pre-School
FIRE EVACUATION PROCEDURES

Woodlands Nursery & Pre-School will complete the following procedures for evacuating the building in the event of a fire alarm sounding to ensure the children safely exit the building and adults do not take any unnecessary risks.

1. When the alarm sounds the first person to be notified must shout fire to gain everyone’s attention and the Manager or Deputy Manager gives instructions.
2. All children and adults should exit the building in an orderly fashion to the nearest designated fire exit doors (clearly marked with Fire Escape Signs) and assemble at the assembly point (rear of car park).
3. The person in charge will do a sweeping check of all rooms where it is safe to do and shout to see if anyone is there. The person in charge should gather the register, mobile phone and emergency contact details to take to the assembly point, if safe to do so.
4. The person in charge should do a swift head count to ensure all children and adults are present and call the register to double check.
5. During the headcount/register a designated member of staff should phone the emergency services and/or alarm Management Company.
6. At no point should any adult or child re-enter the building until it is safe to do so.
7. If it is not possible to return to the building, the parents/carers should be contacted and children collected.
8. If parents/carers are unable to be contacted, staff will remain with the children in a safe place until the parents/carers arrive at their normal collection time.
9. Staff ratios should be maintained until all children have been collected with a minimum of two staff members at all times.

Last updated: 06.08.18
Woodlands Nursery & Pre-School
**THE NON-COLLECTION OF CHILDREN POLICY**

In the event an authorised adult does not collect a child at the end of a session, the Nursery action the following agreed procedures. Every effort is made to minimise distress for the child and deliver high quality care in the meantime.

**Procedures:**

1. All parents/carers are requested to provide contact details for themselves and two emergency contact details on the child's record form. The approved contacts and emergency contacts should be telephoned. The staff member should also take reference if there is a stated person who does not have legal access to the child. The Manager or Deputy Manager should be informed.

2. If the authorised collection persons are not able to collect the child and an unauthorised person comes to collect the child, the unauthorised collection person must provide an agreed password given by an authorised person. Changes to any persons collecting a child should be logged in the Collection Details Log in the register, ideally before collection.

3. If no person comes to collect the child every effort will be made to contact an authorised person.

4. The child will remain in the care of two staff/adults until the child is safely collected. The child is not permitted to leave the setting with anyone that is not authorised or has a valid password.

5. If after 30 minutes after the setting has closed or if staff members are unable to remain with the child and the child has not been collected and/or the parents/carers have not been able to be contacted - the relevant local authorities will be contacted including the States Early Years Department.

6. The staff members will carry out any actions advised by the authorities, remaining with the child until the incident is resolved and/or until dismissed by the local authorities.

7. The incident will be logged in the Incident Book.

8. Depending on the circumstances we reserve the right to charge parents for the additional hours worked by staff.

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Last updated: 06.08.18
Woodlands Nursery & Pre-School
Woodlands Nursery is dedicated to working with children, parents/carers and the community to protect children and give them the best start in life.

We aim to:

- Help children develop a positive sense of self and to embrace diversity
- Promote welfare and educate others in child welfare
- Establish trusting, friendly relationships with children and their families
- Enable children to have a voice and give their voice respect in all aspects

We comply by the following frameworks:

- The Children Law (Guernsey and Alderney) 2008
- States Early Years Quality Standards 2016
- The Data Protection Law 2017

We work alongside other professionals to support the welfare of children including:

- Health Visitors
- The Early Years Department
- Health and Social Services
- Multi-Agency Support Hub (MASH)
- Police

We maintain a secure, safe environment to prevent child protection issues by:

- Carefully monitoring who is able to enter the building or access the children.
- Ensuring unauthorised persons are not able to collect a child
- Ensuring only approved persons are left alone with the children
- Staff, volunteers and students are fit and suitable to work with children and have obtained necessary police and health checks.
- We keep the premises locked at all times with the exception of drop off and collection times, when the door is supervised.
- Children are taught about stranger danger and are constantly supervised on outings.
- We have a designated Child Protection Officer whom is responsible to taking action when a child is perceived to be at risk of harm and for liaising with other professional to support the child including attending Team Around The Child Meetings and/or attending Tribunals.
- We have clear expectations for conduct of staff members towards children - a breach of this will lead to disciplinary action and could lead to dismissal. Any dismissal or discipline carried out due to misconduct relating to a child will lead to The States Early Years Department being informed, any criminal acts would be recorded on the persons DBS Certificate and the person could be included on the protection register for the Protection of Children and Vulnerable Adults.
- We ensure staff members are trained in Child Protection (level 2) to ensure they know how to respond appropriately to any child protection concerns and understand their responsibilities.
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CHILD PROTECTION PROCEDURES

We acknowledge that abuse can take different forms including; emotional, physical, sexual and neglect. When children are exposed to abuse this can be demonstrated through changes in their development, behaviour or play including failure to thrive. We recognise some children may also be able to give a verbal disclosure and/or show physical signs such as malnutrition, poor hygiene, bruising. Where signs give cause for concern or a disclosure is given, the nursery will commence an investigation in the most sensitive and ethical way possible.

