

## **THE RAINBOW NURSERY**

### **Background**

The Rainbow is a privately owned and run Nursery which was set up in September 1993 at Willink Recreation Centre, it moved to Burghfield Scout Hut in July 1995. We are always keen to look at modern advances in educational games and equipment to help prepare the children fully for their next school adventure.

### **Aims and Objectives**

We aim to meet the social, educational and physical needs of each individual child in our care in a manner appropriate to their stage of development. On starting at The Rainbow, each child will be designated key people, who will have special responsibility for them.

We follow the guidelines as laid down in the documentation relating to the Early Years Foundation Stage (EYFS). The EYFS sets the standards for learning, development and care for children from birth to five years.

A Learning Journey is started during a child's first term at The Rainbow using Tapestry. This aims to give parents an insight into their child's learning whilst at The Rainbow through pictures and videos. These can be linked to the seven areas of development as laid out in the EYFS. Tapestry updates are made each week for each child. Parents are encouraged to add pictures, videos and comments.

Children who are two years of age have a Two Year Old Progress Check. These are carried out in consultation with parents/carers. We have Parent Consultation Meetings termly. The staff are also available at the beginning and end of each session to discuss matters with parents.

We send out monthly newsletters, we update our facebook page weekly and have daily notices on our parent board outside.

### **Staff Deployment**

For children aged two there is always at least one member of staff for every four children. For children aged three and over there is always at least one member of staff for every eight children.

### **Policies**

At The Rainbow we have the following Policies and Procedures. These are reviewed annually also amended throughout the year when needed:

- Admissions Policy
- Promoting Positive Behaviour Policy
- Child Protection Policy, including Mobile Phone and Electronic Device Policy, Online Safety Policy, and Social Networking Policy (incorporating The Prevent Duty and Promoting British Values)
- Complaints Policy
- Data Protection and Confidentiality Policy
- Early Years Policy
- Equal Opportunities Policy
- Health, Hygiene and Safety Policy
- Lost Child Policy
- Personnel Policy
- Pupil Premium
- Grant Policy
- Retention Policy
- Special Educational Needs and Disabilities Policy

- Student and Volunteer Policy
- Sunscreen Policy
- Transition Policy
- Well-being in the Nursery Policy
- Working in Partnership with Parents and other Carers Policy
- Special Educational Needs and Disabilities Procedure
- Late Collection Procedure
- Safer Recruitment Policy
- Ex-Offender Policy statement
- Emergency Evacuation Procedure
- Risk Assessment Policy

### **Admissions**

Children starting at The Rainbow must be at least two years old. Places at The Nursery will be allocated strictly in the following order:

1. Children already attending the Nursery, who require extra sessions
2. Siblings of children who currently attend The Rainbow
3. Date of Application.

Once you have accepted a place at The Rainbow, we will arrange a home visit.

### **Free early learning funding for 2 year olds**

Please ask for further information

### **Free early learning for three and four year olds and funding**

All three and four year olds are entitled to 15 hours of free care and education for 38 weeks of the year. This applies until they reach compulsory school age (the term following their fourth birthday).

Children become eligible for funding following their third birthday, on the dates set out below:

- If your child is born between 1st April to 31st August, they are eligible from 1st September (Autumn Term), following their third birthday
- If your child is born between 1st September to 31st December, they are eligible from 1st January (Spring Term), following their third birthday
- If your child is born between 1st January to 31st March, they are eligible from 1st April (Summer Term), following their third birthday

In order to provide more flexibility for the parents in choosing when to take their free entitlement the Nursery is offering the following options

- Option 1: 9.00 am to 12.00 noon Monday to Friday
- Option 2: 9.00 am to 1.30 pm Monday to Friday (please provide a packed lunch)
- Option 3: 9.00am to 3.00pm Monday to Friday (please provide a packed lunch)

When choosing your hours you may pick option 1, option 2, option 3 or a combination of options during the week. However once you have chosen your times, they will remain set for the term. Providing certain criteria

are met, children aged 3 and 4 may be eligible for an additional 15 hours of funding per week. Please speak to the Nursery for more details.

### **Fees**

For children not on grant, the hourly charge is £6.95.

A one off payment of £20 for the registration fee is to secure your child's nursery place.

There may be a charge for 'additional services' which The Nursery provides, for example, 2Bactive. These are optional.

As much notice as possible is requested when your child is leaving us, but at least half a term is required, or fees will be payable in lieu.

In exceptional circumstances, if a child leaves during the term, any refund of fees is entirely at the discretion of the owners.

Fees are reviewed annually.

A term's notice of fee increases will be given whenever possible.

If a child will not be attending Nursery on their usual day please phone by 10.00 am.

If a child has not been collected at the end of a session, every attempt will be made to contact either the parents or one of the emergency numbers given. If we are unable to contact anyone, we are obliged to contact West Berkshire Social Services / Ofsted, after 30 minutes.

**Finally and most important it is our main policy to try our best to ensure that the children really enjoy their time with us and to always look forward to their time at The Rainbow.**

## **The Rainbow Nursery**

### **Admissions Policy**

The Rainbow welcomes children from two years old to school age.

Our criteria for admissions is as follows:

1. Existing children who wish to increase their days.
2. Children with brothers and sisters at The Rainbow.
3. Date of application.

If admission is deferred we cannot guarantee a place at the next intake.

The child's details are transferred to the waiting list for the following term, with their initial date of application. During the term, at the owners' discretion, if there are sessions available, we may ask children, aged two years or over, on our waiting list, if they would like to start, following the criteria of our Admissions Policy.

Originated Summer 2001

Reviewed yearly Next Review – January 2024

## **The Rainbow Nursery**

### **Child Protection Policy, including Mobile Phone and Electronic Device Policy, Online Safety Policy and Social Networking Policy**

Lisa Jenkins is the designated member of staff responsible for liaising with local child protection agencies and with Ofsted in any child protection situation. Eliza Lee is deputy. The designated people attend Designated Person Safeguarding Training every two years.

Children with special educational needs (SEN) have the same human rights to be safe from abuse and neglect, to be protected from harm and achieve Every Child Matters outcomes as non-sen children. SEN children may be especially vulnerable to abuse because they have additional needs relating to physical, sensory, cognitive and/or communication impairments.

We intend to create in our Nursery an environment in which children are safe from abuse and any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

#### **Exclude known abusers**

It will be made clear to applicants for posts within the Nursery that the position is exempt from the provisions of the Rehabilitation of the Offenders Act 1974.

All persons applying to work at The Nursery must consent to background checks being undertaken, including a Disclosure and Barring Service enhanced disclosure (DBS) and an identity check. All applicants will be interviewed before an appointment is made and will be asked to provide at least two references. In the case of applicants with unexplained gaps in their employment history, or who moved rapidly from one job to another, explanations will be sought.

All appointments will be subject to a probationary period of one academic term and will not be confirmed unless the Nursery is confident that the applicant can be safely entrusted with children. Until a member of staff has received a satisfactory Enhanced Disclosure he/she will not be left unsupervised with the children.

It is the duty of staff to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children.

Where abuse by a member of staff is suspected the action taken would be the same as with any other suspected abuse, ie the local Referral and Assessment Team would be informed immediately and other Agencies involved as appropriate. Ofsted would be involved within 14 days of any incident occurring.

We will meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first), because they have harmed a child or put a child at risk of harm.

