



Policies and Procedures

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Barnkids Policies and Procedures Contents

Content	Page
Accident, Incident and Illness Records	4
Admissions Policy	4-6
Anti-Bullying Policy	5
Arrivals and Departures Procedure	5-6
Behaviour Management Policy	6-7
Biting Policy	7
Children Activities and Play Policy	7-8
Concerns and Complaints Policy	8
Confidentiality Policy	9
Disposal of Nappies, Aprons and Gloves	9
Toileting and Nappy Changing Procedure	9
Emergency Procedures	9-10
Equal Opportunities Policy	10-11
Fire Safety	11-12
Food and Drink Policy	12
Healthy Eating Policy	12-13
Health and Safety Policy	13-14
Illness and Injury Policy	14
Lost or Missing Child Policy	15
Bruising in children who are not independently mobile	15
Medication Policy	15
No Smoking, Alcohol and Drugs Policy	16
Non-Collection of Child Policy	16
Vehicle Policy	16
Outings Policy	16
Safeguarding Policy (including use of photographs)	17-20
Settling In Procedure	20-21
Special Educational Needs Policy	21-22
Staffing and Recruitment	22
Staff Liaison	22
Student Placement Policy	22-23
Whistle Blowing	23
Babysitting Policy	23
Use of nursery CCTV system	23-24
iconnect and Parent Zone	24-25
Social Media Policy	25

Accident, Incident and Illness Records

Across the setting staff hold full and relevant paediatric first aid certificates which are renewed every three years.

Accident Records

A folder for each room recording all accidents is kept in the office. The records allow us to record the time, date and nature of any incident along with any action taken at the time or after. The record also gives details of the staff member who dealt with the accident and any witnesses. Upon collection of your child a member of staff will explain the accident to you and ask you to sign the record to as proof of you being notified. Accidents are monitored to identify any patterns in the environment which may require further risk assessing.

First Aid

Barnkids will ensure that the first aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept in their packages until needed.

Cuts or grazes are the most common injury within the nursery environment and will be cleaned with water or anti-bacterial wipes. The injury will then be covered with a plaster or an appropriate dressing if needed. Parents are informed of all moderate head injuries (not including any minor grazes) by telephone immediately and will be given a copy of the accident form.

Emergency Medical Advice or Treatment

In the event of a child requiring emergency medical advice or treatment we will contact a parent or carer by using the information given on the registration form. It is important that we are informed with any changes regarding contact details to keep them up to date for this reason. Ofsted will be notified of any serious accidents, injury, illness or death of any child whilst in our care.

Incident/Injury and Physical Intervention Records

All incidents are recorded in detail including; the trigger of the incident, its nature and how the situation was handled. Upon collection of the child a member of staff will explain the incident and ask the parent to sign the record as proof of notification. An incident form is completed for the child that causes the incident this could be; biting, pushing, scratching or any significant incident that affects a child. When an incident form is completed this is written on the corresponding accident form in the action taken box.

Existing Injuries Record

Parents or carers must notify practitioners of any significant injuries that have occurred outside of nursery as they may affect your child's nursery day. Practitioners will ask parent or carers to record the details on an existing injuries form. If a practitioner notices any un-notified existing injury a form will be completed and discussed on collection.

Illness Record

Where a child falls ill whilst at nursery. including but not exclusive to rashes, temperature, sickness and diarrhoea a form will be completed detailing; child's health on arrival, symptoms, times and action taken. Upon collection of your child a member of staff will explain the illness to you and ask you to sign the record to as proof of you being notified. A parent or carer may request a copy of the illness form.

Admissions Policy

Our Aim:

Barnkids encourages all children from the community to access the setting. This is achieved through sharing our policies and procedures with potential and current families at appropriate times and locations.

Barnkids is registered with Ofsted.

- We accept nursery children from the age of 6 months up to school age.
- Our After School Club is available for children who attend St. Mary's Church of England Primary School and Witley Church of England School.
- Nursery Holiday Club is open to children who already attend Barnkids during term time.

- Barn Holiday Club is open to all school children up to the age of ten.
- All bookings are on a first come, first served basis.
- A waiting list is in place for fully subscribed sessions, also operated on a first come, first served basis.
- Barnkids Nursery does not discriminate against any child on the grounds of sex, race, religion, colour or creed. Families, staff and volunteers are not excluded or discriminated against. Any guardians or children demonstrating behaviour that is discriminatory will be asked to leave.
- Parents and carers will be asked to complete a Registration Form, which allows parents to give their requirements, collection password, child specific information and emergency contacts.

Anti-Bullying Policy

We aim to provide a caring, friendly and safe environment for all of our children so they can learn in a relaxed and secure atmosphere.

- Bullying of any nature is unacceptable.
- If bullying does occur, children in the older age group are encouraged to confide in a staff member.
- Incidents will be dealt with promptly and effectively.
- For younger children, especially those at the pre-language stage, high staff ratios and close observations will give an indication of any bullying concerns.

Arrival and Departure Policy

Our Aim:

To register all children, staff and visitors attending the setting on a daily basis and showing their times of attendance. The setting keeps an up-to-date record of each child's name, address, date of birth and key person.

Daily registration

- Staff ratios and child numbers are checked weekly in advance for the following week.
- Each room has a register; held on paper and a tablet which all staff keep up to date throughout the day. This includes children and staff.
- Children attending Forest School will be recorded as F on the register.
- The time of arrival and departure is recorded on both the paper and electronic copies.
- Children on holiday are marked as this or H, sickness is recorded as S and unknown absence is marked as A.
- The room numbers at the bottom of the register are updated accordingly.
- The full setting register is completed each day soon after 9.30am, 1.30pm and 4.00pm. The electronic register updates the main computer register automatically. If a child does not appear by 10.00am or an hour after their session start time and the setting hasn't been notified of their absence, a courtesy call or email is made to their family.
- In the event of a child being collected by someone other than immediate family, we must be informed and the parent is required to record in our 'Going-Home Book' the name of the individual who is authorised to collect.
- The child will not be released from our care until we have permission from their parent.
- It is the parents responsibility to ensure that the collector has the child's collection password.
- In event of evacuation, the Room Supervisor will complete a full register check at the fire assembly point.

The following information is kept centrally in the Office in case of emergency evacuation

- Central children's register
- Staff register and rota
- Room list

Visitors

- All staff are made aware of visitors that are expected on the premises through the diary

dates shown in each room. All other visitors are challenged by staff and asked to report to the reception where identification checks can be completed.