We undertake the following procedure when a child is suspected to be at risk of harm:

1. When a disclosure is given the member of staff will give reassurance to the child, will ensure to listen carefully and respond sensitively and reassure the child action will be taken.
2. When signs and symptoms are being observed but no disclosure has been given the staff member will inform the Manager and make sure to keep written observations until a decision is made. Confidential advice can also be sought from MASH.
3. Records will be kept whenever abuse or neglect is suspected including the child’s details, the date and time of the observation, a detailed account of the observed signs/symptoms or disclosure using as much actual words spoken by the child as possible and should be signed and dated by the observer and any other witnesses. The records should be kept in a confidential location.
4. Other staff members, if safe to do so, should be reminded of the signs and symptoms and the procedures for recording and reporting. Suspicions and investigations should only be shared with others on a need to know basis or as per the Child Protection Law.
5. If safe to do so, an open dialogue with parents/carers should occur and parent permission should be obtained before sharing any information with other professionals. The Child Protection Officer (CPO) is responsible for doing so. In the circumstance where it is considered to be placing the child at further risk to inform the parent/carer it will be the duty of the investigating officer to inform them.
6. If a justifiable explanation cannot be given by the parent/carer, the signs/symptoms shows no improvement, concerns remain serious and/or the child is believed to be at serious risk of harm action must be taken by The Child Protection Officer. Any suspicions of maltreatment should be reported to the MASH team to whom a referral can be made (ideally with parental consent) or if the child is in immediate danger the police should be contacted. Staff Members may go against the Child Protection Officers decision to commence this action if they feel the CPO is not fulfilling their duty or acting in the best interests of the child.
7. The CPO or referee should assist in the investigation by sharing information, attending required meetings or hearings. Parent permission should be obtained where possible.
8. Throughout investigations continued observation should take place and additional support and attention should be given to the child’s welfare. Support should also be given to the child’s family and every effort made to uphold trusting and supportive relationships, to make the child and their parents/carers feel welcome, safe and secure.
Allegations of Child Abuse Made Against A Member of Staff

Woodlands expect the highest standards of behaviour from everyone who enters the setting. In the circumstance, where a suspicion or allegation is against a member of staff it will be dealt with in liaison with the Early Years Department in the strictest confidence. People authorised to know are the Manager, Owner, any witnesses and States Early Years Team. The staff member will be suspended throughout the investigation but reasons for suspension will remain confidential from those not authorised to know. When the investigation is complete, appropriate disciplinary proceedings will take place to determine their future and suitable action will be taken. False allegations could also lead to disciplinary action.

Last updated: 06.08.18
Woodlands Nursery & Pre-School
DATA PROTECTION POLICY

Introduction

Woodlands Nursery collects personal data in relation to persons whom work for and use the pre-school in order to effectively deliver services to its staff and clients. Personal data is defined as details relating to an identifiable individual. This policy outlines Woodlands Nursery’s procedures for collecting, recording and disposing of personal data, in accordance to the Data Protection (Bailiwick of Guernsey Law, 2017).

Data Protection Principles:

• Personal data will be processed fairly and lawfully
• Personal data will only be obtained for lawful purposes.
• Personal data will be concise and relevant.
• Personal data will be kept accurately and up to date.
• Personal data will not be kept longer than necessary.
• Personal data will be stored in accordance with the data subject’s rights.
• Personal data will be kept secure and safe
• Personal data will only be shared only with consent and will not be shared outside of the Bailiwick of Guernsey unless there is a duty to disclose.

Data Subjects -
A data subject is an individual whom personal data is regarding. At Woodlands Nursery, data subjects include: employees, directors, clients - children and parents, volunteers, work experience students, visitors and job applicants.

All data subjects have the right to:
• Know what information Woodlands Nursery holds, processes and why;
• Access any information held on them on request and to update it as required;
• Know what Woodlands Nursery is doing to comply with the Data Protection Law.

When any information is being collected Woodlands Nursery will inform the Data Subjects of their rights in accordance to Law. Data Subjects are responsible for ensuring any information provided is accurate and kept up to date.

Data Handlers -

Woodlands staff members are required to handle and sometimes share personal data in order to deliver an effective service.
Those who handle personal information are trained in how to do so appropriately and must follow the outlined principles. Should they not follow the principles, breach data protection or breach confidentiality this will be a disciplinary matter and will be raised as a formal grievance.