If a staff member is disqualified, they may in some circumstances, be able to obtain a 'waiver' from Ofsted. Reference would be made to the document "Applying to waiver disqualification: early years and childcare providers". (October 2018)

#### **Training**

As part of the induction process staff will attend a Safeguarding Course, (Level 1). This will be updated every three years. Staff will be expected to undertake an online Safeguarding Course yearly. All staff have completed online training relating to Child Sexual Exploitation (CSE), Forced Marriage (FM) and Female Genital Mutilation (FGM).

#### **Prevent Abuse by Means of Good Practice**

Adults will not be left alone for long periods with individual children or with small groups. Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

The layout of the halls will permit constant supervision of all children.

## **Respond Appropriately to Suspicions of Abuse**

### ***Changes in children's behaviour/appearance will be investigated.***

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff suspecting abuse and the Nursery owners.

We would follow the procedures as laid down in 'What To Do If You're Worried about a Child Being Abused' (March 2015) and 'Working Together to Safeguard Children' (July 2018). We are registered for the update service from the Local Children Safeguarding Boards and Safe Network and Children England.

If we have concerns about children's safety or welfare, we would notify agencies with statutory responsibilities without delay, ie local children's social services and in emergencies the police.

If the Nursery was concerned about any staff members acting inappropriately we would contact the Local Authority Designated Officer, (LADO). The LADO gives advice and guidance to employers.

We are involved in the information sharing agreement with regard to domestic abuse.

### **Keeping Records**

Details of any incident which occur while the child is in the nursery's setting or details of any existing injury the child may have on coming to the setting, should be recorded on an Existing Injury/Incident Report. This will be shared by the parent and if a satisfactory explanation provided no further action will be taken.

However, if worrying changes are observed in a child's behaviour, physical condition or appearance, a Record of Concern will be written up. The Record will include, in addition to the name, age and address of child, time and dated observations, objective descriptions of the child's behaviour/appearance, the date, signature of the person reporting the incident and the signatures of the owners of the Nursery. Such records will be kept in a separate file and will not be accessible to people in the Nursery, other than the person reporting the incident, the owners of the Nursery and other members of staff as appropriate.

The following procedures will be followed, once a 'Record of Concern' has been originated:

1. Concerns are shared with parents. –Parents will be asked to sign the form as a record that the Nursery has shared the information with them. No separate notes will be kept. Depending on the circumstances, the parents will be informed that the Nursery is seeking advice from the Referral and Assessment Team.
2. If the Nursery feels unable to share the information with the parents, because to do so, would likely put the child at increased risk, the Referral and Assessment Team will be contacted immediately.

### **Collection of Children from our Care**

If a child has not been collected at the end of a session, every attempt will be made to contact either the parents or one of the emergency numbers given. If we are unable to contact anyone, we are obliged to contact West Berkshire Social Services (Development Team) and Ofsted after 30 minutes.

Children will not be allowed off the premises without prior permission of their parent or primary carer. The parent or primary carer must introduce an alternative carer to the staff at the Nursery personally or give written or verbal permission on the day that another carer can collect the child.

In the case of marital or custody disputes, unless there is a court order of which the Nursery has knowledge, the Nursery does not have the right to prevent a child leaving with either parent if the couple are married, or with a partner who has parental rights. However, should the Nursery be unable to prevent this happening they will alert the person who normally collects the child.

If a parent/carer comes to collect a child from the Nursery and there is a suspicion that they may be under the influence of drugs or alcohol, the Nursery will try to detain the person and contact another carer, for example the other parent or emergency contact number to ask them to come to escort the adult and child home. The Nursery will also contact West Berkshire Referral and Assessment Team and Ofsted for advice and support.

If the Nursery is unable to detain the person we will alert the police, and West Berkshire Referral and Assessment Team and Ofsted if the care of the child is in question.

## **Support Families**

The Nursery will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

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

With the proviso that the care and safety of the child must always be paramount, the Nursery will do all in its power to support and work with the child's family, ie assisting in carrying out a Common Assessment Framework (CAF) in conjunction with other agencies.

## **The Prevent Duty & Promoting British Values**

From 1 July 2015, childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty. At the Rainbow we take safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent duty we will;

- \* Provide appropriate training for staff. Part of this training will enable staff to identify children who may be at risk of radicalisation.
- \* We will build children's resilience to radicalisation by promoting fundamental British values. The statutory framework for the Early Years Foundation stage sets standards for learning, development and care, thereby assisting their personal, social and emotional development and understanding the world. We also regularly talk about 'The Rainbow Wishes'.
- \* We will assess the risk, by means of a formal risk assessment, of children being drawn into terrorism.
- \* We will ensure our staff understand the risks so that they can respond in an appropriate and proportionate way.
- \* As with managing other safeguarding risks, our staff will be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. The key person approach means we already know our key children well and so we will notice any change in behaviour, demeanour or personality quickly.
- \* We will work in partnership with our LSCB for guidance and support.

The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly.

Telephone No – Ofsted 0300 1231231

West Berkshire Early Years and Childcare Team 01635 503500

Referral and Assessment Team (Duty Senior) 01635 503405

This policy was adopted at a meeting of The Rainbow held on 5 January 2000

This Policy is reviewed yearly Next Review – January 2024

## **The Rainbow Nursery**

### **Mobile Phone and Electronic Device Policy**

Every child deserves to be protected from the misuse of photographic and video images of themselves.

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children. This Policy is used in conjunction with our online safety policy to ensure children are kept safe.

#### **Mobile phones and other devices including smartwatches that accept calls, messages and video calling**

At The Rainbow Nursery we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. All personal phones are placed in a locked cupboard during opening hours. Any watches that receive data are switched to airplane mode.

We use two nursery mobile phones to provide a means of contact in certain circumstances, such as outings.

#### **Staff must adhere to the following:**

- Mobile phone should be turned off and locked in a cupboard ie with personal belongings in the store cupboard during the hours of the working day. In an emergency mobile phones can be used with prior permission from one of the owners and then this must be away from the children.
- No personal device is allowed to be connected to the nursery wifi at any time.
- The use of nursery devices, such as tablets, must only be used for nursery purposes.
- Any apps downloaded onto nursery devices must be done only by management or the On-line Safety Administrator. This will ensure only age appropriate and safe apps will be accessible to staff or children using them.
- During outings, staff will use mobile phones belonging to the nursery or walkie talkies.
- The Nursery's tablets may be taken off site to take photographs.
- Nursery devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances then the person taking this device home must ensure it is stored safely and not accessed by another other individual and returned to nursery as soon as practically possible.

#### **Parents' and visitors' use of mobile phones and smartwatches**

Parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children. If parents or visitors are found to be using their phone inside the nursery premises they will be asked to finish the call or take the call outside. We ask this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about the children.

Visitors are requested to turn their mobile phones or smart watches off whilst at The Nursery.

#### **Photographs**

At The Rainbow Nursery we recognise that photographs play a part in the life of the nursery. We ensure that any photographs taken of children in our nursery are only done with prior written permission from each child's parents.

Photographs are taken by members of staff using tablets. With the introduction of the General Data Protection Regulation the Photography Permission form includes the right of the parent/carer to withdraw consent at any time.



We ask for individual permissions for photographs for a range of purposes including: use in the child's learning journey via Tapestry to support children's learning and also to record individual progress; for display purposes; for promotion materials including our nursery website, brochure and the local press. Parents should be aware that where their child is also on another child's photograph, but not as the primary person, it may be used in another child's learning journey.

