



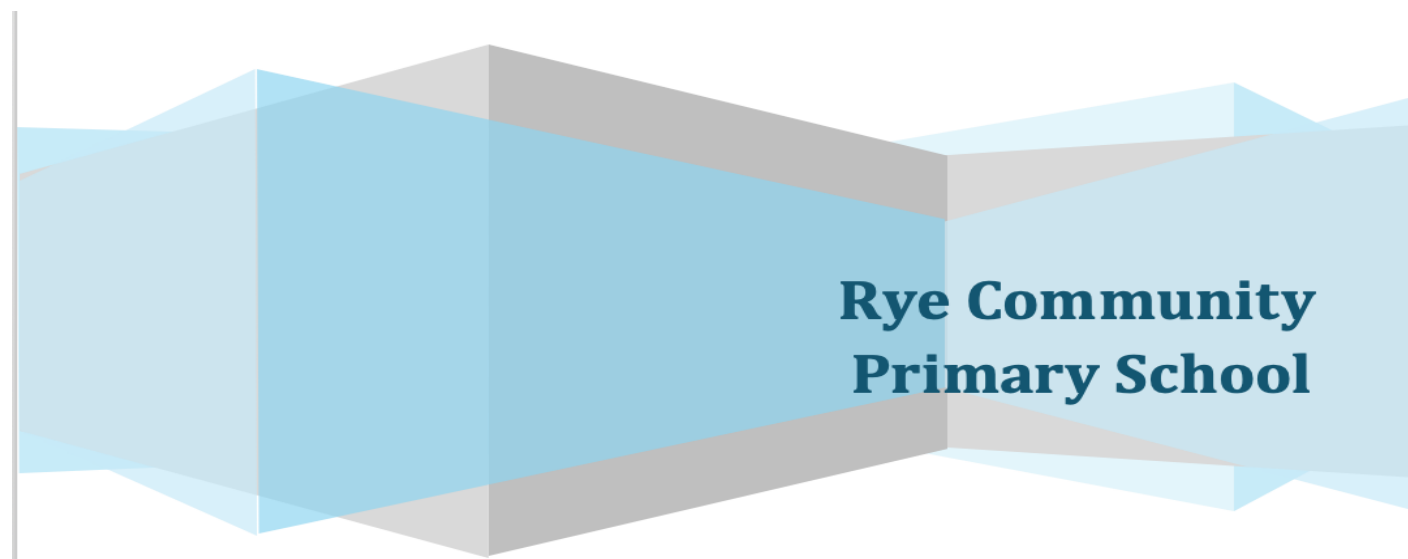
**Rye Community Primary School**  
**Part of The Aquinas Trust**



# **Starfish Pre-school Family Handbook**

**September 2023**

**“Dream, Believe, Achieve”**



**Rye Community  
Primary School**



# Aquinas Pre-school Handbook

---

Leadership Responsibility:	EYFS Lead/Headteacher
Review Body:	Headteacher
Date:	September 2023
Review:	September 2024

Starfish Pre-school (the Pre-school) is part of Rye Community Primary School (the Academy) which in turn is an Academy within the Aquinas Church of England Education Trust Limited (the Trust).

The Pre-school is committed to providing consistent care for 2, 3- and 4-year olds in accordance with the Early Years Framework. The Handbook will be implemented by Staff at the Pre-school and will be made available to families. It deals with the operation of the Pre-school and should be read in conjunction with the Academy and the Trust policies as specifically referred to in the Handbook and detailed in the Trust's Policy Overview Document.

The Headteacher of the Academy has overall responsibility for the Pre-school . The Headteacher is supported by the Early Years Foundation Stage (EYFS) Leader/ Teacher, Mrs Vicky Isted, who will be responsible for the delivery of the early years' curriculum. The Pre-school is managed on a day to day basis by the Starfish Pre-school teachers and Pre-school Educators, with responsibility for non-educational elements of the provision including health and safety, provision of food and cleanliness of the environment. The EYFS Teacher and Pre-school teacher are responsible for the staff working at the Pre-school and implementation of the Handbook on a day to day basis, including the delivery of the Early Years and Foundation Stage (EYFS) curriculum.

The Pre-school Administrators are Ria Cruttenden and Suzie James, our school secretaries, and they should be contacted in relation to the matters which flow from the contract for Pre-school services. They are also supported by Mrs Sally Hill, the school business manager for any finance related queries.

The policies and procedures of the Pre-school are detailed in the Handbook and within the Academy and Trust suite of policies, particulars of which are found in the Trust's Policy Overview Document. These can be accessed via the Trust's website ([www.aquinastrust.org](http://www.aquinastrust.org)) or the Academy's website at [www.ryeprimary.co.uk](http://www.ryeprimary.co.uk).



## Contents

Admissions .....	5
Arrivals and Departures .....	14
Caring for Children .....	14
Confidentiality and Data Protection.....	15
Conflict Resolution with Parents.....	15
Early Learning Opportunities.....	16
Healthy Work Place .....	18
Pre-school Rooms.....	19
Immunisation .....	19
Intimate Care.....	20
Infection Control .....	22
Action Plan .....	22
Looked After Children .....	23
Lost Children .....	23
Manual Handling .....	24
Planning and procedure.....	25
Mobile Phones and Social Networking.....	25
Parents and visitors use of mobile phones and social networking .....	26
None and Late Collection of Children .....	26
No Smoking .....	28
Nutrition and Mealtimes .....	28
Outdoor Play .....	29
Parents and Carers .....	29
Safe Care and Practice.....	29
Safety Checks .....	31
Separated Parents .....	31
Sickness and Illness .....	33
Meningitis procedure.....	34
Transporting children to hospital procedure.....	34
Staff Sickness and Medication .....	34
Sleep.....	<b>Error! Bookmark not defined.</b>
Staff working with their own children or a close relation .....	35
Students .....	35
Sun Care .....	36
Risk Assessments.....	37



Electrical equipment .....	38
Dangerous substances .....	38
Hot drinks and food .....	38
Transport and outings.....	38
Room temperatures.....	38
Water supplies .....	38
Gas appliances .....	38
Use of Cameras, Mobile Phones and other Recording Devices .....	39
Use of Dummies in the Pre-school .....	39
Visitors.....	39
Visits and Outings.....	40
Prior to the outing.....	40
Risk assessment/outings plan .....	41
Volunteers .....	41
Enhanced DBS checks .....	42
Appendix A: Pre-school Checklists.....	44
Daily Checklist .....	44
Bathroom Checklist.....	45
Kitchen Checklist .....	46



# Welcome to Rye Community Primary

---

## Message from our Headteacher.

We would like to welcome all families, both new and existing and wish you all a successful academic year with us.

Our mission at Rye Community Primary is to 'dream, believe and achieve'. With this in mind, we work hard to ensure that every child is happy and well supported on their educational journey with us. We want every child to grow and flourish in our care.

Our School is set in the attractive heart of 1066 country and is a place where pupils feel safe and have space to learn. We pride ourselves on being a closely knit community where children are known as individuals and where their talents are nurtured.

As a member of the Aquinas Trust schools here in Rye, we are part of a family of schools that serve the young people of Rye with an 'all-through experience' from the age of two to sixteen years of age, truly making us a 'local Community Primary'. We are driven by a pursuit of high academic standards regardless of start points and a desire for all pupils to experience an exceptional education: 'Life - Transforming - Learning.'

Our aim is to challenge every learner to exceed their own expectations of themselves; create a 'can-do' culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

This is an exciting time for Rye Community Primary; we believe your children will benefit enormously from our shared ambition to excel. We are proud of the positive reputation we have for supporting pupils in realising their potential and going on to their next stage of education successfully and ultimately to lead fruitful and productive lives.

I look forward to a successful year working in partnership with you and your family.



Miss. K. Martin

Head Teacher



## Admissions

The numbers and ages of children admitted to the Pre-school comply with the legal space requirements set out in the EYFS Framework. The Pre-school is an inclusive environment and we ensure that all children have access to Pre-school places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents. Please see the Trust's Equality Policy.

Prior to a child being offered a place at the Pre-school, parents must complete an admission form, which will ask for details such as DOB, contact details, medical details and emergency contacts etc.

Where there are more applicants than places, the Pre-school shall operate a waiting list and the following matters will be considered when prioritising and deciding on admissions:

- Children who have siblings at the Pre-school then at the Academy;
- When the application is received (extra weight is given to those who have been on the waiting list the longest);
- The Pre-school's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements;
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability;
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

The Pre-school currently provides free funded places subject to availability. These places will be allocated on a first come, first served basis and can be booked directly with the Pre-school staff or school office at least a **term in advance**.

All funded sessions are now in line with the flexible arrangements as specified by the Government. When you register your child for their funded place we will discuss your needs and as far as possible with availability and staffing arrangements, we will accommodate your wishes.

## Location

Rye Community Primary School The Grove RYE TN31 7NQ	eMail: <a href="mailto:office@ryeprimary.co.uk">office@ryeprimary.co.uk</a> Telephone: 01797 222 825 Website: <a href="http://www.ryeprimary.co.uk">www.ryeprimary.co.uk</a>
--	--



## Key Roles

<b>Headteacher *</b>	Miss. Kelly Martin
<b>Deputy Headteacher</b>	Miss. Fran Brassleay
<b>Assistant Headteacher</b>	Mrs. Lisa Nice
<b>Academies School Business Manager</b>	Mrs. Sally Hill

\*Designated Safeguarding Lead

## Getting In Touch

The school believes open and regular communication with families is crucial to our success. If you have a question or concern and need to talk to a colleague, please refer to our staff list. In order to reach one of our colleagues, please eMail the office – [office@ryeprimary.co.uk](mailto:office@ryeprimary.co.uk) in the first instance.

The primary form of communication is electronic – with eMail being our primary source of communication. This enables us to communicate in a timely and cost-effective manner. **Families are requested to ensure we have an up-to-date eMail address at all times.** If you are not on eMail, the office can help you set up a simple and free eMail account through [www.outlook.com](http://www.outlook.com).