- All visitors will be escorted around the premises by a member of staff.
- Visitors are asked to complete the Visitors Book stating their name, organisation, job title or link to child, purpose for visit and accurate arrival and departure times.
- Each visitor will be asked to produce identification which will be checked against the appointment diary. All discrepancies will result in the individual returning to their car whilst further checks can be made.
- All visitors will be asked to respect our safeguarding policy with regards to recording devices and using mobile phones.
- In the event that an individual arrives at the setting under the influence of alcohol or any other substance, they will be escorted off the premises. Should this individual be a parent the setting will follow the Safeguarding Policy.

Behaviour Management Policy

Our Aim:

At Barnkids we believe in creating a positive environment where children are supported to learn and develop through behaviour management that is age and development appropriate.

Our behaviour management lead professional is our SENCO, Becky Lee.

Behaviour Management

Our Aims:

It is our aim that by working together every individual at Barnkids feels valued and respected. Our behaviour policy is therefore designed to support the way in which we work together to develop the caring environment children are entitled to where they feel safe, secure and happy. We are committed to working in partnership with parents and carers to support development across all the areas of learning, including behaviour. Working closely with parents and carers we are able to explain the way in which we promote positive behaviour at the setting and how we can work together so that children receive a consistent message about expected behaviour at home and at nursery.

At Barnkids we aim to provide all children with the opportunity to develop:

Respect: to have respect for themselves, others and the nursery environment developing their self-concept and self-esteem.

Understanding: to understand the consequences of their behaviour.

Responsibility: to take responsibility for their own actions and the environment. Working together to create their own ground rules.

Sharing and equality: to develop an understanding of how to be fair to all. Staff, volunteers and students will demonstrate this by being good role models and setting a good example.

Strategies we use to support our aims and expectations:

Praise and positive reinforcement: focusing on the positive actions of the children.

Modelling behaviour: staff, volunteers and students show children expected behaviour in everything they do.

We help children to be polite by: encouraging them to say please and thank you and to wait their turn.

We help children to care for their environment: through making the environment as accessible and attractive as possible we encourage the children to help us look after the

environment; tidying up together, sharing and looking after resources.

Strategies of intervention:

Prompting : we offer children gentle reminders; giving choices, explaining any concerns we may have or by using a positive statement for example "If you would like to throw something, you could go and find a ball."

Interpretation: by putting what has happened into words and asking if there was another way they could have acted.

Proximity: by heading over to children usually encourages them to do something else.

Redirecting or distraction: to try and refocus a child's attention onto something else.

Directive statement: by giving a clear instruction to a child to stop a certain behaviour or start something else.

Time out: to give the child opportunity to calm down in a quieter area and then for a member of staff to discuss their behaviour with them. We always encourage the child to say sorry.

Physical intervention: staff do not use any form of physical intervention unless it is absolutely necessary to prevent personal injury to the child, other children, an adult or serious damage to property. All acts of physical intervention are recorded and shared with parents the same day.

Biting Policy

The biting phase can be a difficult time, both upsetting and embarrassing. Being able to understand why biting is happening is helpful in controlling and dealing with it.

Helping the child who bites:

- We help the child to understand that biting is not acceptable. When a child bites, they will be told firmly ' Stop biting - that hurts',
- Children will be discouraged from biting during play
- If one child bites another, they will be immediately separated
- The hurt child will be reassured and have the bite attended to.
- Disapproval of biting will be shown through facial expression and tone of voice to the child doing the biting
- More appropriate ways of communicating will be explained to the child who has bitten
- The practitioners will act as good role models

When dealing with biting the practitioner will;

- Stay calm
- Try to find out why the child has bitten
- Focus on the biting
- Be consistent
- Remember that biting can be a developmental stage

The parents of bitten children will be informed of the incident through the accident report mechanism. However, the name of the other child involved will not be disclosed. The parents of the child who has bitten will be informed of what took place (in private) and together, the nursery and parents will work to address the behaviour.

Children's Activities and Play Policy

Our curriculum is based on the Early Years Foundation Stage 2017 (EYFS).

Our aims are:

- To develop through co-operative play— confidence , self esteem and independence
- To promote a caring attitude towards others and their environment

Due to our unique farm setting, we have a strong emphasis on the use of the outdoors. Seasonal activities are embraced. A flexible approach in the daily routine allows time for observation. Activities are carefully assessed so that any element of risk is appropriate. All equipment is checked regularly and any broken items are discarded or repaired. Outdoor provision is an extension of indoor play and is accommodated in weekly planning.

Our outside facilities include:

- Fenced playgrounds
- Play bark area
- Garden with outdoor shelter
- Dutch barn
- Track
- Fields and woodlands including our Forest School Camp

Concern and Complaints Procedure

We firmly believe in a two-way process for successful partnership with our parents, one which includes sharing information on a daily basis and mutual respect for each other. We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. It is our intention to work in partnership with parents and the community. We welcome suggestions on how to improve our provision at any time. Any concerns we hope can be resolved quickly by an informal approach to the appropriate member of staff. If this proves unsatisfactory, the following procedures should be used:

How to Complain

- A parent who is uneasy about any aspect of our provision should first talk over any worries and anxieties with the supervisor.
- If this does not have a satisfactory outcome, or the problem reoccurs, the parent should make an appointment to see the manager or deputy as soon as possible. We keep a confidential Incident Report book which is completed by the staff - kept in the office.
- If the matter is still not resolved to the parents satisfaction, the parent should again contact the manager. If the parent and manager cannot reach an agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties to listen to both sides and offer advice. A mediator has no legal powers but can help define the problem, review the action so far and suggest further ways in which it might be resolved.
- The mediator will keep all discussion confidential. They will meet the parent and manager if requested and will keep an agreed written record of any meetings that are held, and of any advice s/he has given.
- There is an official OFSTED Complaints Record – forms are in Reception

Compliments

- Compliments are received in various forms i.e. email, letters, cards and verbal compliments.
- We do keep some of these as evidence for Ofsted.

Discrimination Log

- Anyone can make an entry to the discrimination log (green folder) in reception.
- If an individual feels that that they have been discriminated against for any reason or have witnessed any form of discrimination this should be reported to the duty manager.
- If this is not resolved, the same procedure as above (how to complain) will be followed.
- If concerns are raised around an individual working for Barnkids then this will be investigated using our safeguarding policy and procedures and Barnkids will follow their disciplinary policy and procedure if necessary.

Confidentiality Policy

All staff are required to keep sensitive information they may acquire as private to that family and our setting.

- Staff are to keep within the setting information regarding children and families.
- We refer to Department for Children, Schools and Families Publications on Information Sharing: Guidance for Practitioners and Managers.
- We adhere to the requirements of the Data Protection Act and are registered with the Information Commission Office.
- All staff follow the seven golden rules of information sharing which is displayed in every room.