Staff are not permitted to take any photographs of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Once photographs of the children are printed / uploaded onto Tapestry / newsletter they are immediately deleted from the Nursery tablets.

Parents are not permitted to use any recording device or cameras (including those on mobile phones or smartwatches) on the nursery premises without the prior consent of the owner. If consent is given, ie at our Christmas Nativity/concert, Sports Day and Nursery plays, it is on the understanding that they are not posted on any social media websites, as the Nursery has no control over these images once they are in the public domain.

Policy originated May 2019

Reviewed Yearly – Next Review January 2024

## **The Rainbow Nursery**

### **Online Safety Policy**

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

'Keeping Children Safe in Education', (September 2018), states "The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

Content - being exposed to illegal, inappropriate or harmful material;

Contact - being subjected to harmful online interaction with other users;

Conduct - personal online behaviour that increases the likelihood of, or causes harm"

The Designated Safeguarding Lead is Lisa Jenkins, the deputy is Eliza Lee. Safeguarding is always an Agenda item in our half termly staff meetings. Eliza Lee is our Online Safety Administrator.

Within the Nursery we aim to keep children and staff safe online by:

- Ensuring management monitor all internet activities in the setting
- Locking away all nursery devices at the end of the day
- Using only Nursery devices to take photographs
- Staff only use the work IT equipment for matters relating to the children and their education and care. Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning. A member of staff is always present.
- Under no circumstances should any member of staff, either at work or in any other place, make, deliberately download, possess, or distribute material they know to be illegal, for example child sexual abuse material.
- The nursery is aware of the need to manage our digital reputation, including the appropriateness of information and content that we post online, both professionally and personally. This is continually monitored by the Nursery Owners.

All electronic communications between staff and parents should be professional and take place via the official nursery communication channels, e.g. the setting's email address and telephone numbers. This is to protect staff, children and parents. If any concerns arise relating to online safety then we will follow our Safeguarding Policy and report all online safety concerns to the Designated Safeguarding Leads, (DSL).

The DSLs will ensure that:

- All staff know how to report a problem and when to escalate a concern, including the process for external referral if they feel it is needed
- All concerns are logged, assessed and actioned upon using the Rainbow's Safeguarding procedure
- The Professionals Online Safety Helpline (0344 381 4772 or [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk)) is shared with all staff and used if any concerns arise

Policy originated May 2019, Reviewed Yearly – Next Review January 2024

## **The Rainbow Nursery**

### **Social Networking Policy**

Our Nursery accepts that the internet and social media are inherent to people's lives and important for sharing information as well as a learning tool. However we are also aware that this global network comes with its own risks and dangers. We have therefore set out the following guidelines to protect the children, parents and staff who are associated with the setting.

#### **Use of the internet at Nursery**

Staff at the Nursery are permitted to use the internet on the Nursery laptop for the educational benefit of the children. This may be for gathering information, or to use an age appropriate learning programme or video footage for the children. Staff at nursery are permitted to use the internet via the Tablets to access educational information as part of activities with the children. This will be agreed by the Online Safety Officer and/or the manager on duty at the time. Children will not be permitted to use the tablets independently.

#### **Facebook Page**

We have an open Facebook Page. This will be a communication tool for the setting and a means of advertising the Nursery. However we need to make sure we protect our children by having procedures in place for safe use. We will use Facebook to share pictures of the activities and experiences the children have accessed at nursery.

- There will be no photographs of children
- There will be no names added to posts
- We will monitor comments on all posts and address any concerns immediately.

The Facebook administrator reserves the right to remove any comments at any time. The intent of the policy is to protect the privacy and rights of the nursery, staff & families.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children. We accept that staff may choose to accept friend requests from parents on social media sites. However this policy sets out to ensure that staff are all aware of the following risks and apply the relevant precautions.

- When using social media sites no reference should be given to specific children or parents by name.
- If a parent asks questions relating to work via Facebook, then the On Line Safety Administrator should reply asking them to come into the setting or contact the owners
- Report any concerning comments or questions from parents to the owner/designated safeguarding lead
- Not post anything that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

We ask parents to:

- Share any concerns regarding inappropriate use of social media through the official procedures (please refer to our Complaints Policy).

This policy was adopted in May 2019, Reviewed Yearly – Next Review: January 2024

## **Rainbow Nursery**

### **Complaints Policy**

At the Rainbow we aim to provide the highest quality care and education for all our children. We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that complaints should be taken seriously and dealt with fairly and in a way which respects confidentiality.

We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and we welcome suggestions on how to improve our Nursery at any time.

Making concerns known:

- A parent who is uneasy about any aspect of the Nursery's provision should first of all talk over any worries and anxieties with the Manager of the Nursery.
- If this does not have a satisfactory outcome, or if the problem reoccurs, the parent should put the concerns or complaint in writing and email to [contact@therainbownursery.co.uk](mailto:contact@therainbownursery.co.uk)
- If the complaint involves a member of management then the owners can be contacted on 07980611842/samlee9@live.co.uk

It is a mandatory requirement for the Nursery to investigate the complaint, take any necessary action and tell the parents of the outcome of the findings within 28 days.

All information relating to individuals involved in the complaint will be kept confidential. These records will be kept for a minimum of three years.

The Nursery is also obliged to inform Ofsted (The Office for Standards in Education), of any complaint made.

Any parent who feels that their complaint has not been dealt with appropriately should contact OFSTED at the address given below.

Address of OFSTED: Ofsted, National Business Unit, Piccadilly Gate, Store Street, Manchester, M1 2WD

Telephone (general) 0300 1231231

Telephone (complaints) 0300 1234666

### **Making a complaint – General data Protection Regulation**

If you wish to make a complaint about how we handle your personal data or if you believe a Data Breach has occurred, you should speak to one of the owner's of the Nursery.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioners Office (ICO). Telephone ICO – 0303 123 1113.

This Policy was adopted at a meeting of The Rainbow held in May 1999

This Policy is reviewed yearly, Next Review – January 2024

## **The Rainbow Nursery**

### **Data Protection and Confidentiality Policy**

At The Rainbow Nursery we recognise that we hold sensitive/confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices, emergency contacts and for track and trace purposes in relation to Covid-19. We store all records in a locked cabinet or on the office computer with files that are password protected in line with data protection principles. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy will work alongside the Privacy Notice to ensure compliance under General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR)).

#### **Legal requirements**

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery
- We follow the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

#### **Procedures**

It is our intention to respect the privacy of children and their families and we do so by:

- Storing confidential records in a locked filing cabinet or on the office computer with files that are encrypted.
- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery are advised of our Data Protection and Confidentiality policy and required to respect it.
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery and to support the child's best interests with parental permission
- Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest
- Ensuring all staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the circumstances above
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
- Ensuring staff, students and volunteers are aware of and follow our Photography and Mobile Phone Policy, within our Child Protection Policy, in relation to confidentiality
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

In order to meet our requirements under GDPR we will also undertake the following:

1. We will ensure our terms & conditions, privacy and consent notices are easily accessed/made available in accurate and easy to understand language
2. We will ensure that the information we collect about you and your child is treated confidentially and only shared when there is a need for it to be shared.
3. Everyone in our nursery understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).