## Other Ways of Communicating

The School subscribes to Class Dojo; this is an online system which allows families to contact the class teacher directly and also upload homework. This platform also allows teachers to share important reminders to parents and share some of the exciting learning taking place in school. We advise all parents to download this app. If you require any help, please get in touch.

The Rye Community Primary website ([www.ryeprimary.co.uk](http://www.ryeprimary.co.uk)) is a great information source which we update on a weekly basis with news, events, key dates, policy updates and letters sent to families.



It is also recommended that families join the Rye Primary Facebook page [facebook.com/ryeprimary](https://facebook.com/ryeprimary) as this is regularly updated with news and details of School events, as we love to share what our students are working on.

We will keep you up to date through regular newsletters and letters to families.

If you have any other questions or problems, you are always welcome to eMail us for an appointment with your child's class teacher or other appropriate colleague; sometimes a chat on the phone will settle your worries but, if not, please make an appointment rather than just turning up.

## How We Communicate

Our protocols for effective and consistent approaches to communication are outlined in the 'Communication Guidelines'. A summary is provided below.

E-mail is the default method of communication in our school.

# Communications Systems

Rye Community Primary School uses a number of communications platforms and tools to help us communicate with our families, students and staff.







# How to contact us



### General Enquiries

- [office@ryeprimary.co.uk](mailto:office@ryeprimary.co.uk)
- Include who for the attention of in the subject field, if known
- Your email will be directed to the relevant colleague for response in 48 hours



### Attendance

- 01797 222 825
- [www.ryeprimary.co.uk/absence-reporting](http://www.ryeprimary.co.uk/absence-reporting)
- To report your child as absent or to discuss your child's attendance
- Our attendance officer will respond to you



### Welfare and wellbeing

- [ahomewood@ryeprimary.co.uk](mailto:ahomewood@ryeprimary.co.uk)
- To discuss your child's welfare or personal development
- Your email will be directed to the relevant colleague for response in 48 hours



### Rye College Office

- 01797 222 825
- Our Office team will assist and direct your query
- Please leave a voice mail if we are busy, your call will be returned on the same day

## Useful eMail Addresses

Pupil attendance and general enquires	<a href="mailto:office@ryeprimary.co.uk">office@ryeprimary.co.uk</a>
Family Liaison Officer	<a href="mailto:ahomewood@ryeprimary.co.uk">ahomewood@ryeprimary.co.uk</a>
Special Educational Needs, Disabilities and Inclusion enquires	<a href="mailto:senco@ryeprimary.co.uk">senco@ryeprimary.co.uk</a>

## Aquinas Communications

From time to time, The Aquinas Trust may send communications, highlighting key information that they wish to share with families. You may also wish to visit the Aquinas website to view our statutory information.



## Organisational List

Miss	Martin	Headteacher and DSL for Rye Community Primary and starfish pre-school
Miss	Brassleay	Deputy Headteacher
Miss	Nice	Assistant Headteacher for Inclusion and DSL
Mrs	Homewood	Family Liaison Officer
Mrs	James	Attendance Officer and School secretary
Mrs	Cruttenden	School Secretary and Admissions officer
Mrs	McKennon	Class teacher for Starfish Pre-school and Music leader
Mrs	Isted	Class Teacher for Reception Class Minnows, EYFS Phase Leader and RSHE leader (Relationships, Sex and Health Education).
Mrs	Haddock	Class Teacher for clownfish, Year 1 class RE leader (Religious Education)
Miss	Brewster	Class teacher for Year 2 Clownfish Class, Science Leader
Mrs	Banks	Class Teacher for year 3+4 Barracudas Class (M-W), PSHE and handwriting leader
Ms	Dale	Class teacher for year 3+4 Barracudas class (Th- F) Languages Leader
Mrs	Benn	Class teacher for year 3+4 Orcas class (M-W) Computing leader
Mrs	Hinxman	Class Teacher for Year 3+4 Orcas class (Th- F) Geography Leader
Mr	Cameron	Class Teacher for year 5+6 Sharks class and English Leader
Miss	Turton	Class teacher for year 5+6 Dolphins class (M-W) and Maths leader
Mr	Sanders	Class teacher for year 5+6 Dolphins class (Th-F)
Miss	Flaherty	Class Teacher for year 5+6 Marlin Class
Ms	Treacey	Trainee Teacher in Orcas class Year 3-4 (M-W +F)
Mrs	Borthwick	Teaching Assistant level 3 in year 5+6 Sharks class
Mrs	Clark	Teaching Assistant level 3 in year R- Minnows
Mrs	Kimmit	Teaching Assistant Level 3 in Year 1 Clownfish
Mrs	Leach	Forest School Leader, Cover supervisor, Teaching Assistant level 3 - year 2 Sea Turtles .
Mrs	Budd	Teaching Assistant Level 3 In year 5+6 Marlin class
Mr	Jenkinson	Teaching Assistant Level 2 In 3+4 Orcas class (am)
Miss	Stansfield	Cover supervisor and Teaching Assistant Level 3 in Key stage 2 phase
Mrs	Beeching	Teaching Assistant Level 2 In year 5+6 Dolphins class. Before and after school Bus Escort
Mr	Webb	Teaching Assistant Level 2 In Year 2 Seahorses
Miss	Wilson	Individual Needs Assistant
Miss	Wood	Level 3 Pre-school Educator (also holds EYTS – Early Years Teacher status)
Miss	Haygate	Level 3 Pre-school Educator (also holds QTS – Qualified Teacher status)
Mrs	Reeves	Mid Day Meals Supervisor Assistant (MDSA)
Miss	Fairbrother	Mid Day Meals Supervisor Assistant (MDSA)

## Aquinas Advisory Council

The school is an academy within the Aquinas Church of England Education Trust (Aquinas). The responsibility for the oversight and management of all aspects of Aquinas rests with the Board of Trustees.

The day to day management of Aquinas has been delegated by the Trustees to the Chief Executive Officer, Kathy Griffiths. The day to day operation of Rye Community Primary School has been delegated to Miss. K. Martin (Headteacher).



In order to assist Miss Martin, the Trustees of Aquinas have established Aquinas Advisory Councils (AAC) for each academy including Rye Community Primary School. The purpose of the AAC is to support, advise and be a critical friend to Miss Martin in raising standards of achievement and progress for all learners.

The AAC does have delegated responsibility in relation to aspects of admissions, appointment of staff, complaints, performance management, permanent exclusions, school inspections, staff grievance and disciplinary. The AAC also has the ability to escalate concerns to Miss Martin, the CEO or Trustees.

The AAC members meet at least 3 times a year and certain members will have specific functions as agreed by the AAC and Miss Martin. Members will forge links with the school and wider community. Notes of AAC meetings are available on request. AAC members' code of conduct and declarations of business interests support the following principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. If you wish to contact the Chair of the AAC or any of its members, please email: [office@ryeprimary.co.uk](mailto:office@ryeprimary.co.uk) and insert in the subject box 'for the attention of the clerk to the Aquinas Advisory Council'.



## Term Dates

### Rye College and Community Primary School Term and Holiday Dates 2023–2024



	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
Monday	28 4 11 18 25	2 9 16 23	30 6 13 20 27	4 11 18 25
Tuesday	29 5 12 19 26	3 10 17 24	31 7 14 21 28	5 12 19 26
Wednesday	30 6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Thursday	31 7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Friday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Saturday	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Sunday	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
	JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024
Monday	1 8 15 22 29	5 12 19 26	4 11 18 25	1 8 15 22 29
Tuesday	2 9 16 23 30	6 13 20 27	5 12 19 26	2 9 16 23 30
Wednesday	3 10 17 24 31	7 14 21 28	6 13 20 27	3 10 17 24
Thursday	4 11 18 25	1 8 15 22 29	7 14 21 28	4 11 18 25
Friday	5 12 19 26	2 9 16 23	1 8 15 22 29	5 12 19 26
Saturday	6 13 20 27	3 10 17 24	2 9 16 23 30	6 13 20 27
Sunday	7 14 21 28	4 11 18 25	3 10 17 24 31	7 14 21 28
	MAY 2024	JUNE 2024	JULY 2024	AUGUST 2024
Monday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Tuesday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Wednesday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Thursday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Friday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Saturday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Sunday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25

#### KEY

Staff training (INSET day) Start of term for pupils End of term Public holiday School holiday

#### Bank and Public Holidays 2023-2024

Monday 25 December 2023	Christmas Day	Monday 1 April 2024	Easter Monday
Tuesday 26 December 2023	Boxing Day	Monday 6 May 2024	Early May bank holiday
Monday 1 January 2024	New Year's Day	Monday 27 May 2024	Spring bank holiday
Friday 29 March 2024	Good Friday	Monday 26 August 2024	Summer bank holiday

#### Term Length

Term	From	To	Number of days
Term 1	1 September 2023	20 October 2023	36
Autumn break	23 October 2023	27 October 2023	
Term 2	30 October 2023	15 December 2023	35
Christmas break	18 December 2023	1 January 2024	
Term 3	2 January 2024	9 February 2024	29
February break	12 February 2024	16 February 2024	
Term 4	19 February 2024	28 March 2024	29
Spring break	29 March 2024	12 April 2024	
Term 5	15 April 2024	24 May 2024	29
May break	27 May 2024	31 May 2024	
Term 6	3 June 2024	23 July 2024	37
		Total	195

Rye College and Community Primary School, Part of Aquinas  
"Life Transforming Learning"



# **Rye College and Community Primary School** **Term and Holiday Dates 2024–2025**

	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024
Monday	26 2 9 16 23	30 7 14 21 28	4 11 18 25	2 9 16 23
Tuesday	27 3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24
Wednesday	28 4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Thursday	29 5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Friday	30 6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Saturday	31 7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Sunday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025
Monday	30 6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28
Tuesday	31 7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29
Wednesday	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30
Thursday	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24
Friday	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25
Saturday	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26
Sunday	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27
	MAY 2025	JUNE 2025	JULY 2025	AUGUST 2025
Monday	5 12 19 26	2 9 16 23	30 7 14 21 28	4 11 18 25
Tuesday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Wednesday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Thursday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Friday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Saturday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Sunday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31