Disposal of nappies, aprons and gloves, and Toileting Procedures

- Disposable gloves and aprons are always used when changing nappies and clearing spills . There is a separate waste disposal bin for nappies, aprons and gloves.
- The nappy changing mat and surrounding area is wiped after every use with disinfectant spray. The toilet seats are regularly wiped with disinfectant spray.
- Spare laundered pants and clothing are kept in the toilet areas in case of accidents.
- Polythene bags are available in which to wrap soiled garments.

Toileting and Nappy Changing Procedures

- All new staff receive training on our procedures for nappy changing and toileting.
- No staff member can carry out these duties until an enhanced DBS has been received.
- It is our policy to encourage the child's independence by learning to toilet and clean themselves, especially when they move to the Barn.
- It is good practice to ensure that a member of staff is always close to the toilet when children are toileting.
- If a child needs assistance in the toilet area to change out of wet or soiled clothes or needs help with hygiene a member of staff will enter the toilet area with the child after notifying another member of staff in the room.
- When a child is assisted by a member of staff in the toilet area it is recorded on the nappy changing and toileting record sheet kept in the toilet area.

Emergency Procedures:

Minor Accidents

- If no hospital treatment required, first aider to cleanse wound with water and apply lint free dressing plus bandage if required.
- All accidents are entered on Accident Forms and signed by Parent/Carer.
- Accident Forms can be found in each of the Nursery rooms.
- Parent/carers will be informed of all head injuries (apart from minor grazes) and advised to have a check up with a Medical Professional.

Major Accidents

Supervisor will assess seriousness of accident and inform Manager/Deputy Manager immediately.

Procedure for Calling Emergency Services

- Dial 999/112 and state which emergency service you require.
- Give out telephone number you are using and include dialling code: 01428 685633.
- State nature of injury/nature of fire i.e. Fire at Barnkids, Penang Farm, Combe Lane, Chiddingfold, Surrey GU8 4XL, opposite junction with Prestwick Lane on Combe Lane, Chiddingfold.
- DO NOT HANG UP UNTIL ALL DETAILS HAVE BEEN REPEATED.

- No child will be taken to hospital unless it is by ambulance.
- Parents will then be contacted – if unobtainable a message will be left on answer phone stating nature of emergency contacts and next steps.
- If child is unconscious, a First Aider will check ABC and carry out 'Emergency Procedures CPR' if not breathing (2 members of staff).
- Staff will clear room or building to isolate child and others from danger or distress.
- One staff member will go in ambulance and take copy of child's Registration Form.
- RIDDOR documentation is kept in office in case of staff member/child having a serious accident on site.

Procedure for Emergency Closure

We will follow Local Authority guidance as to opening/closure in event of epidemics. Otherwise our policy is to remain open if at all possible, even if this means using one building only. In the event of partial closure, priority for nursery places will be given to those parents employed in keyworker sectors (doctors, nurse, teachers and emergency service employees).

- Staff members will intercept parents in car park and explain.
- Staff will telephone parents of children booked in for that day – all telephone numbers are in Registration Folder.
- A notice will be placed on the gates to explain closure.
- The diary will be checked and any appointments cancelled.
- Feeder Schools for After School Club schools will be contacted – St. Mary's and Witley - to see if they are open.

Emergency procedure for staff absence

Early Birds

If a member of the Management team is available they will cover the absent Practitioner. If the Management team are already counted in ratios, Little Barn will be used to welcome the children arriving early. A door notice will be displayed on the room door to ask parents to drop off in Little Barn.

Duty Manager

The Duty Manager will analyse the room numbers and answer the following questions to determine the best course of action:

1. Are the rooms in ratio because of children on holiday or absent?
2. Are any Practitioners available that can be called upon to cover?
3. Can the Duty Manager or other members of the Management team cover?
4. Can an EYT join the Barn pre-school team on a ratio of 1:13?
5. Do staff members breaks need to be shortened to cover the absence?
6. Can a Forest School Practitioner remain behind to cover the room?
7. Can the Management team support from the office or can two rooms join up e.g. using Little Barn with the Nest and Office team on hand to support?

Equal Opportunities Policy

Barnkids is committed to provide equality of opportunity for all children and families and to take positive action to eliminate discrimination in all areas of their work. Barnkids works in accordance with all relevant legislation, including:

- Disability Discrimination Act 1995
- Race Relations Act 1976
- Sex Discrimination Act 1986
- Children Act 1989 and 2004

We believe that the group's activities should be open to all children and families and to all

adults committed to their education and care. We aim to ensure that all who wish to work in, or volunteer to help with our setting have an equal chance to do so.

Barnkids will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed. Commitment to implementing the group's Equal Opportunities Policy will form part of the contract of employment for all employees.

Festivals/Celebrations

Our aim is to show respect for all the major events in the lives of the children and families at Barnkids, and in our society as a whole and to embrace the diversity of backgrounds from which they come. In order to achieve this;

- We aim to acknowledge all festivals which are celebrated in our area and/or by families involved in the setting.
- Children will be made aware of festivals celebrated within the community and will be introduced where appropriate to the stories behind the festivals/celebrations.
- Children will become familiar with and enjoy taking part in a range of festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

The Curriculum and Resources

All children will be respected and their individuality and potential recognised, valued and nurtured. The use of play equipment offers children opportunities to develop in an environment free from discrimination and prejudice.

- Barnkids will manage the resources to ensure that both girls and boys have full access to all kinds of activities and equipment and are equally encouraged to enjoy and learn from them.
- Appropriate opportunities will be given to children to explore, acknowledge and value similarities and difference between themselves and others.
- Resources will be selected to ensure that the children are given 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 respect other people by avoiding stereotypes and by using images and words, which reflect positively the contribution of all members of society.

Fire Safety and Emergency Evacuation Procedure

On discovering fire or smoke, raise the alarm and inform the Duty Manager immediately

THE BARN – use whistle hanging by light switch in Main Hall

CHICKEN RUN – use whistle hanging by main desk by entrance door

THE NEST – on the sound of the alarm, shout to evacuate

LITTLE BARN – use whistle hanging by first aid cabinet

Supervisor will collect register and check building to make sure no-one is left inside

Practitioners will use the fire exit to lead children to fire assembly point closing all doors Behind them. Children from:

The Barn will gather by the entrance gate/brick wall to be led to the mural wall.

The Chicken Run will be led to the mural wall.

The Nest will be pushed to the mural wall in the evacuation cot.

The Little Barn will be led to the mural wall.

Duty Manager to direct all staff and children to a safe building.