All measures will be taken to prevent a breach in protection but should this occur, appropriate action would be taken in accordance to the Law and in collaboration with the Data Protection Officers. This process will include detecting the breach - investigating to define how the breach occurred - proceeding disciplinary procedure - informing and collaborating with the relevant authorities - putting in measures to prevent any risk of the breach reoccurring.

**Sharing Information** - Sometimes is may be necessary or it may be required to share information with other professionals or organisations. Woodlands Nursery will gain consent from the individual or their parent/guardian to share personal information unless gaining consent is a child protection risk.

**Personal Information Held**

To effectively deliver its services, Woodlands Nursery holds the following personal information:

- EYMAN profiles with registration and booking information, personal information, contact information and consents.
- Photographs (only with consent)
- EYLOG Learning Journeys including parent portal – individual child observations, photographs and assessments
- Accident/incident books
- Daily records - changing records, registers, birthday board, emergency contact list, dietary requirements list, meal records, sleep records
- Account records and staff records, tax and social security information.
- Other records held include: fire drills, risk assessments, curriculums and newsletters.

All personal information will be kept securely via: a password protected computers, laptops or tablets; in locked filling cabinets/cupboards within a locked premises; on the password protected pre-school phone, which is locked in a cupboard when not in use. Personal information may also be stored on our social media site and website but only with parental consent. It is the responsibility of the Manager and Deputy Manager to ensure personal information is stored securely at the setting and the Director at the office.

Children’s Learning Journey’s with approval from the Manager or Deputy Manager, may be transported by Key Workers to their home, in order to complete observations and assessments. Key Workers must abide by the principles and be responsible for ensuring this personal data is protected whilst it is in their care. Failure to do so will result in a disciplinary procedure.

**Key holders** - Key holders are assigned and keys are not to be given to third parties, records of key holders are kept locked on the premises.

**Retention and Disposal of Personal Data**

Personal data will not be held for longer than necessary. Records will be kept for as long as the regulators believe are necessary depending on the circumstances. The maximum amount of time records will be held is 7 years. Photographs of the children, assessments, observations and learning journeys will be disposed of or given to the individual’s parents/guardians once the child
is no longer attending Woodlands Nursery unless otherwise specified and permission given.

**Police Checks** - For the purpose of processing and obtaining DBS Checks for employees or volunteers it may be necessary to hold the DBS Check applications and certificates for a short period of time. This information will be securely locked in a privately marked file for the individual’s discretion. The applications and certificates will be passed on to the relevant person promptly but the certificate number will need to be obtained for Woodlands Nursery’s records for the duration of the individual’s employment.

Any personal data which is being posted to the individual or a professional will be in an envelope clearly marked confidential and with recorded delivery, or if possible, will be delivered by hand. All personal data when it is no longer necessary to be held, will be disposed of by means of shredding.

**CONFIDENTIALITY POLICY**

It is our intention to respect the privacy of children and their parents/carers while ensuring they have access to high quality pre-school care and education. We ensure that all parents/carers can share their information in the strictest confidence and it will only be used to enhance the welfare of their children.

- Parents have access to the personal records of their own children but do not have access to information about any other child. Any information is stored securely but is made accessible where possible.
- Staff will not discuss any information given in confidence by parents/carers unless to support the needs of a child or to protect their welfare.
- Any concerns/evidence relating to a child’s personal safety are kept in a secure place in a confidential file and shared on a ‘need to know’ basis.
- Any issues relating to staff members at Woodlands Nursery remain confidential to those involved in making the personnel decisions.

Last updated: 16.10.19
Woodlands Nursery & Pre-School
WRITTEN COMPLAINTS PROCEDURE AND POLICY

Our Nursery values the individual rights of staff members, parent/carers and children at our setting. We aim to be professional at all times, work to a high quality standard and value the needs and wishes of staff, parents/carers and children in our practice. We value feedback and suggestions on how to improve our practice or setting, as we aim to deliver the highest quality service. Any concerns regarding the provision of the Nursery will be given prompt and serious attention with the aim to be resolved swiftly. We aim to bring all concerns to a positive outcome that is satisfactory for both parties. The most appropriate member of staff will initially address any concerns in an informal manner. However, should this not achieve the desired outcome, the following procedure will be initiated.

Procedure:

1. Any concerns regarding the Nursery provision not initially resolved informally, should be discussed with the Nursery Manager or Deputy Manager. A meeting may be arranged to discuss concerns.

2. If concerns are not resolved following discussion, or the person wishes to make a formal complaint. The complaint should be submitted in writing to the Nursery Manager, whom will deliver a written response. Complaints should be resolved informally at stages 1 and 2.