**Staff and volunteer information**

- All information and records relating to staff will be kept confidentially in a locked cabinet
- Individual staff may request to see their own personal file at any time.

Policy originated May 2018

Reviewed Yearly, Next Review January 2024

## **The Rainbow Nursery**

### **Early Years Policy**

At The Rainbow, we aim to provide an environment that is both welcoming and caring to children and adults.

We are interested in the development of the whole child. We want your child to have fun at our Nursery enjoying their time with us. We aim to help them not just academically but also socially, emotionally and physically to prepare them for their future years in education. On joining the Nursery, each child is designated key people who will have special responsibility for them.

As soon as your child starts at The Rainbow they will be introduced to various activities inside and outside, complies with the learning, development and care requirements as laid down by the Revised Early Years Foundation Stage, (2021). The EYFS covers seven areas of learning and development as follows –

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Each child has their own Learning Journey profile on Tapestry which is updated weekly and can be viewed by parents at any time. We welcome comments and photos from home to be added to Tapestry at any time.

Since September 2012 it has been a requirement to carry out a Progress Check for two year old children. This check will highlight areas where your child is progressing well and any where they might need some extra help or support. It will be a joint summary with both information from home and the setting. We will then arrange a mutually convenient time for you to come in and discuss the report and together plan the next steps forward.

Your child will be continually observed during their time with us to ensure they are making progress towards the Early Learning Goals and that particular difficulties in any of the areas of learning are identified and addressed. A Special Educational Needs Alert form is created following discussions and agreements from parents to assist in addressing concerns. An Early Years Support and Achievement Play Plan (SAPP), is used if believed necessary, in agreement with the parents. Prompt and appropriate action at this stage will give your child a solid foundation for their future school career.

If a child attends more than one setting, or has a childminder, we will ask for permission to work in partnership with the other setting as set out in the EYFS (2021) to encourage consistency for the child and their family.

Our adult to child ratio is excellent and we believe in continual professional development. Regular training in early childcare issues is vital in both keep updated in current legislation and ensuring we provide a broad, balanced and purposeful curriculum. Training requirements are discussed at individual appraisals, (yearly and half yearly reviews), staff meetings and supervisory meetings.

At The Rainbow we provide consistently high quality care and education for our children. Parents are welcome at any time to see their child in situ. In the Summer term, for children leaving to go to school in September, we work closely with the primary schools, to ensure the transition from nursery to school is as smooth as possible. On leaving The Rainbow, the child's learning journey profile from Tapestry can be downloaded by the parent to keep. A Transition Report is given to the child's new school.

The knowledge the child has gained through our caring and stimulating environment working towards the Early Learning Goals will prepare them for learning in Key Stage 1.

This Policy was adopted at a meeting held at The Rainbow on 23rd October 2001

Reviewed Yearly, Next Review January 2024

## **The Rainbow Nursery**

### **Equal Opportunities Policy**

The Rainbow is committed to provide equality of opportunity for children and their families. We believe that the groups activities should be open to children and their families and to all staff committed to their welfare. All children, irrespective of ethnicity, culture or religion , home language, family background, learning disabilities, gender or ability, should have the opportunity to experience a challenging and enjoyable programme of learning and development.

#### **Employment**

The Rainbow is an Equal Opportunity employer. Eliza Lee is the designated staff member responsible for Equal Opportunities at The Rainbow.

The Rainbow will appoint the best person for each job, and will treat fairly all applicants for jobs and all those appointed. Commitment to implementing the groups Equal Opportunities will form part of The Staff Procedures for all workers. We have a separate Personnel Policy.

Each member of staff completes a Disclosure and Barring Service (DBS) Enhanced Disclosure. During appraisals and half yearly reviews, employees are asked to confirm that they remain suitable to work with children and nothing has changed since their last enhanced disclosure. On starting at The Nursery each member of staff signs a Health Declaration. These are then signed yearly.

We encourage all staff to undertake appropriate training to update their skills and underpin their knowledge and understanding of the needs of pre-school children.

#### **Children**

Children have a right to grow up and learn in an environment free from prejudice and without discrimination. At all times we will promote 'British Values' helping children to become compassionate, considerate adults who form part of a fair and equal society.

We aim to meet the needs of all children in our care in accordance with their stage of development, and value them as individuals.

We provide opportunities for each child to explore his/her identity and to build on his/her self esteem.

We promote positive images of people of both sexes and all ethnic groups, with and without disabilities.

We believe that all children are special but recognise that some have more special needs. Where possible we try to provide for children with disabilities or learning difficulties.

#### **Festivals**

Our aim is to show respectful awareness of all the major events in the lives of the children and families in the Nursery and in our society as a whole, and to welcome the diversity of backgrounds from which they come, or are exposed to.

In order to achieve this, we aim to acknowledge different festivals which are celebrated throughout the year.

- Without indoctrination in any specific faith, children will be made aware of the festivals which are being celebrated by their own families or others, and will be introduced where appropriate to the stories behind the festivals.
- Before introducing a festival, with which the staff are not themselves familiar appropriate advice will be sought from people to whom that festival is a familiar one.
- Children will be encouraged to welcome a range of different festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

#### **Volunteers**

We are always grateful for volunteers to help with Nursery outings, Sports days etc. Any parents volunteering must adhere to our Equal Opportunity Policy and our Volunteers Policy.



## **The Curriculum**

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

## **Resources**

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society.

Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people.

This policy was adopted at a meeting of The Rainbow held on 5 January 2000

This Policy is reviewed yearly Next Review – January 2024

## **The Rainbow Nursery**

### **Health, Hygiene and Safety Policy**

The Rainbow Nursery promotes a healthy life style and a high standard of hygiene and safety. This is achieved in the following ways:-

#### **Health**

- Food

Snacks will be provided mid-morning and mid-afternoon. They will be hygienically prepared, nutritious and pay due attention to children's particular dietary needs and religious requirements.

Packed lunches are provided by parents and should include a serviette and an ice pack.

When cooking with children, the staff will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

Staff should not be involved in the preparation of food if suffering from any infectious/contagious illness or skin trouble.

- Outdoor Provision

Weather permitting children have the opportunity to go outside, under close supervision, daily. In good weather, activities will be extended outside whenever possible.

- Illness

Flu Pandemic – If there was a flu pandemic we would seek advice from The Government and our Local Authority, (West Berkshire Council) as to the procedures to follow.

Procedures to follow during Coronavirus (COVID – 19):

- We will follow the instructions from the Department for Education.

#### **Medication**

With regard to the administration of life saving medication, i.e. insulin, adrenalin, injections, nebulisers or epipen, the position would first have to be clarified with reference to our Nursery's insurance company. Training would be required from the parent, or health professional.

Preventative medicines i.e. inhalers, adrenalin, and insulin can be administered at The Nursery. Children have individual named wallets for their medication. Written consent of parents is required before any medication can be administered. A signed record of all medication administered shall be made on the Medication Form and witnessed by another member of staff. Parents will be asked to sign the Medication Form when picking their child up to confirm medication has been administered.

Prescription medicines can be administered to a child if they have been prescribed by a doctor, dentist, nurse or pharmacist (medicines containing aspirin can only be given if prescribed by a doctor).

Parents will be informed of all infectious diseases and the child will be asked to remain away from the Nursery until no longer infected. A list of the common childhood ailments, their symptoms and incubation period is on the notice board in the entrance hall.