Duty Manager or Office Staff to call Emergency Services, dial 999 or 112. State clearly which service we require and give precise details of our location:

Barnkids Nursery

Penang Farm – opposite junction with Prestwick Lane

Combe Lane

Chiddingfold

Surrey GU8 4XL

Our telephone number is 01428 685633

In the meantime, Supervisor to do head count and register, including staff and visitors that are present.

Report back to office when all are accounted for.

Each half term we practice emergency evacuation procedures.

All fire drills are recorded in the Fire log book.

Independent Fire risk assessments are completed periodically or when there is a change to the premises. The last review was conducted in November 2016.

Food and Drink Policy

Meal times play an important part in the day of our setting as well as reinforcing children's understanding of the importance of healthy eating.

- Snacks provided are healthy i.e. milk/water, fruit, plain biscuits, rice cakes, breadsticks.
- Before a child joins our setting, staff discuss with parents/carers the child's dietary needs, including any allergies, specific diets due to cultural beliefs and make appropriate arrangements to meet them. If a child has a severe allergy, an agreement is made between parents and Barnkids to ensure that emergency procedures are in place in case of allergic reaction. There is a 'Children with Special Requirements' list in each room available to all staff showing which children have allergies.
- Details of children's severe allergies and emergency procedures are displayed on an individual yellow form in the kitchen area of their room and signed by each practitioner.
- Water is constantly available throughout the day.
- We require parents to help us reduce the risk of choking by cutting spherical fruits and vegetables into strips rather than discs.
- Parents are informed of our NO NUT Policy.

Parents provide a packed lunch for midday meal, and advice is given to include an ice block in hot weather. Barnkids regularly include healthy lunch box ideas on their newsletters and handouts.

Food Hygiene

Barnkids staff observe the current legislation regarding food hygiene, registration and training. Staff must:

- Wash hands with soap after using the toilet and specifically under running water in the appropriate sink before handling food.
- All children wash hands under running taps prior to eating and use an air hand dryer or clean, disposable blue roll.
- Different cleaning cloths are used for kitchen and toilet areas (chart in kitchen areas).
- Food is kept covered and either refrigerated or piping hot.
- A food probe is used immediately prior to serving hot meals to ensure that it is cooked to 80 degrees centigrade and the temperature recorded.
- The fridge and freezer temperatures are checked daily and any significant changes noted and acted upon.
- Stored foods in fridge and in the cupboards are checked weekly for use-by dates. Plans to use the items is made and discarded if date is reached.
- All staff who prepare the late afternoon hot meal in our Day Care Unit attend training to attain Level 2 Certificate in Food Hygiene.
- In the event of an outbreak of food poisoning where 2 or more children are affected, Ofsted will be notified as soon as is reasonably possible but within 14 days.

Healthy Eating Policy

At Barnkids we promote a healthy lifestyle and a high standard of hygiene in our day to day work with children and adults. This is achieved in the following ways:

- All meals and snack provided will be nutritious and pay attention to children's particular dietary requirements.
- When cooking with children as an activity, the adults will provide healthy, wholesome

food, promoting and extending the children's understanding of a healthy diet. Biscuits and cakes etc. will be baked in moderation.

- Fresh water is available to all children throughout the day.
- Barnkids supply healthy hot meals for the children who stay all day at Nursery.
- All hot meals are food probed before serving to the recommended temperature requirement by Environmental Health .

Health & Safety Policy

Barnkids named Health and Safety Officer is Ashley Hopkins.

All practitioners on site are responsible for the day to day health and safety checks of their environments. The named Health and Safety Officer carries out in-depth annual risk assessments, checks first aid kits are replenished monthly, ensures that all practitioners are aware of emergency procedures regarding accidents, incidents and fires.

The Health and Safety Law poster is displayed in the Chicken Run on the Fire Exit Door and in the Barn on the stairwell. The safety of young children is of paramount importance. In order to ensure the well-being of both children and adults, Barnkids will undertake the following actions:

Environment

- Safety checks on premises, both outdoors and indoors, are completed before each session.
- Thorough risk assessments are conducted annually on each environment.
- Security keypads are fitted on each entry door. In the Barn, this remains locked until 5 minutes prior to the beginning/ending of each session. The Chicken Run and Nest inner doors remain constantly locked and require a practitioner to grant entry from inside the room.
- The fences, gates and gate securing systems that secure each outdoor area are routinely checked with a more thorough review termly.
- Equipment is checked regularly and any dangerous items repaired/discarded.
- The layout and space is reviewed daily to allow children and adults to move safely and freely between activities.
- There are appropriate systems and equipment for the detection and control of fire. All buildings have smoke detectors.
- Fires/heaters/electric points/wires and leads have cover guards.
- Large equipment is erected with care and checked regularly.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less able children.
- Internal safety gates/barriers will be used as necessary.
- Fire exits are left clear and accessible.

Supervision

- Children are supervised by adults at all times and will always be within sight or hearing of an adult.
- Children will leave the group only with authorized adults.
- An adult will not be left in sole charge of a child/group of children unless they are accompanying them to another building or another adult is in hearing distance of them.
- Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- If a small group goes outside, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on premises.
- Whenever children are left on the premises at least two adults will be present.
- Children who are sleeping are checked regularly and their length of sleep time is recorded and shared with parents.

Adult Safety

- All adults in the group, both staff and visitors, are made aware of and respect the setting's safety policies.
- Adults have access to advice on safe lifting (included in Staff Handbook).
- Heavy materials are not stored above head height. Items not required are removed from the room.

- If a staff member incurs a minor injury at the setting they are to complete an accident form. Any major injuries will be recorded via a RIDDOR form and reported to the HSE.
- All adults, including parents and other carers, are made aware of the system(s) in operation for children's arrivals and departures as part of the 'Checklist for New Children'. An adult is available close to the door at these times to provide parents with an account of the child's session.
- Adults will keep hot drinks and adult tools (i.e adult scissors) out of reach from children.

Illness and Injury Policy

- Children should not be left at the setting if they are unwell. If a child is unwell, they will prefer to be at home with their parent rather than at the setting with their peers. An unwell child will usually require a one to one ratio which affects the rest of the group and limit adult input. We will follow these procedures to ensure the welfare of all children within the nursery.
- If a child becomes ill during the day, their parent will be contacted and asked to pick their child up as soon as possible. During this time a child will be cared for in a quiet calm area.
- An illness form will be completed to be reviewed and signed by the child's parent on collection. This includes details of the child's symptoms, health on arrival, action taken and temperature recordings. Parents may take a copy of this form home.
- Parents are asked to keep their child at home if they have any contagious infection, and to inform us of the nature of the infection.
- If a contagious infection is identified in the setting, parents will be alerted to this by a notice being displayed on the doors to both buildings enabling them to spot the early signs of the infection. On occasions e-mails are sent to all parents if they need to be alerted of infection earlier than their next session.
- The setting follows the guidance of the Health Protection Agency and this includes that children and staff do not return to the setting until at least 48 hours after their last attack of sickness or diarrhoea.
- Please do not bring your child to the setting during the first 24 hours of administering antibiotics in case of an adverse reaction.
- Children with a high temperature should not return to nursery until they are 24 hours clear.
- The setting will not allow parents to sign in Calpol as although it is effective at reducing a temperature it is also very good at masking symptoms when there may be something more seriously wrong. In an exceptional circumstance, the Duty Manager will contact the child's parents to seek permission to administer Calpol (kept in the medical cabinet on site) if their temperature is rising rapidly to a considerably concerning level.
- The setting has the right to refuse admission to a child who is unwell. This decision will be taken by the Manager on duty and is non-negotiable.