## **KEY**

Staff training (INSET day) Start of term for pupils End of term Public holiday School holiday

## **Bank and Public Holidays 2024-2025**

<b>Wednesday 25 December 2024</b>	Christmas Day	<b>Monday 21 April 2025</b>	Easter Monday
<b>Thursday 26 December 2024</b>	Boxing Day	<b>Monday 5 May 2025</b>	Early May bank holiday
<b>Wednesday 1 January 2025</b>	New Years Day	<b>Monday 26 May 2025</b>	Spring bank holiday
<b>Friday 18 April 2025</b>	Good Friday	<b>Monday 25 August 2025</b>	Summer bank holiday

## **Term Length**

Term	From	To	Number of days
<b>Term 1</b>	<b>03 September 2024</b>	<b>25 October 2024</b>	<b>40</b>
Autumn school holiday	28 October 2024	31 October 2024	
<b>Term 2</b>	<b>04 November 2024</b>	<b>20 December 2024</b>	<b>35</b>
Christmas school holiday	23 December 2024	03 January 2025	
<b>Term 3</b>	<b>06 January 2025</b>	<b>14 February 2025</b>	<b>30</b>
February school holiday	17 February 2025	21 February 2025	
<b>Term 4</b>	<b>24 February 2025</b>	<b>04 April 2025</b>	<b>30</b>
Spring school holiday	07 April 2025	21 April 2025	
<b>Term 5</b>	<b>22 April 2025</b>	<b>23 May 2025</b>	<b>23</b>
May school holiday	26 May 2025	30 May 2025	
<b>Term 6</b>	<b>02 June 2025</b>	<b>22 July 2025</b>	<b>37</b>
		<b>Total</b>	<b>195</b>



## Arrivals and Departures

On arrival the child will be handed to a staff member, at this time parents should advise the staff member of any pertinent information. If the parent requests the child is given medicine during the day, the staff member must ensure that the medication procedure is followed, including parents signing the administration of medication form.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated person. A password and possible photo identification may be required (when challenged) for the designated adult. Parents are informed about these arrangements and reminded about them regularly.

On departure, the parent or adult should be told about any accidents or incidents and the appropriate records must be signed by the parent or adult before departure. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The Pre-school follows the Academy's Administration of Medicines Policy.

The Pre-school will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated person of the agreed procedure and contact the Pre-school about the arrangements as soon as possible. If in any doubt the Pre-school will check the person's identity by ringing the child's parent or their emergency contact number please refer to the late collection procedure.

On departure, the staff member releasing the child must mark the child register immediately to show that the child has left the premises.

## Caring for Children

We support parents to help children settle quickly and easily by considering the individual needs and circumstances of every child and their families. The Pre-school will work in partnership with parents to settle their child into the Pre-school environment by doing the following:

- Staff welcome and look after the child ensuring that their care is tailored to meet their individual needs;
- Providing parents with relevant information about the policies and procedures of the Pre-school ;
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one- or two-week period, dependent on individual needs, age and stage of development;
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child;
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences;
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the Pre-school and reassure them of their child's progress towards settling in;



- Not taking a child on an outing from the Pre-school until he/she is completely settled.

Regular contact will be maintained with parents and carers throughout the child's time at the Pre-school. Staff will carry out regular ongoing practice such as observations to build up a picture of the child's interests and plan activities accordingly to support the child's stage of learning, development and interests. This information will be shared with parents, carers and other professionals where relevant if there are any concerns surrounding their development.

Staff will work with parents and carers to ensure a smooth transition to school or another Pre-school, where this is necessary.

At the Pre-school we ensure the health, safety and well-being of the children in our care through the following:

- Children wearing nappies are changed according to their individual needs and requirements;
- Information will be shared between parents and staff about nappy changing and toilet training (intimate care) in a way that suits the child;
- Potties are washed and disinfected after every use. Changing mats are wiped with anti-bacterial cleanser before and after every nappy change;
- Mattresses meet safety standards;
- No child is ever left unattended during nappy changing time or meal times;
- Sleeping children are supervised at all times;
- Staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted. Students only change nappies with the support and close supervision of a qualified member of staff;

## Confidentiality and Data Protection

The Pre-school holds sensitive and confidential information about children and their families. This information is used to meet children's needs, for registers, invoices and emergency contacts. All records are stored securely and any information shared with the team is done on a 'need to know' basis and treated in confidence.

The Pre-school follows the legal requirements set out in the Statutory Framework for the EYFS 2020 reforms and accompanying regulations about the information we must hold about registered children and their families and the staff working at the Pre-school. In addition, the Pre-school follows the requirements of the Data Protection Act (DPA) 2018 and the General Data Protection Regulations (GDPR) and the Freedom of Information Act 2000 with regard to the storage of data and access to it as embodied in the policies of the Trust. Staff and volunteers are made aware of the importance of confidentiality and that information about the child and family is not shared outside of the Pre-school other than with relevant professionals who need to know that information. For further details, please refer to the Trust's Data Protection and Freedom of Information Act Policies.

## Conflict Resolution with Parents

The Pre-school seeks to have a strong partnership with parents and an open-door policy to discuss any matters arising (if applicable). In the unlikely event that a parent starts to act in an aggressive or abusive way at the Pre-school, our policy is to:





- Direct the parent away from the children and into a private area such as an office (where appropriate);
- Ensure that a second member of staff is in attendance, where possible, whilst continuing to ensure the safe supervision of the children;
- Act in a calm and professional way, ask the parent to calm down and make it clear that we do not tolerate aggressive or abusive language or behaviour;
- A member of the leadership team of the Academy will be informed;
- Contact the police if the behaviour escalates;
- Once the parent calms down, the member of staff will then listen to their concerns and respond appropriately;
- An incident form will be completed detailing the time, reason and action taken;
- Senior leaders of the Academy will provide any support and reassurance that staff may need following the experience, and seek further support where necessary;
- Senior leaders of the Academy will also signpost parents to further support where applicable;
- Staff will protect the privacy of the children in our care and ensure that information regarding the incident is kept confidentially;
- Consider the application of the Academy's policy on managing aggressive behaviour from parents and visitors.

The Academy's complaints policy must be followed in relation to complaints regarding the Pre-school once the informal resolution process has been exhausted. Any complaint or concern must be raised with the Pre-school Teacher in the first instance and if the matter is not resolved within a reasonable period, it will be referred to the EYFS Teacher responsible for the Pre-school. If the complaint/concern is not resolved satisfactorily then it will be referred to the senior leadership team of the Academy. If no resolution can be achieved following such referral, the complaint will follow the formal stages of the Complaints policy which will be provided on request.

## Early Learning Opportunities

We recognise that children learn in different ways and at different rates and plan for this accordingly. Our aim is to support all children attending the Pre-school to attain their maximum potential within their individual capabilities. We provide a positive play environment for every child, so they may develop good social skills and an appreciation of all aspects of this country's multi-cultural society. We plan learning experiences to ensure, as far as practical, there is equality of opportunity for all children and a celebration of diversity. In order to access all learning opportunities, we recognise that it is important for the children to respect and engage positively with each other, the Pre-school staff and have the appropriate behaviour for all learning experiences. Consequently, we expect all children to behave in accordance with the Academy's behaviour management and anti-bullying policies.

We maintain a personalised record of every child's development, showing their abilities, progress, interests and areas needing further staff or parental assistance.

For children whose home language is not English, we will take reasonable steps to:





- Provide opportunities for children to develop and use their home language in play and learning and support their language development at home; and,
- Ensure that children have sufficient opportunities to learn and reach a good standard in English language during the EYFS, ensuring that children are ready to benefit from the opportunities available to them when they begin reception.

We ensure that the educational programmes are well planned and resourced to have depth and breadth across the seven areas of learning. They provide interesting and challenging experiences that meet the needs of all children. Planning is based on a secure knowledge and understanding of how to promote the learning and development of young children and what they can achieve.

We implement the EYFS set by the Department for Education that sets standards to ensure all children learn and develop well. We support and enhance children's learning and development holistically through play-based activities. We review all aspects of learning and development and ensure a flexible approach is maintained, which responds quickly to children's learning and developmental needs. We develop tailor-made activities based on observations, which inform future planning and draw on children's needs and interests. This is promoted through a balance of adult-led and child-initiated opportunities both indoors and outdoors. Direct observation is supplemented by a range of other evidence to evaluate the impact that practitioners have on the progress children make in their learning, including:

- Evidence of assessment that includes the progress of different groups of children:
  - assessment on entry, including parental contributions;
  - two-year-old progress checks (where applicable);
- On-going (formative) assessments, including any parental contributions;
- EYFS Stage Profile (where applicable) or any other summative assessment when children leave.

We acknowledge parents as primary educators and encourage parental involvement. We build strong home links in order to enhance and extend children's learning both within the Pre-school environment and in the child's home. We share information about the EYFS curriculum with parents and signpost them to further support via the following websites:

- [www.foundationyears.org.uk](http://www.foundationyears.org.uk);
- [www.gov.uk/government/publications/early-years-foundation-stage-framework-2](http://www.gov.uk/government/publications/early-years-foundation-stage-framework-2).

As part of our obligation to provide suitable EYFS opportunities for all children, we believe that high-quality care and early learning is promoted by providing children with safe, clean, stimulating, age and stage appropriate resources, toys and equipment. To ensure this occurs within the Pre-school , including in our outdoor areas, we will:

- Provide play equipment and resources that are safe and conform to safety standards;
- Provide a sufficient quantity of equipment and resources for the number of children registered in the Pre-school ;
- Provide resources to meet children's individual needs and interests;
- Provide resources, which promote all areas of children's learning and development;



- Select books, equipment and resources which promote positive images of people of all races, cultures, ages, gender and abilities, are non-discriminatory and do not stereotype;
- Provide play equipment and resources which promote continuity and progression, provide sufficient challenges and meet the needs and interests of all children;
- Encourage children to respect the equipment and resources and tidy these away when play has finished.