3. Written Complaints will be submitted to the Early Years Department and copies will be given to all parties involved.

4. If the complainant feels that disciplinary action should be taken against Woodlands Nursery or any of the Woodlands Team, the complainant must have a meeting with the Nursery Manager and Owner where a written statement will be recorded, discussed and signed by both parties present. If the complaint cannot be settled at this stage further advice will be sought from the Early Years Department.

5. If the complainant deems their concern to be of an extremely serious nature a meeting will be held with representatives from the States Early Years Department, Health and Social Services and the Commerce and Employment Department whom will decide whether disciplinary action is to be taken against the Nursery or any Nursery staff.

Complaints to the States Early Years Team can be made either in writing or by email to:

States Early Years Team
Address – Le Rondin School & Centre
Rue Des Landes, Forest, GY8 0DP
Email – seyt@gov.gg
Tel: 01481 268313

Last updated: 27.07.20
Woodlands Nursery & Pre-School
UNPAID FEES POLICY

We calculate fees over the Nursery calendar, which runs from 1st September to 31st August. The Nursery is closed for one week at Christmas and all other bank holidays. Bank holidays will be charged for all contracts dated after the 30th May 2019. The first payment is due at the end of month commencing from their start date. Those claiming the 15 free hour funding only will not receive an invoice. Please see Section 2 and Section 3(i)&(ii) of the terms and conditions of your contract for fee payment information and information regarding non-payment:

2. Payment of Fees – (i) Payment of nursery fees, to the nursery, for the child’s attendance to the Nursery shall be made by the fee payer monthly, at the end of each month, commencing from the child's starting date. Following confirmation from the nursery, fee payers will receive an invoice with a monthly payment plan, with the exception of clients receiving funded hours only spaces, whom will not receive an invoice. Weekly or daily fee payments are not permitted unless agreed in advance by the Accounts Department. Nursery fees are payable by bank transfer or cheque, cash payments are not accepted unless agreed in advance by the Accounts Department.

(ii) If fee payers are unable to or have difficulty making a fee payment, the Accounts Department should be contacted immediately. If payment of fees exceeds 30 days outstanding and the fee payer has failed to contact the Accounts Department to develop a payment plan, the nursery will terminate this contract and withdraw the child’s space with immediate effect. The nursery will proceed to pursue the outstanding fees, plus the 12 weeks notice period with our debt collectors until the debt has been settled.

(iii) The nursery prices and rates are subject to an annual increase at the nursery’s discretion.

3. Calculation of Fees – (i) The nursery calendar year runs from the 1st September to 31st August. The nursery is closed for one week at Christmas and all other Bank Holidays.

(ii) Fees payable are calculated by multiplying the child’s weekly attendance fee by the number of weeks the nursery is open and dividing it by 12 to form a monthly fee payment. Bank holidays will be charged.

We do not return fees or reduce fees for child sickness or holidays, as we will still need to employ staff throughout the absent period.

UNFORESEEN CLOSURE POLICY

In the event that the pre-school needs to close for an unforeseen circumstance please take reference to Section 3(iii) of the Terms and Conditions of your contract.

(iii) The nursery aims to stay open for all advertised opening hours but may be forced to close due to the following circumstances; Certain weather conditions such as snow, flooding or exceptionally high wind, where it may be unsafe or impossible for staff and children to use or access the nursery building. • Fire • Man made phenomena • The Health and Social Services Department may close the nursery to limit the spread of certain diseases. • Acts of terrorism. • War. • Staff illness. (When insufficient staff can attend). • The Regulators may recommend closure or close the Pre-School due to any of the above or other disaster procedures. If the nursery is forced to close in any of the circumstances above, fees will not be refunded. Every effort will be made to inform you of the decision to close, before the session is due to start, following a risk assessment. The nursery does not permit pro-rata reduction of fee payments if the child is absent from the nursery due to illness or holidays whilst the nursery is open. Therefore, the fee payer is obliged to make payment in full. In the event of payment not being made in this circumstance the nursery reserves the right to terminate this contract as per 2(ii).

Last updated: 30.05.19
Woodlands Nursery & Pre-School
STAFF INDUCTION POLICY

Introduction -
At Woodlands Nursery we recognise that co-operative and effective teamwork is essential to the success of the Nursery. The Nursery welcomes each new colleague, staff member or volunteer recognises that effective relationships will grow from strong foundations. The importance of trust, confidentiality and personal responsibility is fundamental to healthy relationships. We believe everyone must be working together and share the same Ethos.