Parents should inform the Nursery before 10.00 am if their child will not be attending Nursery that day, due to illness.

Parents are asked not to bring to The Nursery any child who has been vomiting, or had diarrhoea until at least 48 hours has elapsed since the last attack.

If a child becomes ill whilst at The Nursery, the carer will be contacted. If the main carer cannot be reached the next contact from the child's details will be phoned.

Staff should not attend if they have gastric disorders, conjunctivitis or contagious diseases.

Ofsted will be notified of any communicable diseases as defined by the Health Protection Agency. Ofsted will be informed of any food poisoning affecting two or more children looked after on the premises. Ofsted will be notified of any serious accident, illness or injury to, or death of, any child while in the care of the Nursery, and of the action taken, within 14 days of the incident occurring. We will also notify local child protection agencies.

- **First Aid**

The Nursery has two first aid boxes. One is always kept on the premises, the other is for trips out, ie allotment and library. The Nursery will ensure that the first aid boxes are replenished and replaced as necessary. The main First Aid box is kept on a high shelf in the store room, the other box is stored in the outdoor bag in the store room. Cuts or open sores, whether on adults or children, will be covered with sticking plasters (hypo allergenic) or other dressings.

All members of staff present at The Rainbow have current First Aid Certificates and four members of Staff have a Level 2 Award in Food Safety and Catering.

- **Accidents**

Accidents must be noted in the Accident Book kept with the First Aid Box. Accident Forms must be filled in by a member of staff, signed and dated by the parent/carer. If the parent was not picking the child up, we would ask the person collecting the child to sign the form on the parent's behalf.

- **Sun Protection**

In the Summer months it is the parents responsibility to apply sunscreen before Nursery in the morning and to provide a sun hat. If parents bring sunscreen and complete a consent form, we will apply as necessary during the day.

Parents can discuss health issues with a member of staff at any time.

## **Hygiene**

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

### **Personal Hygiene**

- Children to wash hands after using the toilet.
- Children to wash hands before cooking, before eating snacks and when necessary after craft activities. Hands are always to be washed after visiting the Allotment and before eating lunch.
- Stud earrings may be worn. All other earrings are unacceptable. Sharing of earrings is not permitted.
- A large box of tissues is always available and children are encouraged to blow and wipe their noses when necessary.
- Children are encouraged to shield their mouths when coughing.
- Staff to wash their hands before handling any foods.
- Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections including HIV infection, can be transmitted.

### **Safety**

- Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet. Latex gloves and plastic aprons should be used for all bodily fluids.
- When nappies are changed, staff wear plastic aprons and gloves.
- Cleaning fluids to be kept out of children's reach and used according to the manufacturer's instructions.
- Children should bring a complete change of clothing in case of accidents. Any soiled clothes will be bagged and sent home.

- All surfaces cleaned as needed with an appropriate cleaner, and different cloths to be used for kitchen and toilet areas.
- Waste is disposed of properly.
- Tea towels are washed daily.
- Staff have had Fire Extinguisher Training.
- Fire Procedures are discussed regularly with the children and fire practices are carried out at least half termly. Fire practices are recorded in the Register and Fire Procedures displayed on the walls. Staff and volunteers to be aware of these procedures.
- The Fire Exits are kept clear at all times and all electrical sockets are covered. There is a water extinguisher in the main hall and a fire blanket in the kitchen.
- There is a stair gate at the kitchen door.
- All hot drinks are drunk in the kitchen or are lidded.

Safety is the responsibility of everybody, if a potential hazard is noticed it must be immediately reported to the Owners.

This Policy was adopted at a meeting of The Rainbow held on 5 January 2000

This Policy is reviewed yearly, next review January 2024

## **The Rainbow Nursery**

### **Late Collection Procedure**

The Nursery has a duty to protect children and act in their best interests.

The Nursery takes persistent lateness in collecting a child very seriously. In extreme cases it can be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable.

In the event of a child not being collected, the Nursery Owners will make every effort to contact the child's parent/s, and if this proves to be impossible, will try to get in touch with an alternative emergency contact, who is authorised by the child's parents to collect them on their behalf.

If we have not been notified, or have been unable to contact the emergency numbers by 3.10 pm, it is our responsibility to contact West Berkshire Social Services, who will take responsibility for the child.

Originated October 2008

This Procedure is reviewed yearly, next review January 2024

## **The Rainbow Nursery**

### **Lost Child Policy**

At the Rainbow we take every precaution to prevent any child going missing, either from the premises or during outings.

These include:-

- . Maintaining high staff ratios at all times.
- . Registering children on entry and exit from the premises
- . Thorough planning for off-site activities including undertaking a risk assessment.
- . Maintaining security to the doors and gardens, by checking doors are locked and gates are shut.

In the event that a child goes missing:-

- . The owners of The Nursery will be alerted, who will then make enquiries of relevant staff as to when the child was last seen and where.
- . The other children will be kept together, whilst two members of staff search the building, gardens and immediate vicinity.
- . If the child cannot be found within ten minutes the parents will be informed and the police called in for help.
- . The search will continue, opening up the area, using mobile phones.
- . If the child is not found, all the parents will be called to collect their child so that the investigation can proceed unhampered. When the situation has been resolved, members of staff will review the reasons for it happening and ensure measures are taken in order for the situation not to happen again.

Policy adopted February 2006

This policy is reviewed yearly Next Review – January 2024

## **The Rainbow Nursery**

### **Personnel Policy**

The Rainbow will appoint the best person for each job, and will treat fairly all applicants for jobs and all those appointed. Commitment to implementing the Nursery's Equal Opportunities will form part of the Staff Procedure document.

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

All staff are required to undertake a Disclosure and Barring Service (DBS) check as part of the requirements of joining the Nursery

All staff are given the opportunity to undertake appropriate training to update their skills and underpin their knowledge and understanding of the needs of pre-school children.

A high adult: child ratio is essential in providing good quality pre-school care. At our Nursery we are consistently above Ofsted regulations.

Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss individual children's progress and any concerns. Minutes are taken at our staff meetings. By discussion, monitoring, record keeping, appraisals and supervisory meetings we work effectively as a team.

Our aim is to ensure the happiness, health and safety of the children in our care, whilst helping each child to attain their full potential.

This Policy was adopted at a meeting of The Rainbow held on 5 January 2000

This Policy is reviewed yearly Next Review – January 2024

## **The Rainbow Nursery**

### **Promoting Positive Behaviour Policy**

At The Rainbow there are clear rules ‘The Rainbow Wishes’, regarding behaviour, which are explained to the children and applied consistently. These rules aim to help the children to develop self-discipline and respect for the needs of others and their environment. Lisa Jenkins is responsible for behaviour management issues.

British values will be shared with the children focusing on children’s personal, social and emotional development, ensuring children learn right from wrong, mix and share with other children, value other’s views, know about similarities and differences between themselves and others.

We aim to achieve good behaviour by: -

- Creating a safe and caring atmosphere for children and staff alike
- Making all within The Nursery have a sense of self worth and value
- Emphasising the qualities of honesty, courtesy and self control
- Involving parents immediately where behaviour is not acceptable
- Developing a positive attitude, which values all cultures and respects the right to hold different beliefs in a diverse society

There is a code of conduct for the children; ‘The Rainbow Wishes’, and all to be reminded of it either formally or informally, as the need arises.