Further details of the curriculum can be found in the Academy's EYFS policy.

We appreciate that some children need additional support and assistance in order to achieve their full learning potential due to their special educational needs and disability. In order to support such children, the Pre-school will liaise with the Academy SENDCo, Lisa Nice and follow the Academy's Special Educational Needs and Disability policy.

## Healthy Work Place

At the Pre-school, we are committed to providing a workplace which supports and encourages a healthy team.

Dress code - Staff must follow the Trust Dress Code.

Colleague breaks - It is the responsibility of the EYFS leader and or the Pre-school Teacher to ensure that all staff working six hours or more take a break of no less than 20 minutes whilst ensuring that ratios are maintained.

Staff under 18 require a break of 30 minutes in circumstances where they work 4.5 hours a day. All breaks should be taken in the Academy's staff room.

Personal hygiene - Staff must follow the personal hygiene code at all times and encourage children to adopt the same good personal hygiene code themselves. All hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses, messy play activities and after contact with animals. After noses have been wiped, the tissue must be disposed of hygienically and hands should be washed.

Cleaning - The Pre-school is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is an essential element of this practice. The Pre-school will be cleaned daily and regular checks will be made to the bathrooms. These will be cleaned at least daily (more if necessary i.e. at lunch time). The nappy changing facility will be cleaned after every use and potties will be cleaned out after every use. Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care. Staff are referred to the check lists at appendix A of the Handbook.

Kitchen - Staff are made aware of the basic food hygiene standards through appropriate training and this is reviewed every three years.

- Fridges to be cleaned out weekly;
- Microwave to be cleaned after every use;
- Oven to be cleaned out regularly and recorded;
- Freezers to be cleaned out every three months and recorded;



- All cupboards to be cleaned out monthly;
- Fridge and freezer temperatures must be recorded first thing in the morning by the manager/cook and last thing at night;
- All food to be covered at all times in and out of the fridge and dated to show when each product was opened;
- Care must be taken to ensure that food is correctly stored in fridges;
- When re-heating food, it should be over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. Food prepared on the premises must be checked with the probe thermometer before serving;
- Food served but not used immediately should be appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food should be discarded immediately;
- All opened packets to be dated when opened and placed in an airtight container e.g. baby food, raisins, cereal etc.;
- Surfaces to be cleaned with anti-bacterial spray;
- Only appropriate coloured kitchen cloths to be used (please follow the chart on the wall). These must be washed daily on a hot wash;
- All plugs to be pulled out of their sockets at the end of each day and switches switched off where practicable (with the exception of the fridge and freezer);
- Children must NOT enter the kitchen except for supervised cooking activities;
- Doors/gates to the kitchen to be kept closed/locked at all times.

#### Pre-school Rooms

- Staff must be aware of general hygiene in the Pre-school and ensure that high standards are kept at all times;
- Regular toy washing rotas must be established in all rooms and recorded. Toys should be washed with sanitising fluid;
- Floors should be cleaned during the day when necessary. Vacuum cleaner bags (where used) should be changed frequently;
- Staff are requested to use the appropriate coloured mop for the task or area (see chart on wall) and mop heads should be washed in a separate wash at least weekly;
- Face cloths should be washed on a hot wash after every use and not shared between children;
- All surfaces should be kept clean and clutter free;
- Children must always be reminded to wash their hands after using the bathroom and before meals. Staff should always encourage good hygiene standards, for example, not eating food that has fallen on the floor;
- Children should learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.

## **Immunisation**

The Pre-school expects that children are vaccinated in accordance with the Government's guidance and their age. We ask that parents inform us if their children are **not** vaccinated so that we can manage any risks to their own child or other children/staff/parents in the best way possible.



We record, or encourage parents to record, information about immunisations on children's registration documents and we update this information as and when necessary, including when the child reaches the age for the appropriate immunisations.

It is the responsibility of all Staff to ensure they keep up to date with their vaccinations for:

- Tetanus;
- Tuberculosis;
- Rubella;
- Hepatitis;
- Polio; and keep the Pre-school informed.

If a member of staff is unsure as to whether they are up to date, then we recommend that they visit their GP or practice nurse for their own good health.

## Intimate Care

Intimate care routines are essential throughout the day to meet children's basic needs. This may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required. In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis, all first aid treatment will be carried out by a qualified paediatric first aider.

We wish to ensure the safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships in the Pre-school
- Ensuring all Staff have enhanced Disclosure and Barring Service (DBS) checks;
- Training all Staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support;
- Conducting thorough induction for all new staff to ensure they are fully aware of all the Pre-school procedures relating to intimate care routines;
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training;
- Working closely with parents on all aspects of the child's care and education. If a child requires specific support the Pre-school will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs;
- Ensuring all Staff have an up-to-date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the Trust's Safeguarding Policy and the Academy's Child Protection Policy;
- Operating a whistleblowing policy to help Staff raise any concerns about their peers or managers; and helping Staff develop confidence in raising worries as they arise in order to safeguard the children in the Pre-school . Please see the Trust's Whistle-blowing Policy;



- Conducting working practice observations on all aspects of the Pre-school operations, including intimate care routines, to ensure that procedures are working in practice and all children are supported fully by staff.
- Conducting regular risk assessments on all aspects of the Pre-school operation including intimate care and reviewing the safeguards in place. The Pre-school has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

In relation to nappy changing, we aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Our procedures meet best practice identified by the Health Protection Agency (2011) in 'Best practice advice for nurseries and childcare settings'.

Information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs. Parents will be engaged in the process of potty training and supported to continue potty training with their child at home.

We will use appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation and serving areas and children's play area. Changing mats are cleaned and those which are showing signs of wear and tear will be replaced. Disposable towels/roll should be placed on top of the changing mat for added protection;
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a 'nappy sack' or plastic bag before being placed in the bin. Bins are foot-pedal operated, regularly emptied and placed in an appropriate waste collection area.
- Each child should have their own creams and lotions. These will be supplied by the parent/guardian and must be clearly labelled with the child's name. When applying creams for rashes, a gloved hand will be used.

Staff changing nappies will:

- Use a new disposable apron and pair of gloves for each nappy change and always wash hands before and after using gloves;
- Clean disinfect and dry mats thoroughly after each nappy change; disposable towels/roll must be discarded after each nappy change;
- Ensure they have all the equipment they need and access to fresh water before each nappy change;
- Complete training in the appropriate methods for nappy changing;
- Ensure that no child is ever left unattended during the nappy changing time;
- Make sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted; and that students only change nappies with the support and close supervision of a qualified colleague;
- Conduct thorough inductions for all new staff to ensure they are fully aware of all the Pre-school procedures relating to nappy changing;



- Ensuring hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see a member of the Academy's senior leadership team at the earliest opportunity. Parents and staff should also be familiar with the Trust's Whistleblowing Policy.

## Infection Control

The Pre-school promotes the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread. The guidance given by Public Health England (formerly the Health Protection Agency) for schools and other child care settings as may be provided from time to time in relation to infection control for specific illnesses is followed.

### Action Plan

We follow the guidance below to prevent a virus or infection from moving around the Pre-school . Our staff:

- Develop children's understanding of the need for good hygiene procedures;
- Encourage all children to use tissues when coughing and sneezing. Used tissues are disposed of and hands washed;
- Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately;
- Clean toilets, potties and changing mats;
- Clean all toys, equipment and resources on a regular basis;
- We do not encourage dummies. However, if a child is to bring one in, we will ensure that it is stored and labelled with the child's name, in an individual pot (provided by the parents) and put safely into the child's bag, to prevent cross-contamination with other children;
- Store toothbrushes (where applicable) hygienically to prevent cross-contamination;
- Follow the sickness and illness procedure in the Handbook when children are ill to prevent the spread of any infection in the Pre-school . Staff are also requested to stay at home if they are contagious.

### ***In addition:***

- The Pre-school retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of the Pre-school ;
- Parents will be made aware of the need for these procedures in order for them to follow these guidelines whilst in the Pre-school ;
- Periodically each room in the Pre-school will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises;
- The Pre-school will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are maintained at all times and increased during the winter months or when flu and cold germs are circulating.



## Looked After Children

We are committed to providing a welcoming and inclusive quality environment for all children and families. The description 'looked after' is generally used to describe a child who is looked after by the local authority. This includes children who are subject to a care order, interim care order or temporarily classed as looked after on a planned basis for short breaks or respite care. Most looked after children will be cared for by foster carers with a small minority in children's homes, looked after by family members or even placed back within the family home.

We treat every child as an individual. We recognise that for young children to get the most out of educational opportunities they need to be settled appropriately with their carer. We will discuss with the child's carer and social worker where applicable, the length of time the child has been with the carer before they start the Pre-school to establish how secure the child feels and whether they are ready to be able to cope with further separation, a new environment and new expectations made upon them. Through the child's key worker relationships will be developed and the child will gain further support.

All our practitioners are committed to doing all they can to support all children to achieve their full potential. The Pre-school staff are trained in accordance with the Academy's Child Protection Policy. Additional training to support children's individual needs will be planned for where appropriate. We contribute to any assessment about the child or any multi-agency meeting as appropriate. Where necessary we will assist in the provision of an individual education plan.

**The designated person** for 'looked after children' at the Academy is Lisa Nice. The person with responsibility for looked after children within the Pre-school is Lisa Nice, supported by Vicky Isted.

For further details, please see the Trust and Academy's Child Looked After policies.

## Lost Children

We are committed to promoting children's safety and welfare. In the unlikely event of a child going missing within/from the Pre-school, we have the following procedure, which will be implemented immediately:

- All Staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing (photographs of children are available on the MIS);
- The Headteacher will be informed immediately and the Academy's Critical Incident Policy will be implemented and all staff present will be informed. The Academy's Critical Incident Team (CIT) will determine the action to be taken:
- In the unlikely event that the child is not found, the Academy's CIT will follow the local authority and police procedures. The Trust will also be informed;
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings;
- In any cases with media attention staff will not speak to any media representatives;
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.