Conjunctivitis Policy

Providing there are less than two children with viral conjunctivitis, we will admit the child. If these numbers are exceeded, then the cases of conjunctivitis are not isolated and Barnkids will have no option but to request the child remains at home in order to prevent an epidemic.

If medication is prescribed, the child can attend Nursery 24 hours after commencing the medication and providing the parent has signed the medication sheet with dosage and times. Please note: without prior written consent we will not be able to administer medication.

The Nursery reserves the right to send any child home if senior staff feel that the child is not well enough to attend Nursery.

Lost or Missing Child Policy

- Every member of staff is expected to know the exact number of children in their care at all times.
- If a child is suspected of being missing, this procedure is followed:
 - The Supervisor and Duty Manager must be informed
 - A member of staff will be allocated to supervise the children, preferably in the quiet area of the relevant building and take the register.
- A search will be organised– making sure that staff in all buildings know about the search.
- **Phase 1** is the **immediate area** i.e. the buildings and play areas; the walkway; parking areas; the immediate farm entrance and road outside Barn; close the big gate across with member of staff at gate area. This will be recorded on an incident form and shared with parents upon collection.

If the child is still missing,

- **Phase 2** – The parents and emergency services will be informed. More people will join the search with mobile phones and mobile numbers given to each group. A wider search area will be defined to cover farm building/workshops/then the fields
- An individual will be appointed to respond to the nursery telephone
- A record of the incident will be made throughout capturing all activities, including times/ staff present/areas search etc.

Bruising in children who are not independently mobile policy

Even where babies fall or get knocked it is unusual for them to bruise. As part of our professional duty all bruising in children who are not independently mobile will be referred to Children's Services immediately. Referral to Children's Services is not an accusation of wrongdoing and we know this can be upsetting. A referral is a way of looking for causes of bruising in the same way the Doctor looks for illnesses. However the only way to pick up the occasional case for serious bruising is to investigate every case where it occurs.

Once a referral has been made Children's Services will make some enquiries about you and your child. You can be reassured that you will be treated with courtesy and sensitivity and your explanations will be listened to and discussed with you. You will also be kept fully informed at all times so that you know exactly what is going on and why. You can ask questions at any time and will be given the opportunity to discuss your concerns fully.

Medication Policy

If the child needs (non-prescribed) medicine to relieve their symptoms they should not attend nursery. This ensures that illnesses are contained as much as possible. If the child is on short term or long term medication prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor), the following procedures will be followed:

- If possible the child's parents will administer medicine.
- If not, then medication may be signed in and administered throughout the day according to the prescription label on the medicine.
- Medicine must be stored in the original container and clearly labelled, with child's name, dosage and any instructions.
- The medication must be handed to a member of staff – not left in the child's bag.
- The parent/carer will complete our 'Administration of Medicine' Form, to include the following information:
 - Name/Manufacture/Batch Number of Medicine
 - Dosage
 - Times to be given
 - Signatures of parents and person who administers medicine and dosage

- Witness
- With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, an agreement will be drawn up between the parent/carer and Barnkids as to the procedure to be followed.
- Teething– Barnkids will administer one initial dose of calpol for teething in the Nest with prior permission from parents. If the symptoms of teething are not relieved then parents/carers will be asked to collect their child.

No Smoking, Alcohol and Drugs Policy

Barnkids has a policy of no smoking, this includes e-cigarettes, consuming of alcohol or taking recreational drugs in or around the premises.

- We would ask staff to be mindful of aroma associated with smoking and the side effects.
- Barnkids takes drug and alcohol abuse very seriously.
- Any consumption of recreational drugs or alcohol taken before or during worktime may result in dismissal.

Non-Collection of Child Policy

- Supervisor to telephone parent/carer.
- If no reply, a message will be left where possible, stating the time and the importance of returning the call a.s.a.p.
- A call to the first of the two emergency contacts will be made.
- A member of the Management team and another member of staff from the room, will remain with the child and re-assure him/her.
- If one of the emergency contacts collects child, get contact to sign 'out' in the collection book and inform parents a.s.a.p.

If a child is left indefinitely, i.e. longer than one hour, with no contact from family, the Duty Manager will contact the police. These services should contact Accident and Emergency on our behalf to check if parent/carer has been involved in an accident.

Vehicle Policy

Barnkids uses their own 8 seat mini bus which has fully comprehensive business insurance for the transport of children through NFU Mutual. The mini bus is equipped with booster seats for children under the height of 135cm or under the age of 12 and seat belts for every child. The mini-bus is regularly serviced by a local garage.

Country Ways coach company are hired by Barnkids for school collections and additional nursery outings. The company fulfils the child transportation regulations including; driver DBS checks (carried out by Country Ways).

Outings Policy

All outings are assessed for risks prior to the visit. Details such as journey time, transport to be used, access to toilet facilities, security of venue, shelter, tide tables if beach visit, safe mini bus parking, headroom of vehicle, nearest hospital, garage and shop are investigated.

Parents are notified of outings via a letter home including the below details and a request for permission which must be signed and returned before children can attend the outing. The cost of the outing, if any, will be included on the letter.

Details to parents include, venue, date, timetable for the day, staff to child ratio, provisions taken i.e. water, mobile phone and dress code for children and what the children should bring. Three emergency contacts are recorded for each child for the day of the visit. Short or long term prescribed medication and allergy information will be carried with us and administered as required. All lists of children and staff attending the visit are kept in the

office.

Child Protection and Safeguarding Children Policy

Our Aim:

Barnkids believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. To achieve this every member of staff has an enhanced DBS, verified references and safeguarding training at the earliest opportunity. Each staff member, students and volunteers has a copy of the policy and procedures on safeguarding and this is regularly reviewed by the team.