Induction Programme and Workplace Training -
We have an induction programme in place for all newly appointed staff and volunteers. The induction programme is carried out by the Manager or Deputy Manager who will give the new member of staff a guided tour of the premises, discuss the job role and ensure the policies/procedures/routines are understood and signed. This opportunity enables the new member to discuss anything or ask questions before beginning their job role. The new member will continue their guidance and training under the supervision of the Room Leader or Management until the probation period is complete. The probation period is six months for senior roles and three months for all other roles. The probation period may be extended if performance is considered unsatisfactory and further training is required. Newly qualified staff members are required to go through an apprentice programme for one year before taking on a key worker role. Throughout training or apprenticeship opportunities to discuss practice and ask questions should be given regularly. This includes regular supervision meetings and annual appraisals.

The aims of the Staff Induction policy include –
- To give a new staff member a clear understanding of the aims and ethos of the setting
- To enable new staff members to maintain and enhance these aims
- To enable smooth and effective team-building
- To give new staff members and effective introduction to our practices including the Reggio Emilia approach to education
- To recognise the skills new members can bring to the members so these can be effectively valued in practice
- To ensure new staff members needs and individual rights are recognised
- To create a happy and co-operative working environment where staff turnover is low

Last updated: 06.08.18
Woodlands Nursery & Pre-School
STUDENT PLACEMENT POLICY

Introduction -
The Nursery recognises the need for a quality workforce in the childcare industry and is committed to contributing the training and development of students. We offer placements to students undertaking recognised Early Years Qualifications and/or Degrees in Primary Education.

We offer work experience placements at the setting to support students to raise their professional standards while gaining practical experience in a real work environment. We recognise to support Students effectively and to not impose additional pressure to the running of the Nursery we will only permit no more than two students at one time. While at the setting all staff members are required to role model good practice and welcome the student as a member of the team, supporting and advising them in their placement. Staff members are not permitted to leave a Student unsupervised access to the children at any time. All Student Placements will undergo an induction and will be allocated a supervisor who will mentor the Student throughout their placement.

Mentor Responsibilities -
Providing feedback and reviewing performance
Organising time for discussion and reflection
Giving advice and support
Liaising with the student’s tutor particularly if there are any concerns regarding to the Student’s conduct or if the student is having any difficulties.
Complete Attendance Record
Complete the Student’s Placement Handbook for GCFE Students

Student Expectations –
To uphold a professional and respectful conduct towards staff, parents/carers and the children
Value the ethos of the setting
Read and understand the Policies and Procedures and uphold these in practice
Use initiative and have a willingness to take part and learn
Arrive promptly and dress appropriately, notify the setting in advance if unable to attend or are delayed in arrival.
Complete induction training and provide emergency contact details and any relevant health information.
Uphold confidentiality at all times
Some Students may be required to provide a police check depending on Early Years Department

Last updated: 06.08.18
Woodlands Nursery & Pre-School
SETTLING IN POLICY

At Woodlands we aim for all the children to feel safe, secure and at home within our setting. We aim for children to build strong bonds and relationships with staff members and for parents/carers to have confidence in our staff to take good care of their child. We try to make all children feel welcome at our setting and support them to make a quick, easy transition into Woodlands Life.

Methods:

• Following an enquiry parents/carer are sent our Information Booklet, Pricing/timing information and are invited to visit the setting before completing an application form.
• We keep our website up to date with information for parents/carers to access easily.
• We make our policies and procedures easily accessible to parents/carers and provide each parent/carer with a handbook. This ensures parents/carers are well informed before commencing.
• We organise an induction day for children and their parents/carers commencing at the setting. We also invite them to an agreed number of settling in sessions, depending on the child’s needs.
• We allocate a keyworker to each child to help children form healthy bonds and as a consistent point of communication for parents/carers.
• In addition to important health, wellbeing and dietary information the child’s individual needs and preferences will be discussed at the induction day. A discussion will also take place to agree on the best way to support the child’s settling in process.

Last updated: 06.08.18
Woodlands Nursery & Pre-School
NAPPY CHANGING AND POTTY TRAINING POLICY

At Woodlands Nursery we aim to provide quality care and uphold good hygiene when nappy changing and potty training. We try to preserve child’s modesty/privacy and ensure children feel relaxed and confident when being cared for.

Nappy changing –

- All nappy changing supplies including nappies, wipes and nappy sacks, should be provided by the parents/carers unless the parent/carer has chosen the payment package where these are included. We prefer not to use pull-ups.
- Nappy changing supplies should be given to the child’s keyworker to be stored in the changing area. The keyworker will liaise with the parent/carer to maintain supplies. The supplies will be stored in separate named containers.
- Nappies will be changed as required and all changes will be recorded on the child’s communication book or room chart. Children will be changed into a fresh nappy a minimum of once depending on their session length. Fresh nappies will be given in the morning, lunch and afternoon.
- Good levels of hygiene will be maintained at all times, disposable gloves will be used and disposable aprons if required. The changing mat will be wiped clean after every use. We keep spare supplies stocked at all times.
- Staff are permitted to apply nappy creams if provided in a labelled bottle in its original packing. Parents/carers must also complete and return a non-prescription or prescription medicine release form before staff members are able to administer any creams.
- We respect parents/carers choice to use re-useable/cloth nappies or wipes but request that parents/carers provide the correct resources to be able to store and return them hygienically. The parent/carer should liaise with their keyworker to come to a mutual agreement.