Where children are on outings and visits, we carry out regular head counts of children throughout any outing or visit. In the unlikely event of a child going missing whilst on an outing we have the following procedure, which we implement immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing;
- The organiser will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout;
- If appropriate, on-site security will also be informed and a description given;
- The designated person in charge will immediately inform the Headteacher who in turn will implement the Academy's Critical Incident Policy. The Academy's CIT will determine the action to be taken;
- The Headteacher will contact the child's parents giving details of what has happened. If the whole Pre-school is on an outing, all contact details will be taken on the trip by the person in charge;
- The Headteacher will also ensure that the police are called.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children;
- It will be the designated person in charge to ensure that there are adequate staff to care for the children and get them back safely, a member of staff to meet the police and someone to continue the search (this may mean contacting relief staff).
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings;
- The Trust must be informed;
- Ofsted must be contacted and informed of any incidents.
- In any cases with media attention staff will not speak to any media representatives;
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

## Manual Handling

Where manual handling tasks cannot be avoided, for example lifting children when changing nappies, we instruct all staff in correct handling techniques and expect them to follow these to minimise the risks of injury. Risk assessments are carried out by examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures. Our manual handling assessment considers the following:

- The tasks to be carried out;
- The load to be moved (including moving children);
- The environment in which handling takes place;
- The capability of the individual involved in the manual handling.

We expect staff to use the following guidance when carrying out manual handling in order to reduce the risk of injury. The requirements of the Academy's Health and Safety procedures will also be followed.





## Planning and procedure

- Think about the task to be performed and plan the lift. Ensure that you are capable of undertaking the task (people with health problems and pregnant women may be particularly at risk of injury). Assess whether you can lift the load safely without help. If more than one person is involved, plan the lift first and agree who will lead and give instructions.
- When carrying a child, do not place the child on your hip; carry them directly in front of you in order to balance their weight equally. Avoid carrying the child a long distance. Young children should be supported. Avoid carrying anything else when carrying a child. If a child is struggling place them down. Students and pregnant staff members will not carry children.
- Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself, or turn the load around, so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.
- Always lift using the correct posture:
  - Bend the knees slowly, keeping the back straight;
  - Tuck the chin in on the way down;
  - Lean slightly forward if necessary and get a good grip;
  - Keep the shoulders level, without twisting or turning from the hips;
  - Try to grip with the hands around the base of the load;
  - Bring the load to waist height, keeping the lift as smooth as possible.
- Moving the child or load:
  - Move the feet, keeping the child or load close to the body;
  - Proceed carefully, making sure that you can see where you are going;
  - Lower the child or load, reversing the procedure for lifting;
  - Avoid crushing fingers or toes as you put the child or load down;
  - If you are carrying a load, position and secure it after putting it down;
  - Make sure that the child or load is rested on a stable base and in the case of the child ensure their safety in this new position;
  - Report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.
- The environment:
  - Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable;
  - Remove obstructions and ensure that the correct equipment is available.

## Mobile Phones and Social Networking

We promote the safety and welfare of all children in our care. To ensure the safety and well-being of children in our care, we do not allow staff to use personal mobile phones during working hours. We may give special permission for mobile phones to be used in emergencies by the Pre-school to provide a means of contact in certain circumstances, such as outings. We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the Pre-school, the Academy, staff working at either provision, parents or children. In this regard staff must also follow the Trust's Staff Handbook. We ask parents and visitors to respect and adhere to our policy.



Staff must adhere to the following:

- Mobile phones are either turned off or on silent and not accessed during your working hours in the pre-school;
- Mobile phones can only be used on a designated break and then this must be away from the children;
- During outings, staff will use mobile phones belonging to the Pre-school wherever possible. Photographs must not be taken of the children on any phones, either personal or owned by the Pre-school ;
- Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the Pre-school reputation or relate to the Pre-school or any children attending the Pre-school in any way;
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the Pre-school ;
- If staff choose to allow parents to view their page on social networking sites this relationship must remain professional at all times;
- If any of the above points are not followed then the member of staff involved may face disciplinary action, under the Trust's Disciplinary Policy.

### **Parents and visitors use of mobile phones and social networking**

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day. Parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the Pre-school or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

### **None and Late Collection of Children**

All parents are expected to collect their children at the agreed time. Parents are expected to follow agreed procedures if they expect to be late. These include:

- Agreeing a safety password with the Pre-school in advance to be used by anyone collecting a child who is not the parent (designated adult);
- Calling the Pre-school as soon as possible to advise of their situation;
- Asking a designated adult to collect their child wherever possible;
- Informing the Pre-school of the designated person's identity so the Pre-school can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by this situation.

If the designated person is not known to the Pre-school staff, the parent must provide a detailed description of this person, including their date of birth where known. This designated person must know the individual child's safety password in order for the Pre-school to release the child into their care. They may also be asked for photographic ID. This is the responsibility of the parent.



- If a child has not been collected from the Pre-school after a reasonable amount of time has been allowed for lateness, we initiate the following procedure:
- The EYFS Lead or Pre-school Teacher will be informed that the child has not been collected;
- The EYFS Lead or Pre-school Teacher will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the EYFS Lead or Pre-school Teacher will try to contact the parents on the telephone numbers provided for their mobile, home and/or work. If this fails, the EYFS Lead or Pre-school Teacher will try the emergency contacts shown on the child's records;
- The EYFS Lead or Pre-school Teacher and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the Pre-school will plan to meet required staff ratios. If the parents have still not collected the child, the EYFS Lead or Pre-school Teacher will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record;
- In the event of no contact being made after one hour has lapsed, the EYFS Lead or Pre-school Teacher will ring the local authority children's social services emergency duty team;
- The Pre-school will inform Ofsted as soon as convenient;
- Two members of staff will remain in the building until suitable arrangements have been made for the collection of the child;
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process;
- In order to provide this additional care, a late fee as detailed in the contract, will be charged to parents. This will pay for any additional operational costs that caring for a child outside the Pre-school normal hours may incur.

## Our Safeguarding Ethos

- We believe that our schools should provide caring, positive, safe and stimulating environments that promote the social, physical and moral development of the individual child;
- We recognise the importance of providing an environment within our schools that will help children feel safe and respected. We recognise the importance of enabling children to talk openly and to feel confident that they will be listened to;
- We recognise that all adults within our schools, including permanent and temporary colleagues, volunteers and governors, have a full and active part to play in protecting our students from harm;
- We will work with parents to build an understanding of our schools' responsibilities to ensure the welfare of all children, including the need for referrals to other agencies in some circumstances.

If you have concerns regarding a safeguarding issue, please get in touch immediately:

- Phone 01797 222825, or;
- eMail: [office@ryepprimary.co.uk](mailto:office@ryepprimary.co.uk)
- The Designated Safeguarding Lead is: **Miss Kelly Martin** .

For more detailed information, please visit our website and read our [Safeguarding Policy](#).



You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a fear of harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable child or young person who is targeted. These children need someone like you to safeguard their welfare.

**Don't think "*What if I'm wrong?*" – think, "*What if I'm right?*"**

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our 'Safeguarding and Child Protection Policy' which can be viewed in the 'Policies' section of our website.

- Our Designated Safeguarding Lead (DSL) is: Miss. Kelly Martin (Headteacher)

Our Safeguarding Officers (DSL Trained) are:

- Miss Fran Brassleay (Deputy Headteacher).
- Mrs Lisa Nice (Assistant Headteacher).
- Mrs. Alison Homewood (Family Liaison Officer);
- Miss. Vicky Isted (EYFS Lead);
- Mrs Suzie James (Attendance Officer and School Secretary);

## No Smoking

We are committed to promoting children's health and well-being. Smoking has proved to be a health risk and, therefore in accordance with legislation, the Academy operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places. All persons must abstain from smoking while on the premises. This applies to staff, students, parents, carers, contractors and any other visitors to the premises. Staff accompanying children outside the Pre-school, are not permitted to smoke. We also request that parents accompanying children on outings refrain from smoking while caring for the children. This requirement also applies to electronic cigarettes.

## Nutrition and Mealtimes

We are committed to offering children healthy, nutritious and balanced meals and snacks which meet individual needs and requirements. The Pre-school is only responsible for the provision of snacks as previously agreed with parents. Meals are optional, via the school canteen, and these are currently covered by Chartwells. and in relation to these meals and snacks we will take reasonable steps to ensure that:

- Balanced and healthy meals are provided for children attending the Pre-school ;
- Fresh drinking water is always available and accessible. In hot weather staff will encourage children to drink more water to keep them hydrated;
- Individual dietary requirements will be respected wherever possible, but it is incumbent on parents and carers to advise the Pre-school about the child's dietary requirements;
- Meals will be prepared in accordance with food standard requirements;



- Meal and snack times are organised so that they are social occasions in which children and Staff participate in small groups. During meals and snack times children are encouraged to use their manners and say 'please' and 'thank you' and conversation is encouraged;
- Staff use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves. Staff support children to make healthy choices and understand the need for healthy eating;
- Children will be encouraged to try all food subject to dietary requirements. They will not be forced to finish a meal. Quantities will be adjusted depending on the child;
- We promote positive attitudes to healthy eating through play opportunities and discussions;
- No child is ever left alone when eating/drinking to minimise the risk of choking;
- We will sometimes celebrate special occasions such as birthdays with the occasional treat of foods such as cake, sweets or biscuits;
- In the very unlikely event of any food poisoning affecting two or more children on the premises, whether or not this may arise from food offered at the Pre-school, we will inform the appropriate agency as soon as reasonably practical and in all cases within 14 days. We will also inform the relevant health agencies and follow any advice given.

The Pre-school takes no responsibility for the quality of the meals provided by parents. Where meals have been provided by parents, the Pre-school will provide these to the child for consumption in accordance with the relevant provisions detailed above.