Our Designated Safeguarding Lead (DSL): Loren McGown, Deputy Manager

Deputy Designated Safeguarding Lead (DDSL): Louise Ashwell-Symes, Manager

Deputy Designated Safeguarding Lead (DDSL): Ashley Hopkins, Deputy Manager

These officers have undergone specialist training which is updated on a regular basis. They are responsible for liaising with the Multi-agency Safeguarding Hub (MASH), Social Services,

- The Children Act 1989
- The Children Act 2004
- Disability Discrimination Act 1995
- Equality Act 2010
- Human Right Act 1998
- Prevent duty guidance for England and Wales (June 2015)
- What to do if you're worried a child is being abused (March 2015)
- Counter Terrorism and Security Act 2015
- Serious Crime Act 2015
- Data Protection Act 1998
- Working together to Safeguard Children (March 2015)
- Protection of Freedoms Act 2012
- Childcare Act 2006
- Keeping children safe in education: for schools and colleges
- Statutory Framework for the EYFS (September 2014)
- Levels of need when working with children, young people and their families in Surrey

The Local Safeguarding Children's Board (LSCB) and Ofsted in any child protection matter.

Barnkids child protection procedures comply with all relevant legislation:

Barnkids also complies with other guidance; for example Working Together to Safeguard Children; A guide to inter-agency working to safeguard and promote the welfare of children, March 2015 along with advice from the Local Safeguarding Children Board.

Brief Overview for Practitioners of What To Do If...

If you are concerned about a staff members behaviour towards children then you must follow the [whistle blowing procedure](#) that is laid out in the [Barnkids staff handbook](#).

If you have safeguarding concerns around a child's welfare then you must inform your DSL, DDSL or in the unlikely circumstance they are both unavailable, the Duty Manager. [Please see details of the further action that will be taken on page 18 and 19.](#)

Monitoring and reviewing our policies and procedures

Barnkids are committed to constantly monitoring and reviewing its policies and procedures. They are immediately updated if there is any new legislation and in the light of serious case reviews. All updated policies are shared with staff, volunteers and students. They are also shared with parent/carers during their settling in period when their child first attends the

setting. Any amendments made to these documents are recorded on an overview table.

Recognising Child Abuse

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff are required to have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse including female genital mutilation (FGM), honour based violence (HBV), breast ironing (BI), child sexual exploitation (CSE), arranged and forced marriages, neglect, disguised compliance and risk of radicalisation.

The Prevent Duty

In order for childcare providers to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified.

Triggers and warning signs:

- Poor attendance
- Visiting countries where extreme violence, terrorism and radicalisation is present
- Family tensions
- Disassociating from existing friendship groups and becoming involved with a new and different group of friends
- Demonstrating (awareness of) or violent or extreme behaviour and language
- Significant shift in the behaviour or outward appearance of children and their families that suggests a new social/political or religious influence

Childcare providers can also build children's resilience to radicalisation by promoting fundamental British Values and enabling them to challenge extremist views.

British Values

Practitioners must promote fundamental British Values into children's everyday lives. Democracy is promoted through collaborative decision making, sharing, turn-taking, encouraging expression of feelings and valuing each others opinions and viewpoints. An understanding of the rule of law is developed through set boundaries, rules, expected behaviours and it's consequences which can encourage a sense of right and wrong. Mutual respect and tolerance is promoted by creating an ethos of inclusivity. Practitioners will challenge gender, cultural and racial stereotyping and encourage children to engage with the wider community, acquiring an appreciation for their own and other cultures. Each child's individual liberty is promoted through opportunities to develop their self-knowledge, self-esteem and increase their confidence in their own abilities. Children are encouraged to explore the language of feelings and responsibility, reflect on their differences and understand we are free to have different opinions.

Safe Caring

Every effort will be made to avoid instances when members of staff, students or parents are left alone with a child other than their own, for their own protection and that of children and young people. There will be a minimum of 2 adults within each area where children are present, if practitioners feel that supervision has become inadequate due to arising circumstances, such as children needing one to one assistance, they will increase the levels of supervision by reducing the area size and eliminating free-flow access for certain periods of time. In an extreme case or an emergency that a member of staff is left alone with a child, the door of the room should be kept open and another member of staff should be informed.

Staff always encourage children to be as independent as possible in their personal hygiene and dress. Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times. All allegations made by a child against a member of staff will be fully and accurately recorded on an incident record form, including any further action taken.

Allegations against Staff

If an allegation is made against a member of staff, the individual is suspended immediately on full pay pending further investigation by the DSL who will follow the procedure laid out in our child protection and safeguarding children policy. The person making the allegation must put it in writing. If an allegation of abuse is made against the DSL or DDSL, the owners will deal with the allegation.

Dealing with Allegations

Barnkids is committed to ensuring that it meets its responsibilities in respect to child protection by treating any allegation seriously and sensitively. On discovering an allegation of abuse, the DSL or DDSL will immediately refer the case to the Multi-agency Safeguarding Hub (MASH). In addition the following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will immediately report this to the DSL and the DDSL. This includes any allegation about a staff member.
- Staff members are encouraged and supported to trust their professional judgement and if they suspect abuse has, or is taking place, to report this.
- Full written factual records of all reported incidents will be produced and kept confidential, dated and signed. This will include:
 1. Full details of the alleged incident.
 2. Details of all parties involved.
 3. Any evidence or explanations offered by interested parties.
 4. Relevant dates, times and locations and any supporting information or evidence from members of staff.

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

- Listen fully to what the child has to say.
- Make no observable judgement.
- Ask open ended questions that encourage the child to speak in their own words.
- Ensure the child is safe, comfortable and not left alone.
- Make no promises that cannot be kept, such as promising not to tell anybody what they are being told.

Where possible, Barnkids will respect the wishes of children who do not consent to share confidential information. However, the lack of consent can be overridden in the child's interest, or if the facts of the case are in the public interest.

Staff will be made aware of The Department of Health's Booklet 'What to do if you are worried a child is being abused?' (March 2015) and 'Working Together to Safeguard Children; A guide to inter-agency working to safeguard and promote the welfare of children (March 2015, DfE).

Referring Allegations to Child Protection Agencies

If the Barnkids DSL or Deputy DDSL has reasonable grounds for believing that a child has been, or is in grave danger of being, subject to abuse the following procedure will be activated:

1. Immediate contact to the Multi-agency Safeguarding Hub (MASH) on 0300 470 9100 and in emergencies the police on 999.
2. The DSL or Deputy DDSL will communicate as much information about the allegation and related incidents as is consistent with advice given by Social Services and the police.

3. At all times the safety, protection and interests of children concerned will take precedence. The Manager and staff will work with and support parents/carers as far as they are legally able.
4. Barnkids will assist social services and the police during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
5. Ofsted will be informed of any allegations of abuse against a member of staff, student or volunteer or any abuse alleged to have taken place.