- Children are encouraged to walk in The Nursery building at all times
- Shouting out or interrupting is not acceptable
- Name calling, rough play and bullying (verbally and/or physically) is never tolerated.

When children behave in unacceptable ways, positive methods of guidance for the children will be used such as re-direction, anticipation and removal of potential problems, positive reinforcement and encouragement.

Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children’s level of understanding and maturity. Adults will be aware that some kinds of behaviour may arise from a child’s special needs.

The Rainbow will keep a record of any occasion where physical intervention is used and parents/carers will be informed on the same day or as soon as reasonably practicable. These will be kept in the Existing Injury/Incident File.

At all times children are encouraged to develop socially, to co-operate, take turns, help and respect each other and adults.

This policy was adopted at a meeting of The Rainbow held on 5 January 2000

This Policy is reviewed yearly Next Review – January 2024



## **The Rainbow Nursery**

### **Pupil Premium Grant Policy**

From April 2015 three and four year olds are able to receive the Early Years Pupil Premium funding if they meet the criteria set by the government.

All parents/carers are sent information and a form to complete, providing them with the opportunity to apply for the funding.

Ofsted requires Early Years settings to show “how effectively leaders use additional funding, including the early years pupil premium, and measure its impact on narrowing gaps in children’s outcomes” (August 2015).

The Rainbow Nursery will provide extra resources, additional sessions and support for eligible children receiving the funding.

The Nursery aims to ensure that the pupil premium grant has a positive impact on narrowing the attainment gaps between disadvantaged pupils and their peers.

The nursery is required to record how the pupil premium grant is being used and whether it is being used effectively. The nursery must also show what impact it is having on the eligible children. This information will be reviewed on a termly basis.

This policy was originated in April 2016

This policy is reviewed yearly, next review January 2024

## The Rainbow Nursery

### Retention Policy

The General Data Protection Regulation (GDPR) is an EU law from May 2018. It requires us to share information with you about data retention after your child has left the setting.

Data we retain about you and your child falls into 3 main categories –

**1. Safeguarding and welfare data linked to Ofsted and the Early Years Foundation Stage requirements and the Limitation Act.** To comply with the Limitation Act 1980, we keep Accident Records and Medication Records using the legal basis of ‘legal obligation’ until your child is 21 years and 3 months old. We also retain Registers using the legal basis of ‘vital interests’ to provide additional evidence of compliance with the Early Years Foundation Stage. Information is kept in paper format and after the required retention period the documents will be shredded or burnt.

To comply with the EYFS, we keep documents relating to your child’s learning and development including observations of your child’s progress, activities and experiences. The EYFS says we must keep documents for a ‘reasonable period of time’. The Information Commissioner’s Office (ICO) advice is that this would generally mean ‘between inspections’ so we can share with Ofsted inspectors.

We use the legal basis of ‘legal obligation’ when recording your child’s learning, development and progress and ‘legitimate interest’ when taking photos of your child because we believe it is reasonable for us to process this data to provide you with a good quality service.

**2. Financial data retained for HMRC purposes.** We keep documentation including your name and payment record for HMRC using the legal basis of ‘legal obligation’. We keep this information in paper format and are required to retain this information by HMRC for 6 years after which time the documentation will be shredded or burnt.

**3. Funding data retained for Local Authority purposes.** We keep documentation including your name, address, national insurance number and funding data for Local Authority Funding Forms using the basis of ‘contractual necessity’. This data is held on line (password protected) and in paper format, and we are required to retain these forms by the Local Authority, for 6 years after which time they will be shredded/burnt.

As parents/carers you have the right to ask for information held about you and your child to be withdrawn. This is called the ‘right to erasure’ in GDPR. However, if we need information because it is legally required, then exceptions to the ‘right to erasure’ apply. We will make a decision about each erasure request individually – please speak to us for more information.

This Policy was originated in May 2018

Reviewed Yearly, next review January 2024

## **The Rainbow Nursery**

### **Special Educational Needs and Disability Policy**

The Rainbow provides a welcoming environment, with appropriate learning opportunities, in which children are supported to reach their full potential.

The Rainbow follows the DfE Special Educational Needs and Disabilities (SEND) Code of Practice (September 2015) in the identification and support of children with special educational needs and disabilities. A child is considered to have special educational needs 'if they have a learning difficulty or disability that calls for special educational provision to be made for him or her'.

The Special Educational Needs & Disability Co-ordinator, (SENDCO), at The Rainbow is Lisa Jenkins. Together they offer support to the child, their family and also staff who are working with the child, ensuring that their needs are met within the Nursery.

We acknowledge that children learn at different rates and will need varying degrees of support from time to time. We plan to ensure that all children have access to a wide range of resources to develop their learning in the seven areas of the Early Years Foundation Stage and we will endeavour to take into account each individual child's needs and interests.

We provide quality care for children through a co-operative partnership between staff, parent/carers, children and when required, multi-agency collaboration, including therapists, health visitors and paediatricians. Children and their parents are at the centre of decision making. We will support them to participate in the decision process, which will focus on their aspirations for their children, in order to reach their child's desired outcomes, preparing effectively for adulthood.

All children will be supported with their transitions, whether this is to another setting or care provider, and when they are leaving us to move on to School. We are committed to working in partnership with children, parents/carers, their families and other providers to ensure that a smooth transition occurs.

More information can be found on the Special Needs and Disabilities (SEND) website at <https://directory.westberks.gov.uk>. This provides information, advice and support on services for children with Special Educational Needs and Disabilities.

Any carer having cause to complain regarding the SEND provision provided at The Rainbow should follow the procedures laid down in the Complaints Policy.

This Policy was originated in January 2000

This Policy is reviewed yearly Next Review – January 2024

## **The Rainbow Nursery**

### **Special Educational Needs and Disabilities Procedure**

At The Rainbow we follow the procedures below in relation to our Special Educational Needs and Disabilities Policy.

We monitor and review the progress and development of all our children. We bring together information from a range of sources to consider the child's needs, including the Two Year Old Progress check, detailed observations, termly monitoring and tracking and close communication with parents/carers.

Where a child's difficulty with learning is significantly greater than their peers, we identify and intervene early to prevent greater difficulties later in life.

Special Educational Needs and Disabilities falls under 4 broad areas –

- cognition and learning
- social, emotional and mental development
- sensory and/or physical development
- communication and interaction

Individual children may have needs across all of these areas and their needs may change over time. The support we offer is family centred, considering the individual family's needs. We work in partnership with parents/carers and other agencies in meeting individual children's needs. We involve the child as appropriate.

We use the graduated assess/plan/do/review system for identifying, assessing and responding to children's special educational needs as follows –

**Assess** – this requires an analysis of a child's needs, based on observations or specific assessments checking that the current support matches the child's needs. An Antecedent, Behaviour & Consequence Observation Chart (ABC) and Special Educational Needs Alert form will be created.

**Plan** - this will be based on agreement between parents, key person, SENDCO and any other relevant specialists about the appropriate outcomes for the child. A Support and Play Plan will be created, (SAPP).

**Do** – Once the plan has been agreed the SENDCO and key person oversees the implementation of the interventions. All staff members remain responsible for working with the children.