## Outdoor Play

We are committed to the importance of daily outdoor play and the physical development of all children regardless of their age and stage of development. We provide outdoor play in all weathers. Where possible and appropriate, we make outdoor activities accessible to children with learning difficulties and disabilities to ensure inclusive use of the outdoor area. We ensure all areas are safe and secure through close supervision and the use of robust risk assessments and safety checks. Staff are informed of the importance of safety procedures and are trained appropriately to ensure these procedures are followed effectively.

## Parents and Carers

We believe that parents and staff need to work together in a close partnership in order for children to receive the quality of care and early learning to meet their individual needs. We welcome parents as partners and support a two-way sharing of information that helps establish trust and understanding.

Staff support engagement with all parents and will use strategies to ensure that all parents can contribute to their child's learning and development. Parents are kept informed about their child's progress. Parents are encouraged to support and share information about their children's learning and development at home. All practitioners use effective, targeted strategies and interventions to support learning that match most children's individual needs.

## Safe Care and Practice

We believe that all children need to feel safe, secure and happy. This involves staff being responsive to children's needs, whilst maintaining professionalism. This includes giving children cuddles and changing children's nappies or clothes.



To promote good practice and to minimise the risk of allegations, we have the following guidelines which should be read in conjunction with the Trust's Allegations of Abuse Against Staff policy:

- Although we recognise it is appropriate to cuddle children, we give cuddles when sought by children needing comfort to support their emotional development. Staff are advised to do this in view of other children and practitioners, whenever possible. We recognise that there may be occasions where it is appropriate for this to happen away from others, such as when a child is ill. In these circumstances, staff are advised to leave the door open. It is the duty of all staff to ensure that children are appropriately comforted and to monitor practice;
- When changing children's nappies or soiled/wet clothing, we leave the doors open, where appropriate;
- We discourage inappropriate behaviour such as over tickling, over boisterous play or inappropriate questions such as asking children to tell them they love them and we advise staff to report any such observed practice. Kissing of children is not allowed in any circumstances;
- Staff are respectful of each other and the children and families in the Pre-school and do not use inappropriate language or behaviour, including during breaks;
- All staff are aware of the Trust's Whistleblowing Policy and the EYFS lead or Pre-school Teacher carry out random checks throughout the day to ensure safe practices.

If a parent or member of staff has concerns or questions about safe care and practice procedures or behaviour they consider as inappropriate, including between staff, they are urged to see the Headteacher at the earliest opportunity. If the concern is about the Headteacher then parents should contact the Executive Headteacher or the Chief Executive Officer of the Trust.

The Pre-school aims to protect and support the welfare of the children in our care at all times. The Headteacher is responsible for all staff and children with day to day responsibility resting with the EYFS lead or Pre-school teacher. The Pre-school follows the Academy's health and safety procedures.

The Pre-school takes all reasonable steps to ensure that children are supervised adequately at all times, whether children are in or out of the building through:

- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff. Monitoring staff deployment across the setting regularly to ensure children's needs are met;
- Ensuring children are fully supervised at all times when using water play/paddling pools as we are aware that children can drown in only a few centimetres of water;
- Taking special care when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs, including having one member of staff supervising large outdoor play equipment at all times;
- Making sure staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors;
- Supervising children at all times when eating; monitoring toddlers and babies closely and never leaving babies alone with a bottle;
- Supervising sleeping babies/children and never leaving them unattended;
- Never leaving babies/children unattended during nappy changing times;



- Supervising children carefully when using scissors or tools, including using knives in cooking activities;
- Increasing staff: child ratios during outings to ensure supervision and safety;
- Strictly following any safety guidelines given by other organisations or companies relating to the hire of equipment or services e.g. hire of a bouncy castle and a member of staff MUST supervise the children at all times.

## Safety Checks

We ensure that the Pre-school is a safe environment for children, parents, staff and visitors by carrying out safety checks on a regular basis in accordance with the timescales set out in the Pre-school checklists. These include daily checks of the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas. The checks are recorded to show any issues and solutions. These guidelines should be read in conjunction with the health and safety procedures, fire safety, risk assessments, visits and outings and the equipment and resources policies. All staff should be aware of potential hazards in the Pre-school environment and monitor safety at all times.

The Pre-school will follow the Academy's health and safety and premises management procedures.

## Separated Parents

We recognise that when parents separate, it can be a difficult situation for all concerned. The key worker will work closely with the parents to build close relationships which will support the child's/children's emotional wellbeing and report any significant changes in behaviour to the parent. Parents will be signposted to relevant services and organisation for support for the whole family.

When registering the child at the Pre-school, we collect details about both parents including who has parental responsibility, as this will avoid any future difficult situations. If a parent does not have parental responsibility, or has a court order in place to prevent this, we must have a copy of this documentation for the child's records. If a child is registered by one parent of a separated family, we request disclosure of all relevant details relating to the child and other parent such as court orders or injunctions. This will make sure we can support the child and family fully.

### We will:

- Ensure the child's welfare is paramount at all times they are in the Pre-school ;
- Comply with any details of a court order where applicable to the child's attendance at the Pre-school where we have seen a copy/have a copy attached to the child's file;
- Provide information on the child's progress, e.g. learning journeys, progress checks within the Pre-school, to those that hold parental responsibility;
- Invite parents who hold parental responsibility to the Pre-school events, including parental consultations and social events;
- Ensure any incident or accident within the Pre-school relating to the child is reported to the person collecting the child;
- Ensure that all matters known by staff pertaining to the family and the parents' separation remain confidential;
- Ensure that no member of staff takes sides regarding the separation and treats both parents equally and with due respect;





- Not restrict access to any parent with parental responsibility unless a formal court order is in place. We respectfully ask that parents do not put us in this position.

We ask parents to:

- Provide us with all information relating to parental responsibilities, court orders and injunctions;
- Update information that changes any of the above as soon as practicably possible;
- Work with us to ensure continuity of care and support for your child;
- Not involve the Pre-school staff in any family disputes, unless this directly impacts on the care we provide for the child;
- Talk to the EYFS lead or Pre-school Teacher away from the child when this relates to family separation in order to avoid the child becoming upset. This can be arranged as a more formal meeting or as an informal chat;
- Not ask the Pre-school to take sides in any dispute. **We will only take the side of your child and this will require us to be neutral at all times.**

All information relating to pupils at the Pre-school is stored on the Academy's MIS (Arbor). All financial transactions are recorded on the Academy's finance system.

## Medical Conditions

Rye Community Primary understands our responsibility to make the School welcoming and supportive to those with medical conditions, whether currently attending or considering enrolling in the future.

We aim to provide all children with medical conditions the same opportunities as other pupils at School.

Pupils with medical conditions are encouraged to effectively manage their condition with total support and care from the Primary. Please refer to our Supporting Pupils with Medical Conditions Policy on the School website. Pupils may require an Individual Health Care Plan if a medical condition is ongoing. Please speak to Mrs Nice, our Assistant headteacher, Inclusion leader, as she oversees all Individual Health Care Plans for any medical needs.

## Medicines

Should you need to provide prescribed medication for administration during school hours, it is vital a consent form is completed and the medication is handed in at the office.

Medication will be stored securely and will be available for collection at the end of the day. Pupils are NOT allowed to keep their medication themselves or administer these drugs themselves.

All prescribed medicine is only administered by a trained first aider, who has also been trained in the administration of prescribed medicines. The administration of medicine is always completed by two colleagues (one of whom must have had the training explained above). This is to ensure that the administering of medicine is quality assured and witnessed each and every time.





### 26.3 Inhalers

All inhalers should be clearly labelled with the pupil's name and frequency/dosage required. Inhalers will be kept in the pupil's classroom and if a pupil has a second inhaler this will be kept securely in the medical room. All inhalers must be clearly labelled with the pupil's full name and any dosage and frequency instructions. Although we regularly check the expiry date on inhalers and all medication, it is the responsibility and duty of the parents to ensure that any inhalers or medication we have in school, are always well within the expiry date.

### 26.4 Adrenaline Auto-Injectors

If your child suffers from any type of allergy or allergic reaction, you must bring in a letter from their doctor outlining the nature of the condition and the necessary remedial action required. Pupils who use auto-injectors, should provide their own auto-injector and a spare auto-injector, to be kept at school at all times. Any child with a severe allergy will have an IHP (Individual Health Care plan) and Risk Assessment.

### 26.5. Insulin

If your child has diabetes, they will have an Individual Healthcare Plan. A trained colleague will always be present and after having up to date relevant training in managing your child's diabetes, they may also administer insulin. Your child's insulin will always be easily accessible to first aiders.

**In all cases relating to any form of medication, it is the responsibility of the parent and family to ensure that all medication is within the use by date.**

**Please read our administration of medicine policy, available on our school website, for further details.**

### 26.6. First Aid

There are a number of first aid trained colleagues available at all times during the school day, all of our EYFS staff are pediatric First aid trained and a first aider will always accompany any educational trips and visits. A record of treatment given is made at the time and may be shared with families as appropriate.

Please ensure that you have completed and returned the Emergency Contact form. If you are unsure whether you have returned this form or if your details have changed, please contact the office. You can also update your own records on ARBOR- our management information system.

First Aid boxes are continuously maintained and situated at various points around the school. We also have a fully functioning and well stocked medical room.

### Sickness and Illness

We promote the good health of all children attending. To help keep children healthy and minimise infection, we do not expect children to attend the Pre-school if they are unwell. If a child is unwell it is in their best interest to be in a home environment with adults, they know well rather than at the Pre-school with their peers. The Pre-school will also follow Academy policies on infection control.

In order to take appropriate action in relation to children who become ill and to minimise the spread of infection, we implement the following procedures:



- If a child becomes ill during the Pre-school day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time, we care for the child in a quiet, calm area wherever possible;
- **We follow the guidance given to us by Public Health England (formerly the Health Protection Agency) in Guidance on Infection Control in Schools and other Child Care Settings and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and chicken pox, to protect other children in the Pre-school ;**
- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to the Pre-school until they have been clear for at least 48 hours;
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the EYFS lead, Pre-school Teacher or Headteacher and is non-negotiable;
- Parents are requested to regularly check their children's hair for head lice. If a parent finds that their child has head lice, we would be grateful if they could inform the Pre-school so that other parents can be alerted.