Disqualification by Association

In addition to ensuring staff are made aware of the relevant legislation, Barnkids needs to take steps to gather sufficient and accurate information about whether any member of staff is disqualified by association. In order to identify cases where a staff member at Barnkids may be disqualified 'by association', Barnkids asks staff to provide to best of their knowledge, information about someone who lives or is employed in their household. This is obtained through a suitability check carried out during induction, supervisions and appraisals. Staff are asked to inform their Duty Manager of any change in circumstances between supervisions and appraisals as soon as possible.

Use of Mobile Phones, iPads, iWatches and cameras in the setting

At Barnkids staff must not use personal mobile phones, cameras, iPads, iWatches, camcorders and any other equipment (which includes; technology, computers, e-mail and the internet) that would enable them to take photos of children. All photographic equipment belonging to staff will be kept in the Office or left in their vehicles and mobile phone calls may only be taken within staff breaks. If a personal emergency should occur, staff will be able to call from the phone in the office or from their mobile in designated area away from the children. Parents/carers or visitors must not use their phone on whilst visiting the nursery. If parents/carers or visitors need to take a call it must also be taken away from the children. Any parents/carers or visitors including Ofsted inspectors carrying out routine inspections spending time in a nursery or Forest School session for anything other than a visit will be asked to leave their mobile phone in their car or sign it in to the office.

By exception an Ofsted regulatory inspector is entitled to keep their business phone if investigating a complaint as they may be required to take photographs as evidence. No children will be included in these photos.

In accordance with our duties under the Data Protection Act 1998, Barnkids strictly prohibits the use of any photographic equipment (cameras, camcorders, mobile phones or any other medium used to take still or moving images) by staff, parents or visitors on our premises without the consent of the Manager.

One of the key ways that staff support children's development and engage parents in children's learning is through photographs and videos that record their activities and achievements. Photographic and video evidence will only be collected after obtaining written formal consent from the parent/carer during the initial settling in session when the 'checklist for new children' is completed. There may be times when children are captured in the background of photographs or in group activities. Parents should make Practitioners aware during settling in if they do not wish to give consent for their child to appear in another child's learning journey.

Settling in Procedure

It is important that staff build up good relationships with children and parent/carers during settling in and there are steps we take to help this;

- Explaining how our setting operates and how we aim to achieve the EYFS framework by providing a safe learning environment to promote all areas of development.
- All parents and children are invited to two or three settling in sessions in the week before their child is due to start. This can vary from child to child and the settling in

sessions can be adapted as necessary to meet the needs of individual children and families.

- If a child is joining After-School Club, we extend an invitation to a trial session prior to the start date.
- Children will experience different level of separation anxiety and we will support this by encouraging parents/carers to separate for brief periods at first, building up to longer absences.

Special Educational Needs Policy

Barnkids follows the Code of Practice (COP) on Special Educational Needs (SEN). We aim to welcome and provide appropriate learning opportunities to all children. Barnkids identifies that children have a wide range of needs, which change over time. We will ensure that all children have equality of opportunity in all areas and that their rights are met. Barnkids has wide doors available for wheelchair access and ramps to the entrance of the Chicken Run and Nest with a side gate entry to the Barn.

This policy is in keeping with Barnkids philosophy and the aims should be read alongside our Equal Opportunities, Inclusion and Admissions policies. These have been written to conform to the Disability and Discrimination Act.

- The Special Educational Needs Co-Ordinator (SENCO) is Becky Lee. Attendance at courses keeps us up to date on current good practice, addressing different aspects of Special Educational Needs (SEN).
- Barnkids staff are aware of the Code of Practice on the identification and assessment of special educational needs.
- Staff attend in-service training on special needs whenever possible, including behaviour management and relevant other training.
- The SENCO will liaise with the staff and parents or carers if a child gives cause for concern in any area of development and will monitor the child's needs and progress.
- Our system of observation and record keeping, including the Individual Support Plan, are shared regularly with the parents, enabling us to monitor the child's needs and progress on an individual basis.
- If appropriate an Ann Locke assessment will be completed.
- Any concerns will be shared with the parents or carers and appropriate action recommended.
- Advice may be sought from the Early Years Improvement Advisor at this stage.
- If it is appropriate a specific program of activities may be planned for the child and written up as targets on an Individual Support Plan (ISP). This will be done with the help of the parents to allow a common approach at home and in our setting.
- If necessary outside agencies, e.g. Speech and Language Therapists, Educational Therapists, Educational Psychologists, Health Visitors, ELA, SENA etc., may be asked to offer advice. Parents or carers will be involved at every stage.
- Observations on the targets set in the ISP will be recorded and progress will be monitored at a half termly review of the ISP with input from the parents, SENCO and staff.
- The Code of Practice has introduced the Common Assessment Framework (CAF) as a central recording system for children with additional needs and those with safeguarding concerns.
- Parents/carers are always involved with this process and the completion of any paperwork.
- In rare circumstances if the child's progress over a period of time falls below criteria set by the Local Education Authority (LEA) a request for statementing would be started. This process is regulated by the LEA and involves extensive evidence of the child's specific needs being submitted to an educational panel.
- If additional resources are required to allow the child to access a broad and balanced curriculum. Further funding may be requested from relevant sources to help us in the delivery of the curriculum.
- At all stages of this process parents are involved in every decision, working in partnership with the staff along with other agencies.
- Barnkids Complaints procedure may be used at any stage of the Special Needs process. Information can be obtained from the Local Area Education Office regarding

appeals or representations about a statement of Special Educational Needs.

- Barnkids liaises with the local feeder schools sharing relevant information contained in profiles and ISP's with representatives from the school.
- Transition meetings will be set up to write ISP targets to allow a smooth transfer to the next setting/school for a child with Special Educational Needs.
- This policy and procedure will be reviewed each year with the staff at a meeting to be held annually. It will be updated to reflect current changes in the Special Needs Code of Practice and the local Authorities provision for special needs.

Staffing and Recruitment Policy

We invite applications from individuals with the relevant skills or interest to train and qualify. We are committed to recruiting, appointing and employing staff in accordance with relevant legislation and with regard to equal opportunities regardless of gender, religious, ethnic, cultural, physical and social background.

Recruitment Procedures

- We advertise; using recruitment websites, facebook and display posters locally.
- Prior to any appointment, two references and an enhanced DBS are initiated.
- Management team have attended 'Safer Recruitment' training.
- If applicants have unexplained gaps in their employment history, explanations will be sought.
- Newly appointed staff are given a Staff Handbook and a copy of all our policies and procedures. New staff are required to attend safeguarding children training as soon as possible.