**Review** – The key person, SENDCO and parents would evaluate the impact and quality of the support.

If 'despite purposeful action', the child makes little or no progress over a sustained period, then practitioners and parents should consider seeking advice and support beyond the setting. For children with high-level needs, requiring specialist provision, an Education, Health and Care Plan (EHCP) will be created, following a multi-professional assessment. This may also require a CAF (Common Assessment Framework) to be completed, in conjunction with other agencies.

This Procedure was originated in September 2014. To be reviewed yearly. Next review January 2024

## **The Rainbow Nursery**

### **Students and Volunteers Policy**

We enjoy having visitors to the Nursery. In order to maintain our high standards, students and volunteers are asked to comply with this Policy.

- All students and volunteers to read the Fire Procedure displayed at The Nursery
- All students and volunteers to read and sign their adherence to our Health, Hygiene and Safety Policy, Equal Opportunity Policy, Safeguarding and Protecting Children Policy, Safeguarding Children – Whistle Blowing Policy and Privacy Notice, with particular reference to the General Data Protection Regulation (May 2018).
- No students and volunteers will have unrestricted access to children.
- Any information gained by the student and volunteer about the children, families or other adults in the Nursery must remain confidential.
- Students and Volunteers cannot administer first aid.
- The use of personal mobile phones and smart phones is prohibited at Nursery.

The needs of the children at The Rainbow are paramount. The Nursery welcomes students and volunteers to assist the teachers in creating a warm and caring atmosphere for the children.

This Policy was adopted at a meeting of The Rainbow held on 5 January 2000

This Policy is reviewed yearly Next review – January 2024

## **The Rainbow Nursery**

### **Sunscreen Policy**

At The Rainbow Nursery we are committed to ensuring that all children are fully protected from the dangers of too much sun/UV rays. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

We follow guidance from the weather and UV level reports and use the following procedures to keep children safe and healthy in the sun:

- \* Practitioners will work with the parents to decide and agree on suitable precautions to protect children from burning, including those with more sensitive skin types and those that may be more tolerant to the sunshine, eg black and /or Asian colouring.
- \* 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, ie with an extended back and side to shield children's neck and ears from the sun to provide additional protection.
- \* High factor sunscreen should be applied to the children before coming to the Nursery in the morning. With parental consent, additional applications will be carried out by nursery staff using Nursery sunscreen. Ingredients must be checked by staff to ensure this is safe to apply.
- \* 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, sunscreen 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 to.

This Policy is reviewed yearly Next Review – January 2024

## **The Rainbow Nursery**

### **Transition Policy**

Successful transition is a process, rather than an event, that involves children, practitioners and parents working together. Our aim is to work in partnership with parents to ensure transition periods are as smooth for children as possible.

To facilitate transitions our objectives are –

#### **Home to Nursery Transition**

- Carers and their children visit the Nursery.
- Home visits are encouraged, where information is shared about the child's interests.
- Taster sessions are arranged.
- A key person system is in place.
- Children, starting at The Rainbow are welcomed in the monthly Newsletter.
- Parents are given regular information about their children formally throughout the year, through the 'Tapestry' and our termly carer consultation meetings.
- Parents and staff share observation sheets.
- Two Year Old Progress checks are carried out in consultation with parents/carers.
- Parents are given regular information about their children informally throughout the year, through chats before/ after the Nursery sessions.
- Carers are invited to visit the Nursery to share special skills and knowledge.

#### **Nursery to Primary Transition**

- Assist child to become 'school ready', 'ie to be full of positive emotions, excitement, confidence and happiness', (from Teach Early Years article written by Anna Ephgrave).
- In the term after a child turns 3, they are invited to stay for a longer day to prepare them for school.
- Staff from schools are encouraged to visit the Nursery and meet the children and chat to the key persons.
- 'Going to school' becomes a context for learning.
- Nursery staff prepare and share a Transition Record with parents/primary school.
- Children leaving The Nursery are 'wished all the best' in their final Newsletter.

This Policy was adopted in March 2010. This Policy is reviewed yearly. Next review – January 2024

## **The Rainbow Nursery**

### **Well-being in the Nursery Policy**

Well-being is a broad term that covers how you feel about yourself and your life. It encompasses the physical, emotional (and mental), social and spiritual areas of a person. At The Rainbow we ensure that all children, staff, families and visitors are welcomed and we are an inclusive setting, celebrating key events with them.

Being in good quality work is good for both physical and mental health, resulting in better self-esteem and quality of life. Staff well-being holds the secret to a successful nursery. To attract and retain talent, our Nursery needs to reflect an environment where people can thrive, not just survive. If staff enjoy coming to work, they will stay; staff turnover will be low. Nursery practitioners relationships with the children in their care are critical to children's wellbeing and future success; staff are one of the factors associated with a child's 'schools readiness'. When a Nursery team are feeling good in themselves, they are able to improve the wellbeing of the children they are working with, and they can flourish and meet their full potential, which is good for both the child and the staff.

Ways in which the owners encourage well-being at The Rainbow include –

- having time to talk to the staff on a daily basis
- chairing half termly staff meetings, valuing the voice of the staff and listening to their views, being open to new ideas
- always including the self-evaluation and action plan on the staff meeting agenda engaging the whole team in reflecting on practice
- having supervisory meetings on a regular basis
- peer on peer observing - good teamwork is essential in all organisations. It signifies that staff are working towards a shared purpose and common goals and in so doing they are sharing their varied skills.
- always ensuring the Nursery is operating well above the recommended ratio, allowing staff time off for family commitments
- encouraging continual professional development

For a child, well-being is particularly important within their personal, social, emotional development and physical development. Both of which are prime areas of learning within the Early Years Foundation Stage (EYFS).

Physical well-being covers everything physical to do with the body:

- \* Growth and development
- \* Moving and keeping physically fit
- \* Caring for health (eg washing hands, etc)
- \* Eating a balanced and nutritious diet
- \* Rest and appropriate sleep patterns

Mental and emotional well-being includes:

- \* Acknowledging, expressing and coping with feelings and emotions
- \* Thought processes
- \* Reducing stress and anxiety

Social well-being includes:

- \* Relationships
- \* Family (close and extended)
- \* Friends



- \* The feeling of belonging and acceptance

- \* Compassion and caring approaches

Spiritual well-being can cover the following:

- \* Value and beliefs held

- \* Personal and identity and self-awareness

Children's physical well-being is supported through a carefully planned curriculum programme which supports all types of play inside and outside. Within our 'Confirmation of Information' Form we advise parents and carers of the type of healthy lunch to provide.

Personal hygiene is supported in children, ie explaining the importance of hand washing.

Our book corner provides a quiet area for relaxation. This supports both their physical and mental well-being.

We support children to make strong attachments with their key person as well as forge relationships with their peers in order to support their social wellbeing. We offer opportunities and resources for children to play singly, in pairs, small and large groups to support this area of development.

Children's mental and emotional well-being is supported. We provide activities in which children are able to recognise and express their emotions, through circle time and emotional literacy. Staff are able to recognise when a child may need support with their emotions and provide this one to one or in small groups. We support children to manage their own emotions and behaviours by talking about 'The Rainbow Wishes.' Staff use the 'Promoting Positive Behaviour' Policy to ensure consistency.

This Policy was adopted at a meeting of The Rainbow held on 4 November 2019

This Policy is reviewed yearly Next review – January 2024

## **The Rainbow Nursery**

### **Working in Partnership with Parents and Other Carers Policy**

Parents are the first educators of their young children. The aim of the group is to support their essential work. We will: -

- Arrange home visits prior to a child starting at The Nursery.
- Make all new parents aware of The Nursery's systems and policies

At an initial visit the parents and children will see the day to day running of the Nursery. Each child, prior to starting at The Nursery has two visits.