Potty Training –

- When potty training has been introduced, in agreement with the parent/carer, we will continue to support and encourage potty training at the setting. We encourage potty training to be in progress by the time children enter The Leaves room but in consideration of the individual needs and development of each child.
- Parents/carers should liaise regularly with the keyworker to form a plan and review progress. We believe the process is more effective when both sides are working together and are creating continuity between home and nursery.
- When children are potty training parent/carers are required to provide plenty of spare clothing including pants, socks, tops, bottoms and a spare pair of shoes. Suitable clothing should be worn which is easy for the child to manage e.g. no belts, popper vests or dungarees.
- Children will be put back into a nappy for sleep time unless otherwise agreed and/or if they have had more than three accidents in one session.
- Accidents will be dealt with in a calm understanding way, which preserves the child’s modesty and self-esteem. Accidents will not be treated as negative behaviour.

Last updated: 03.01.20, Woodlands Nursery & Pre-School
SLEEPING AND NAP POLICY

Safe Sleeping Guidance and Procedures -
1. The nursery has a sleep chart document - children are monitored every 10 minutes during their sleep time. This is to be signed by the member of staff at each interval.
2. A member of staff is present at all times when children are sleeping.
3. All rooms are ventilated with a room temperature of 16°- 20°. These temperatures are recorded.
4. Babies sleep in cots, chairs and sleep mats, as discussed with the parents or carer. Pre-schoolers and Toddlers sleep on sleep mats.
5. Babies are placed to sleep in the cot on their back with their feet towards the bottom of the cot, unless specifically requested by the parent or carer.
6. The gaps between the bars of the cots are less than 6.5cm apart
7. Mattresses are regularly checked for any signs of damage and are replaced/maintained as required.
8. The bedding is washed as per washing rota

Safe sleeping checks while sleeping -
- Staff will check the sleeping children to ensure they are sleeping in a safe position.
- The child’s breathing will be checked by placing a hand on the child’s chest or using the back of a hand near the child’s mouth to feel for breath.
- Staff will ensure they are not too hot or cold.

Rest times -
- Babies can sleep anytime during the day, we like to follow the parents’ routine as much as possible.
- Toddlers can sleep from 10/1.30-11.30/12 or after lunch until 2.30
- Pre-schoolers are able to have a nap after lunch for one hour but are not required to have a nap. A sleep plan should be agreed between the child’s keyworker and the parent/carer regarding whether they would like their child to have a nap and for how long.

Room charts and communication books -
Children’s sleep schedules will be shared with parents/carers via the child’s communication book or via the room chart. We encourage parents/carers to speak to room staff for feedback and updates.

Last updated: 16.10.19
Woodlands Nursery & Pre-School
HANDLING ANIMALS POLICY

We believe in the importance of children experiencing nature and life forms for a fulfilling education. Unless otherwise stated on the individual child’s record form, children in the pre-school room will be permitted to handle (where appropriate) or assist in the care of animals at the setting.

Allergies -
Parents/carers should advise their child’s keyworker of any allergies or any other reason why their child should not come into contact with animals. Children who do not have parent permission will be kept at a safe distance from animals and will not be allowed to handle animals.

Hygiene and Cleanliness -
Children will be required to wash their hands immediately after handling animals or assisting in the care of animals. Animals will be cared for and their cages/bedding/tanks will be kept in a clean condition and in good repair.

Visits and Outings –
Children may encounter animals on visits or outings. Risk assessments will take place to ensure the safety of the visiting animal or when visiting animals on outings to minimise risks.

Last updated: 06.08.18
Woodlands Nursery & Pre-School
SOCIAL MEDIA POLICY

We believe in the use of social media as a useful tool to communicate with our parents/carers.

**Following Social Media Accounts**
We kindly ask parents/carers not to send ‘friend requests’ or follow staff members personal social media accounts. Parents/carers are welcome to follow our Woodlands Guernsey Facebook and Instagram pages and join our closed Facebook group to see photos. Information can also be found via our app or website.

**Photos**
For the safety of children we do not allow staff members or parents/carers to share any photos published on our social media accounts or website on personal social media accounts. It is considered a breach of child protection to do so and could result in disciplinary action. All photos shared by the nursery will be via the nursery’s secure sharing system – EYLOG only.