### **Meningitis procedure**

If a parent informs the Pre-school that their child has meningitis, the EYFS lead or Pre-school Teacher will inform the PHE Surrey and Sussex Health Protection Team (South East), County Hall, Chart Way,

Horsham, RH12 1XA [PHE.sshpu@nhs.net](mailto:PHE.sshpu@nhs.net) Phone: 0344 225 3861 option 3 Out of hours for health professionals only: please phone 0844 967 0069 The centre will give guidance and support in each individual case. If parents do not inform the Pre-school, we will be contacted directly and the appropriate support will be given. We will follow all guidance given and notify any of the appropriate authorities.

### **Transporting children to hospital procedure**

Pre-school staff must:

- Call for an ambulance immediately if the sickness is severe. DO NOT attempt to transport the sick child in your own vehicle;
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital;
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together;
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter;
- Inform the Headteacher immediately.

### **Staff Sickness and Medication**

All Pre-school staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy. If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. The EYFS Lead/Pre-school Teacher will decide if a staff



member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or Pre-school room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

The Pre-school will administer first aid in accordance with the Academy's First Aid Policy.

### **Staff working with their own children or a close relation**

Staff should remain neutral and treat all children with the same regard. It is generally not appropriate for staff to care for their own children or those of a close relative whilst working in the Pre-school. However, we recognise that this may not always be possible. We will also try to accommodate the wishes of any colleague with a child or close relative in the Pre-school and come to an agreement which suits us all. This agreement is based on the following principles:

- Where staff work in the same room as their child or close relation, there is an agreed set of guidelines between the Pre-school and the member of staff setting out the expectations of working with their child/close relation. These include a clear statement that during their time at Pre-school, the child is in the care of the Pre-school and it is the Pre-school that retains responsibility for the child and their care;
- Where this agreement is not working or is impacting on the care of the child or other children in the room, the EYFS Lead/Pre-school Teacher will reassess the situation;
- Staff caring for another colleague's child will treat them as they would any other parent/child. No special treatment will be offered to any child or parent who has connections with the Pre-school.

Where the EYFS Lead/Pre-school Teacher assesses that the agreement is not working and/or there is an impact on the care of the children in the room because of the member of staff's relationship with their child or close relation an alternative solution will be discussed.

### **Students**

We welcome students to join our staff team and gain work experience within the Pre-school. We will only offer placements to students who are associated with a recognised child-related course, or on occasions, pupils from local secondary schools on work experience. We offer placements only after discussions with the appropriate tutors and the establishment of close links with the college, training provider or school.

We expect all students to visit the Pre-school for an interview, followed by their student induction and Pre-school tour. At this time students will have the opportunity to read and discuss relevant health and safety policies, receive a copy of the Handbook and sign their contract in readiness for their first day.

Our procedure for those on placements is as follows:



- All students will have an enhanced DBS checks before their placement begins;
- All students are assigned to a senior member of staff who will supervise their work and explain the health, safety and fire requirements of the Pre-school ;
- Students will be supervised at all times by the member of staff assigned to them and will not be left alone with the children. They will only change nappies under supervision;
- Students will be supported to understand the relevant policies and procedures;
- We require students to keep confidential all information they become party to as a result of working at the Pre-school ;
- It is expected that during the student's placement, their tutor will visit the Pre-school or have verbal communication with the Student Co-ordinator to receive feedback about the student's progress;
- Students will be offered support and guidance throughout their placement and given constructive, honest feedback in respect of their performance. Staff will respect individual students' needs and abilities;
- An accurate evaluation of ability and performance for both students and training providers will be provided and the Pre-school will support students who are experiencing difficulties with action plans if needed;
- To maintain parent partnerships, parents will be informed when students are present in the Pre-school. Wherever possible this will be accompanied by a recent photograph of the student;
- All students on placement must adhere to the same codes of conduct as permanent staff including time-keeping and dress codes;
- All students are encouraged to contribute fully to the Pre-school routine and to spend some time in every area.

In some cases, we may include students on long term placements (aged 17 and over) and staff working as apprentices in early education (aged 16 and over) in our staff: child ratios. This will be the discretion of the EYFS Lead/Pre-school Teacher and only will only occur when the Lead/Pre-school Teacher is satisfied the student/apprentice is competent and responsible.

## Sun Care

We take all reasonable steps to ensure that all children are fully protected from the dangers of too much sun/UV rays. We use the following procedures to keep children safe and healthy in the sun:

- Children must have a clearly labelled sun hat which will be worn at all times whilst outside in sunny weather. This hat will preferably be of legionnaires design (i.e. with an extended back and side to shield children's neck and ears from the sun) to provide additional protection; A wide brimmed hat is a good alternative.
- Children are encouraged to have their own labelled high factor sun cream with prior written consent for staff to apply. This enables children to have sun cream suitable for their own individual needs. Staff must be aware of the expiry date and discard sunscreen after this date. The Pre-school will make available a high factor sun cream with a UVA star rating, which parents will have to consent to being applied to their child. Parents are requested to supply light-weight cotton clothing for their children suitable for the sun, with long sleeves and long legs;



- Children's safety and welfare in hot weather is the Pre-school's prime objective so staff will work closely with parents to ensure all appropriate cream and clothing is provided;
- Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun; children will not be allowed in the direct sunlight between 11.00am – 3.00pm on hot days;
- Children will always have sun cream applied before going outside in the hot weather and at frequent intervals during the day;
- Children are encouraged to drink cooled water more frequently throughout sunny or warm days and this will be accessible both indoors and out;
- Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun;
- Shade will be provided to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to.

## Severe Weather/Emergency Closure

In the event that weather becomes increasingly severe, the Headteacher has the authority to close the School. The Headteacher will make an informed decision based on information from the site managers, colleagues, public transport providers and weather warnings in local areas as to whether it is necessary to close. During periods of severe weather, extra-curricular activities are suspended.

1. Closure will be reported on the School website:  
<https://www.ryeprimary.e-sussex.sch.uk/>
2. Closure will be reported to the local authority and alerts made via their website:  
[www.eastsussex.gov.uk/educationandlearning/schools/schoolclosures](http://www.eastsussex.gov.uk/educationandlearning/schools/schoolclosures)
3. Parents and families will be alerted to the closure using our Facebook:  
<https://en-gb.facebook.com/ryeprimary>
4. We will endeavour to email families via their parentmail account.
5. If we can, as a last measure we will add a Dojo message to the 'school story'.

**Closure and early release are only contemplated in extreme circumstances.**

In the case of adverse weather causing our School to close, your contact details will be important. Ensure yours are kept up to date with the office.

## Risk Assessments

The Pre-school carries out written risk assessments. These are regularly reviewed and cover potential risks to children, staff and visitors at the Pre-school. When circumstances change in the Pre-school, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All outings away from the Pre-school are individually risk assessed. For more details, refer to the visits and outings section.



### Electrical equipment

All electrical cables are kept out of the reach of children wherever possible and electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of the children.

### Dangerous substances

All dangerous substances including chemicals **MUST** be kept in locked areas out of children's reach. All substances must be kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken and used e.g. gloves, apron and goggles. The Academy's COSHH Policy is followed.

### Hot drinks and food

Hot drinks must only be consumed in the staff room. No fizzy drinks, sweets or crisps are to be kept or consumed in the Pre-school rooms unless permission is gained from the assistant head.

### Transport and outings

The Pre-school has a plan relating to outings, which incorporates all aspects of health and safety procedures including the arrangements for transporting and the supervision of children when away from the Pre-school .

### Room temperatures

Temperatures should not fall below 16°C. Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

### Water supplies

A fresh drinking supply is available and accessible to all children, staff and visitors. All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 43°C.

### Gas appliances

All gas appliances are checked annually by a registered Gas Safety Register engineer. Carbon monoxide detectors are fitted.



## Use of Cameras, Mobile Phones and other Recording Devices

The Pre-school will:

- Ensure that any photographs or video recordings taken of children in our Pre-school are only done with prior written consent from each child's parent in accordance with the Trust's Data Protection Policy;
- Any images taken as a result of operating a CCTV security system will accord with the Academy's CCTV policy and the Trust's Data Protection Policy;
- If a parent does not provide the necessary consent or seeks to withdraw it, then the Pre-school will respect their wishes. However, permission will not be necessary for images taken in order to deliver the curriculum as detailed in the privacy notice supplied;
- Staff are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices and may only use those provided by the Pre-school ;
- Parents are not permitted to use any recording device or camera (including those on mobile phones) on the Pre-school premises without the prior consent of the EYFS Lead or Pre-school teacher;
- Parents are asked to follow the guidance issued by the Academy in relation to the recording of images other than that of their own child.

## Use of Dummies in the Pre-school

We recognise that a dummy can be a source of comfort for a child. The Pre-school will:

- Only allow dummies for comfort if a child is really upset;
- Distract the child with other activities and ensure they are settled before leaving them to play;
- Offer other methods of comfort such as a toy, teddy or blanket;
- Explain to the child they can have their dummy when they go home or at sleep time.

## Visitors

We are committed to protecting the children in our care at all times. This includes making sure any visitors to the Pre-school are properly identified and supervised. All visitors must enter the Pre-school through the Academy's reception and sign in and out of the site using the system operated by the Academy. Where applicable, visitors' identity will be checked, e.g. Ofsted inspectors or staff attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including the fire evacuation, safeguarding procedures and mobile phone policy.

All visitors are given and should wear a visitor's badge to identify themselves to staff and parents within the Pre-school. A member of staff must accompany visitors in the Pre-school at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the EYFS Lead /Pre-school Manager.