Before starting The Nursery parents will receive a Starter Pack containing all our Policies, permission forms for observation, visits out of Nursery premises and photos, grant information, term dates, information on frequently asked questions, information on our staff, and a Child Detail Form.

On starting at the Rainbow, each child will be designated key people. These are named members of staff assigned to individual child to support their development.

- Child's Progress

Upon starting the Nursery, parents are invited to see their child in situ.

We have termly Parent Consultation Meetings.

A Learning Journey Profile via Tapestry, relating to the EYFS, is started for each child during their first term at The Rainbow.

A Two Year Old Progress Check is carried out, in consultation with parents.

Staff are always available at the beginning and end of every session to speak to parents.

- Parental Involvement

Carers are encouraged to volunteer in certain nursery activities i.e. visits to library, nature walks etc.

We always welcome any contributions from parents to help us in our work with their children, ie if they have skills, knowledge or interests which they would like to share with us.

- Communicating with other settings

The Rainbow will make every attempt to build up a relationship with other nurseries to share documents relating to children who attend different settings, after agreement from the parents.

This Policy was adopted at a meeting of The Rainbow held on 5 January 2000

This Policy is reviewed yearly, next review January 2024

## **The Rainbow Nursery**

### **Safer Recruitment Policy**

This policy outlines procedures for the recruitment and selection of new staff, at The Rainbow Nursery.

#### **Aims**

In our Nursery we wish to appoint the best possible staff, who will support our Nursery ethos. We will ensure

- . That each member of staff has a contract of employment
- . Compliance with employment law
- . Be safe to work with children
- . Equal Opportunities
- . Avoidance of any form of discrimination

#### **Selection Procedures**

When a role becomes vacant or a new post created the owners will produce a:

- Job Description, to include a job title and purpose, and principal duties and responsibilities
- Person Specification, to identify what is relevant and necessary to carry out the duties of the post effectively. These will be listed as essential or desirable.
- All posts will be advertised as widely as is necessary to ensure a suitable candidate can be appointed.
- Applicants will be sent the job description, person specification and application form. Relevant policies including Equal Opportunities and Safeguarding will be forwarded, including information about the Ofsted Waiver. Details of how they may arrange a visit to the Nursery, will also be included. The closing date for applications will be made clear.
- Short listing after the closing date will be carried out by both owners to avoid bias. Each application will be considered against the person specification. Unsuccessful applicants will be informed in writing that they have not been selected for interview.
- Applicants invited for interview will be notified in writing and asked to confirm their attendance.
- Written references should be sought preferably before interview, one of which must be the last employer. These should be subject to verification and followed up verbally. Specific enquiries about the candidate's background in relation to safeguarding should be included.
- The interview will be conducted in a supportive atmosphere, where candidates are encouraged to promote their skills and strengths. During the interview, candidates will be given the opportunity to ask questions.
- The successful candidate will be informed verbally of the outcome, to be followed up in writing, requesting acceptance of the post. Offers are subject to proof of qualifications, Disclosure and Barring Service (DBS) checks, and proof of identification (right to work checks).
- Any concerns/discrepancies regarding information provided by the candidate and or referee will be thoroughly explored.
- Unsuccessful candidates will be informed in writing. All records will be retained for six months.
- There will be a probation period of three months.

The owners will at all times note the recommendations of West Berkshire on Safer Recruitment and will attend training as appropriate to ensure that they meet the expectations for this.

This Policy was adopted at a meeting on 3 November, 2009.

This Policy is reviewed yearly, from February 2010. Next Review January 2024

## **The Rainbow Nursery**

### **Policy Statement on the Recruitment of Ex-Offenders**

The Disclosure and Barring Service (DBS) is to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. The DBS was established under the Protection of Freedoms Act 2013 and merges the functions carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

The Rainbow undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

As the Disclosure forms part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within The Rainbow, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in The Rainbow who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation to the employment of ex-offenders, eg the Rehabilitation of Offenders Act.

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

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

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

Originated November 2005 Approved February 2006 Next Review January 2024

## **The Rainbow Nursery**

### **Emergency Evacuation Procedure**

On hearing the fire alarm, the following procedure is to be followed.

- All staff will be involved in the co-ordination of the evacuation of the children.
- Evacuation to be by the nearest available fire exit.
- Children to be escorted quickly and calmly to the grass area.
- Under no circumstances are children to be left unattended at any time.
- A named person, designated by the nursery Manager, shall be responsible for checking that the premises are clear.
- The nursery Manager or deputy will be responsible for taking the Register and mobile phone.
- The nursery Manager or deputy will be responsible for carrying out a roll call of staff and children.
- Nursery staff must not re-enter the premises under any circumstances, until it becomes safe to do so.
- If it becomes necessary The nursery Manager or deputy shall notify all parents of their children's whereabouts and, if possible, arrange for early collection.

If staff believe there could be potential hazards outside, an adult will enter the Nursery and call the relevant Emergency Services. The normal procedure for taking the children in will be followed. All staff will 'clap', which informs the children to gather round the adults. The children will then walk in briskly. The radio should be switched on to provide any relevant information.

Safety is the responsibility of everybody, if a potential hazard is noticed it must be dealt with immediately and reported to the owners.

#### **THE RAINBOW– FIRE DRILL**

1. In event of fire, Staff member presses fire alarm.
2. Children walk to an adult.
3. Manager or deputy at front, escorts children out of nearest fire exit, taking register, phone.
4. Manager or deputy at rear checks halls, toilets and shuts doors.
5. Exit through nearest door – main or fire exit.
6. All assemble on grass.
7. Check names against Register.

(Fire drills carried out regularly)

#### **Procedure for Emergency Assist in Disabled Toilet**

1. Pull red cord
2. Emergency light and alarm will sound in disabled toilet and above door outside of toilet.
3. To reset – press button above hand drier to disabled toilet or in electric cupboard in entrance hall.

Nominated and trained Fire Marshalls for Rainbow Nursery are Eliza Lee. Originated October 2008 Reviewed yearly, next review January 2024

## **The Rainbow Nursery**

### **Risk Assessment Policy**

#### **Aim**

To ensure that the owners of The Rainbow Nursery protect the health and ensure the welfare of the children, their employees, and visitors to The Nursery. When assessing risks, the positive outcomes which the children would experience should always be taken into account. The risk assessment process is a key element of ensuring all appropriate measures are identified to assist the achievement of this aim.

We are required by the Management of Health and Safety at Work Regulations to carry out risk assessments for all activities. Risk assessments are also required by other legislation, ie COSHH, Manual Handling etc. All staff members must be aware of all risk assessments and their guidance.

#### Risk assessment in practice

##### Definitions

Hazard – something with the potential to cause harm

Risk – the likelihood of the harm being realised and the severity

In our Risk Assessments we have identified 5 steps as follows:

- Step 1 - Identify the hazards

Step 2 - Decide who might be harmed

Step 3 - Evaluate the risks and decide on precautions

Step 4 - Record your findings and implement them

Step 5 - Review your assessment and update if necessary

Risk assessments are reviewed on a yearly basis, or as and when necessary if circumstances change. Policy originated September 2011 Next Review January 2024