**Contact**
Parents/carers are able to contact us via our Woodlands Guernsey social media accounts but not to staff member’s personal accounts. Alternatively we are reachable by phone (07781156110) or email (contact@woodlandsguernsey.co.uk). We are contactable between the hours of 7.30am to 5.30pm Monday – Friday or can be contacted outside of hours for emergencies only.

Last updated: 03.01.20
Woodlands Nursery & Pre-School
LEGIONELLA CONTROL POLICY

This policy sets out the control of Legionella in hot and cold water systems in the Nursery, including responsibilities, training, testing and records.

1. POLICY STATEMENT -
Guernsey Childcare Ltd will undertake to ensure compliance with the relevant legislation with regard to the Control of Legionella in hot and cold water systems for all children and staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

2. THE LAW -
As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded.

3. DEFINITIONS -
Legionella is a generic term for a type of bacteria which is common in natural and artificial water systems. Legionellosis is the name given to a group of pneumonia-like illnesses caused by Legionella.

4. MANAGEMENT -
The nursery will ensure that:
• Relevant risk assessments are carried out and that control measures are implemented (see below).
• Appropriate training is provided (see below).
• The Legionella Competent Person is appointed and carries out his/her tasks as defined below.
• The School manager is informed of any problems with water or the water system.
• Monitor disinfection procedures where necessary.
• Records are kept for each water outlet of flushing and testing and any disinfection procedures.

LEGIONELLA COMPETANT PERSON
The Nursery Manager- Charlotte Laine is the nominated competent person for Legionella on the premises and acts on behalf of the nursery to provide the necessary competence to enable Legionella to be managed safely. In her absence the role reverts to Jessica Duquemin in addition to this advice will be sought from an appointed plumber
• She is to complete training as defined in the Information, Instructions and Training section (below).
• The Legionella Competent Person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with this policy.
• He/she will advise the Directors of any condition or situation relating to Legionella which may affect the safety of any premises users.
• She is to work within her level of competence and seek appropriate guidance and direction from the Directors and/or Early Years Team/ Health and Safety.

6. GENERAL INFORMATION
What is legionella? Legionella bacteria are commonly found in water. The bacteria multiply where temperatures are between 20-45°C and nutrients are available. The bacteria are dormant below 20°C and do not survive above 60°C. Legionnaires’ disease is a potentially fatal type of pneumonia, contracted by inhaling airborne water droplets containing viable Legionella bacteria. Such droplets can be created, for example, by: hot and cold water outlets; atomisers; wet air conditioning plant; and whirlpool or hydrotherapy baths. Anyone can develop Legionnaires’ disease, but the elderly, smokers,
alcoholics and those with cancer, diabetes or chronic respiratory or kidney disease are at more risk. HSE’s Legionnaires’ disease page provides information on managing the risks

- Legionella is a generic term for a type of bacteria (legionellae) which is common in natural and artificial water supplies. The bacteria thrive at temperatures between 20°C and 45°C but can be killed by elevated temperatures or chemical treatment.
- All illnesses due to the Legionella species are known collectively as “legionellosis” but the most well-known is “Legionnaires’ disease” which can be serious for elderly people and others with respiratory problems or immuno-deficiency
- Infection is only a risk when there is inhalation of very fine water droplets that are contaminated with high concentrations of Legionella bacteria. Healthy people are unlikely to contract an infection and outbreaks are rare though well publicised.
- Control is normally achieved by suitable design and maintenance of the water system and its associated plant. Additional control is achieved by appropriate storage of water and delivery of water at temperatures which do not allow the bacteria to proliferate.

7. RISK ASSESSMENT
Assessment of risk is mostly confined to:
- Monitoring whether control measures are being instigated fully.
- Correct water temperatures are being maintained.
- Engineering measures, such as temperature control valves, are working properly.

8. CONTROL MEASURES
To achieve ongoing control of Legionella, thorough flushing of the water system is required alongside any engineering controls. Effective control measures will require the nursery to:
- Monitor any water outlets that are not in regular use.
- Record the flushing of all water outlets not regularly in use.
- Record the temperature of hot and cold water outlets. c. Full details of flushing and testing regimes that need to be carried out are on risk assessments.

9. TESTING ARRANGEMENTS
Under certain circumstances, for example when there have been alterations or maintenance work to the water system, testing is to be carried out. Disinfection of the system will be necessary when testing indicates there is a sufficient level of Legionella present in the water system to require treatment –

10. INFORMATION, INSTRUCTION & TRAINING
Guernsey Childcare Ltd will ensure that suitable and sufficient training and information is given to the Legionella Competent Person, and any other member of staff, who has responsibilities for flushing, record keeping and taking temperature readings as required by the appendices.
- Notwithstanding the above, the Legionella Competent Person is to complete the Legionella e-learning course
- Any new measures that are introduced to control Legionella will need appropriate training provision.
- Guernsey Childcare Ltd will maintain a written record of all instruction and training given to members of staff.