- Staff must check the identity of any visitors they do not recognise before allowing them into the Pre-school ;
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander;



- Parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the Pre-school should be the only people allowing external visitors and parents entry to the Pre-school ;
- The Pre-school will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.

## Visits and Outings

Visits and outings are carefully planned using the following guidelines, whatever the length or destination of the visit. All visits and outings are planned in accordance with the Academy's Trips and Visits policy. The visits and trips outside of the Pre-school and Academy learning area should be recorded on Exeant and approved by the Academy's Educational Visits Co-ordinator (EVC, Fran Brassleay).

- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children;
- Written permission will always be obtained from parents before taking children on trips;
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children;
- At least one member of staff will hold a valid and current first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary;
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required;
- A completed trip registers together with all parent and staff contact numbers will be taken on all outings;
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the EYFS Lead/ Pre-school teacher.

## Prior to the outing

- All staff will be easily recognisable by other members of the group; they will wear the Pre-school uniform and high visibility vests/jackets;
- Children will be easily identified by staff when on a trip by use of a sticker system. The Pre-school name, number and mobile number will be displayed;
- A fully charged mobile phone will be taken as a means of emergency contact;
- In the event of an accident, staff will assess the situation. If required, the group will return to Pre-school immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the Pre-school . In all cases, the Headteacher must be advised immediately and the Academy's Critical Incident Policy implemented;
- The arrangements for transporting children will always be carefully planned. All vehicles used in transporting children are properly licensed, inspected and maintained;





- Drivers of vehicles are adequately insured;
- All vehicles used are fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts;
- When we use a mini bus, we check that the driver is over 21 years of age and holds a Passenger Carrying Vehicle (PCV) driving licence. This entitles the driver to transport up to 16 passengers;
- When children are being transported, we maintain ratios.

If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts, child seats and booster seats are used;
- Ensure the maximum seating is not exceeded;
- All children will be accompanied by a registered member of staff;
- No child will be left in a vehicle unattended;
- Extra care will be taken when getting into or out of a vehicle;
- The vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.
- The visit leader will endeavour to ascertain that the driver appears alert, sober and competent to drive the vehicle.

### **Risk assessment/outings plan**

The full risk assessment and outing plan will be recorded on EXEANT. This plan will include details of:

- The name of the designated person in charge - the outing leader;
- The name of the place where the visit will take place;
- The estimated time of departure and arrival;
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size;
- The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
- Staff contact numbers;
- Method of transportation and travel arrangements (including the route);
- Financial arrangements;
- Emergency procedures;
- The name of the designated first aider and the first aid provision;
- Links to the child's learning and development needs.

There may be opportunities for parents to assist on outings. The outing leader will speak to parents prior to the visit regarding health and safety and code of conduct.

### **Volunteers**

We recognise the immense benefits that volunteers bring to the Pre-school. Volunteers are expected to follow all the relevant Trust and Academy policies in addition to the Handbook. Volunteers will be supervised at all times.



### Enhanced DBS checks

All volunteers will have suitability checks conducted in the same way as paid employees. This will include an enhanced DBS check. These checks will be conducted before any volunteer starts their time within the Pre-school.

Volunteers should not disclose information about the Pre-school, staff, children and should follow the Pre-school confidentiality procedure at all times.

The EYFS **Lead/ Pre-school teacher** will take the volunteer through any necessary induction and provide support and advice throughout their time in the Pre-school .

### Cashless Catering

Rye Community Primary uses a cashless catering system called 'Parentpay'. A link for parent pay can be found on the home page of our website.

### Other Online Payments

Parentpay is the platform we use to provide a parental payment system for school trips and other significant activities or resources. Tucasi/Scopay online payment platform is used for the payment of Starfish pre-school fees. Further details will be supplied at the beginning of term.

## Health and Safety

The Aquinas Trust board recognises that making appropriate provisions for the health and safety of all persons using school facilities and those participating in off-site educational activities is fundamental to the wellbeing of the school community.

Our Health and Safety Policy, its supporting documentation and arrangements for implementation meet our legal obligation and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all colleagues to be familiar with the contents of this policy. All pupils, colleagues, visitors and other users of the premises will be required to observe the Health and Safety Policy of the school.

### Fire Evacuation Process

There are regular routine fire alarm practices throughout the academic year. Pupils are escorted by their teacher to the fire assembly point where they will line up according to their class. Registers are taken to ensure all pupils are accounted for. This procedure will also be followed in the event of any other emergency situations.

Pupils and colleagues will not return to the buildings until the Headteacher has determined that it is safe to do so.

Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation which may cause an imminent risk to personal safety. In the event of a suspected fire the alarm will be operated but in other cases, such as a gas leak, emergency contact procedures will operate to evacuate all buildings without sounding the alarm or operating any electrical



equipment. In all cases, buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified.

## Facilities

The school has a number of specialist facilities to support children with their learning and wellbeing:

- Library
- Nurture Room
- Intervention rooms
- FLO's space
- IT Suite
- Sports Hall, Canteen/school hall
- Playground and sports field
- Willow Garden
- Nature/sensory garden
- Allotment
- Forest school space

## Changes in Personal Details

You must notify us of any change of name, address, telephone number, etc., so that we can maintain accurate information on our records and make contact with you in an emergency, if necessary, outside normal working hours. In the event of changes to personal details, please notify the school office. **It is a parent's responsibility and duty to ensure that we always have the most up to date contact details for your child.**

## Data Sharing Privacy Notice for Families

Data protection law has changed and we want to keep you up to date with the steps that we are taking.

On the 25<sup>th</sup> May 2018, the General Data Protection Regulation, known as GDPR, came into effect. GDPR imposes additional obligations on organisations and gives you extra rights around how your data is used.

We want you to know that Rye Community Primary School respects the information we hold on you and that we take the security of your information very seriously.

We have published a new Privacy Notice to give you more information on the data we hold on you, what we do with that data, who we share your data with and your new rights under the GDPR. Our updated Privacy Notice is on our website: <http://www.ryeprimary.e-sussex.sch.uk/mustknow/policies>

## The Family Liaison Officer (FLO)



The FLO, Mrs Alison Homewood, is a 'one stop shop' for pupils and families to access pastoral support: safeguarding, attendance, medical help, support around behaviour, mental health and social aspects of school life and referrals to outside agencies, such as young carers.

## Appendix A: Pre-school Checklists

### Daily Checklist

Daily	MON		TUE		WED		THUR		FRI	
Date:	am pm		am pm		am pm		am pm		am pm	
Ensure all areas are clutter free, clean and tidy.										
Sanitise all chairs and tables before and after meals and activities.										
Wash up and put everything away after snack and meals.										
Ensure all toys are put away in the appropriate places.										
Clean <b>paint easel/pots</b> and wash brushes after use.										
Check supplies of glue, cello tape and refill when needed. Sharpen pencils that need sharpening.										
Sanitise toys in turn –write toys sanitised.										
Wash floor mats/sleep mats. <b>(Insert description of cleaning requirements)</b>										
Ensure book area is tidy.										
Wash bedding daily. <b>(Insert description of cleaning requirements)</b>										



## Bathroom Checklist

The toilets must be checked regularly to ensure a high standard of hygiene.

Staff must ensure that –

- They initial and record the time when checks have been made.
- Changing mats and surfaces must be cleaned with sanitizer after every use.

Daily Bathroom	MON		TUE		WED		THUR		FRI	
Date:	am	pm	am	pm	am	pm	am	pm	am	pm
Toilets cleaned										
Washbasins cleaned										
Nappy changing area cleaned and sanitized										
Check soap – refilled										
Check toilet tissue – refilled										
Check paper towels – refilled										
Check for spillages - wiped/mopped										



## Kitchen Checklist

Enter a tick V and initial if satisfactory. Enter X and initial if a problem and make a note below. Add action taken and if problem is resolved sign and date.

Opening checks date:					
Personal hygiene: <ul style="list-style-type: none"> <li>• Hands washed</li> <li>• Clean apron</li> </ul>					
Fridge /freezer: <ul style="list-style-type: none"> <li>• Working properly</li> <li>• Temperature checked – record temps</li> <li>• Raw and cooked food separate</li> <li>• Separate containers for shared fridge</li> </ul>					
Appliances working: <ul style="list-style-type: none"> <li>• Cooker</li> <li>• Microwave</li> <li>• Kettle</li> <li>• Dishwasher</li> </ul>					
Cloths clean: <ul style="list-style-type: none"> <li>• Dish</li> <li>• Surface</li> <li>• T-towels</li> </ul>					
Children's food allergies checked (see list)					
Food fresh and in-date					
No physical or chemical or pest contamination of stored food.					



Closing checks date:					
Unused food put away correctly					
Leftover food and past sell-by-date food discarded					
Crockery and utensils washed up and put away dry					
Rubbish removed/bin cleaned					
Dirty cloths removed for washing and replaced					
Work surface clean and disinfected					
Floors clean					

Record any problem(s) here along with action taken:

Problems:	Action:
-----------	---------



Daily Kitchen	MON		TUE		WED		THUR		FRI	
Date:	am pm		am pm		am pm		am pm		am pm	
<b>Cooking:</b> If you cook tea, you must – <ul style="list-style-type: none"> <li>• Clean up all equipment used;</li> <li>• Tidy and clean kitchen including the microwave;</li> <li>• Sanitise all surfaces and sink area.</li> </ul>										
<b>Cleaning:</b> <ul style="list-style-type: none"> <li>• Clear plates away from children;</li> <li>• Sanitise all tables and baby chairs;</li> <li>• Sweep floor and put food in bin. If bin is full, remove bin bag and get a new one.</li> </ul>										
<b>Washing up:</b> <ul style="list-style-type: none"> <li>• Wash up all plates and cutlery from tea;</li> <li>• Dry up and put away;</li> <li>• Sanitise all surfaces and sink area.</li> </ul>										
<b>All other staff on duty to ensure –</b> <ul style="list-style-type: none"> <li>• children are cleaned;</li> <li>• nappies are attended;</li> <li>• children are supervised and settle after tea.</li> </ul>										