Issue date: This policy takes effect from the 1st December 2019 Review date this policy will be reviewed and revised by the school manager on an annual basis.

Last updated: 09.01.20
Woodlands Nursery & Pre-School
**EAT WELL POLICY**

At Woodlands Nursery we aim to create an environment in which children have a positive experience of eating, are given opportunities to experience different foods and have nutritious meal provision. The staff aim to be positive role models, supporting children to have positive attitudes towards food and teaching how to make healthy food choices.

**Eating Well**
We recognise the importance of a healthy, balanced diet alongside regular physical activity to support children’s overall health and wellbeing. Children need exercise and essential nutrients to support their growth and development and need education in making positive health choices to prevent unhealthy weight.

**Food and Drink Policy**
Woodlands Nursery have a clear food a drink policy to ensure parents are kept well informed about our approach to eating and weaning. We also have an information sheet in the parent handbook giving nutrition information and lunchbox ideas. Menus are shared with parents on a termly basis and opportunities are given for parent feedback.

We are a water only setting and we ensure children always have access to clean drinking water.

We follow the Early Years Quality Standards and the Eat Better - Start Better Early Years Code of Practice and Guidance to inform our Policies and Procedures.

**Menus**
Woodlands Nursery have three seasonal menus: Autumn, Spring and Summer which rotate weekly. The menus have been created as a staff team using the EAT BETTER - START BETTER Guidelines by the Children’s Food Trust and the 5532 a day Guidance by the British Nutrition Foundation to create a balanced nutritious menu, following the recommended portion sizes.

All meals are made from scratch using local suppliers in a high-quality hygienic environment. We individually select supplies based on nutritious value to ensure salt and sugar quantities are kept to a minimum. We take into consideration seasonal offerings, taste, texture and colour when making menu choices.

**Positive Eating Environment**
We aim to create a positive and welcoming eating environment to encourage children to eat well, develop good eating habits and social skills. Mealtimes at Woodlands Nursery are a relaxed and social time, in a “home away from home” environment. Children are encouraged to eat together at tables, with Staff, who act as positive role models, demonstrating good manners and encouraging children to eat their meals. Children are given the opportunity to have conversations and are supported to be independent, enabling them to open their own packaging, then tidying away their own lunchboxes.
Children are encouraged to wash their hands and face both before and after eating. The tables and floor are kept hygienic through regular cleaning. Only staff that have Level 2 Food Hygiene Certificates are permitted to be handling food. Aprons and gloves are worn by staff when preparing or handling food.

Mealtimes at the Nursery take place at:
- Breakfast - 7.30am
- Morning Snack time - 9.30am - 10am
- Lunch time - Seedlings and Buds - 11.30am
- Mini Leaves - 11.45am
- Leaves and Blossoms - 12pm
- Afternoon Snack Time - 2.30pm - 3pm
- Teatime - 4.30pm

We run regular projects to teach the children about positive food choices and to give children opportunities to try different foods. Staff are also given in-house training on portion control and Early Years Nutrition.

Dietary Requirements
At Woodlands Nursery children with dietary requirements are kept inclusive within meal provision. Alternative ‘like’ options are made available to children to cater for their dietary needs. Children with dietary needs are encouraged to sit alongside other children and taught the importance of not sharing food with others, where age appropriate.

In the case of severe allergies, a no allergen zone e.g. no nuts, may be enforced across the whole nursery but will be reviewed on a case by case basis. The Nursery may request a dietician plan in some cases to ensure the Nursery has all the information required to provide a risk-free environment.

Lists of children with dietary requirements are displayed in each room and the kitchen to ensure all staff handling food are aware of dietary needs across the Nursery.

Being Active
At Woodlands Nursery we value the importance of keeping active to support healthy development. All children are supported to have at least one hour in the garden every day. During this time children will be encouraged to utilise their gross motor skills. Where garden time is not possible due to severe weather conditions, opportunities for gross motor play will be arranged for indoors. The Nursery asks parents to please provide suitable outdoor clothing and suncream to enable children to use the garden as much as possible. The Nursery from age 3 is also part of the Daily Mile project.

Last updated: 21.10.20
Woodlands Nursery & Pre-School
OUR CHILD PROTECTION OFFICER IS:

..................................................Sarah Stranger...........................................

OUR SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR IS:

..................................................Hannah Simon...........................................

OUR FAMILY SUPPORT OFFICER IS:

..................................................Charlie Laine...........................................