Staff Liaison

- Regular staff meetings are held for training and development.
- Supervisors plan weekly activities alongside medium and long term planning.
- Observations and profiles are completed on each child by a key-person and shared with parents/carers.
- Barnkids periodically holds in-house training courses such as Paediatric First Aid Training; which was last held in April 2017.
- We encourage all members of staff to gain a qualification appropriate for their position in the setting.
- We support the work of our staff and identify their on-going training and development needs by means of regular monitoring/appraisals. We seek advice from external professional training bodies and have regular contact with Surrey Early Years Recruitment and Retention Advisor.
- Supervisions is a scheduled and unscheduled time for staff to see a member of the Management team on a one-to-one basis for professional development and discuss any issues.
- Staff are encouraged to attend training/network meetings organised by Surrey Early Years.
- We liaise with our neighbouring nurseries.
- We are currently involved with the Surrey Quality Assurance Scheme and all staff contribute in evaluating our practice.

Student Placement Policy

We recognise that the quality and variety of work which goes on in a nursery school makes it an ideal place for students on Early Years Childcare and Play Work courses.

- From time to time we accommodate students from our local secondary schools on their work experience.
- We also welcome students on placement from Godalming and Guildford College.
- We sometimes accept students as helpers at After-School Club as part of their community programme for the Duke of Edinburgh Award.

In co-operation with education providers, we welcome students into Barnkids on the following conditions:

- The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the setting.
- Students must be engaged in bona fide early years training or community work (e.g. Duke of Edinburgh Scheme), which provides necessary background understanding of children's development and activities.
- Any information gained by the students about the children, families or other adults in the setting remains confidential.
- Students required to conduct child studies will obtain written permission from the parent/carers of the child to be studied.
- Unless a student holds a relevant DBS, students will have restricted access to children.
- Students are under the guidance of a supervisor/qualified member of staff at all times.

Whistle-blowing

In accordance with the Public Interest Disclosure Act 1998 commonly referred to as 'Blowing the whistle' the staff at Barnkids follow the policy in their handbook. Staff who genuinely believe that people they work with are behaving in a way that seems wrong or have a serious concern about an aspect of service will be doing their duty and acting in the public interest by speaking out. The full whistle blowing procedure is available in the staff handbook.

Babysitting Policy

Whilst we understand it's reassuring and convenient to have a practitioner from Barnkids as your babysitter, please be aware this would be a private arrangement between yourselves. The practitioner would not be covered by Barnkids insurance and Barnkids are not responsible or liable for any child's care once they are in the care of the babysitter. However, all practitioners are aware of their professional responsibility to report all safeguarding concerns to the appropriate agencies. Barnkids strongly discourages late night babysitting on a weeknight as this may have adverse effects on our staff members the following day.

Use of nursery CCTV system

Barnkids Nursery has a CCTV surveillance system in place. Images are monitored and recorded and will be used in strict accordance with this policy. The system comprises: Fixed position cameras; Pan Tilt and Zoom cameras; Monitors; Multiplexers; digital recorders; Public information signs. Cameras will be located at strategic points, within each room and the playgrounds. Signs will be prominently placed at strategic points and at the entrance to the building staff, parents/carers, visitors and members of the public that a CCTV installation is in use.

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Purpose of the system

The system has been installed by the Nursery with the primary purpose of ensuring the safety of children in our care, and helping to ensure the safety of all staff, parents/carers and visitors consistent with respect for the individuals' privacy.

These purposes will be achieved by monitoring the system to:

- Ensure that children are appropriately cared for
- Assist in the prevention and detection of crime

- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff and assist in providing evidence to the Nursery Manager.
- Provide opportunities for staff training

The system will not be used:

- To provide recorded images for the world-wide-web.
- To provide images for a third party, other than the Police in the course of their enquiries.

Images captured by the system will be monitored and recorded in the office, twenty-four hours a day throughout the whole year. Monitors are not visible from outside the Nursery. It is recognised that images are sensitive material and subject to the provisions of the Data Protection Act 1998; the Nursery Manager is responsible for ensuring day to day compliance with the Act. All recordings will be handled in strict accordance with this policy and the procedures.

Recording

Digital recordings are made using digital video recorders operating in real time mode. Images will normally be retained for thirty days from the date of recording, and then automatically over written.

Access to images will be restricted to those staff who need to have access in accordance with the purposes of the system.

Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
- Prosecution agencies
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
- Emergency services in connection with the investigation of an accident.

Access to images by a staff member, parent/carer or visitor

C.C.T.V. digital images, if they show a recognisable person, are Personal Data and are covered by the Data Protection Act. Anyone who believes that they have been filmed by C.C.T.V. is entitled to ask for a copy of the data, subject to the prohibitions on access also covered by the Data Protection Act. They do not have the right of instant access, they must abide by the Data Protection procedures.

A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Nursery Manager.

The Nursery Manager will then arrange for viewing of the images and subsequent discussion of content.

The Data Protection Act gives the Nursery Manager the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.

If it is decided that a data subject access request is not to be complied with, the reasons will be fully documented and the data subject informed whenever possible.

iconnect and Parent Zone

iconnect is the tablet software we use to help practitioners take instant observations of your child's learning and development linking them to the Early Years Foundation Stage. Your child's learning journey is recorded using the observations and allows practitioners to form a view of where each child is in their learning, how they need to progress and the

most effective support to get them there (next steps).

ParentZone is a smart phone and tablet app which brings you closer to your child's development at nursery. This will enable you to see observations, with photos and videos of your child's activities more regularly. We want to make sure we work with parents to enhance your child's development, so as well as being able to see what he or she is getting up to while in our care, you can get involved and contribute your own photos and notes from home to show all of the fun things your child gets up to outside of nursery. Together we can provide the very best experience throughout your child's early years.

The system is very secure. The connection is made using a secure server holding a 256 bit SSL certificate (typically your internet banking uses 128 bit). You will be the only one outside of the nursery that can view your child's profile and you will access it with a unique and secure log in. The software appoints a designated safeguarding officer, which will be a member of management. This allows for one member of staff to over-see the programme and ensure the software is not being ill-treated.

You will be provided with details of how to sign up to Parent Zone during your child's settling in.

Social Media Policy

Since May 2016, Barnkids has operated a public Facebook page. The primary purpose of Barnkids Facebook page is to develop our communication methods further and continue to achieve effective partnership with parents. The page is used to share important information about the setting, upcoming events and recruitment needs with parents and the wider community, as well as providing the opportunity to share children's daily activities within nursery hours.

Barnkids takes data protection and confidentiality very seriously and can assure parents that children's names, personal information or facial photos will never be used on the site. All children will remain completely confidential without prior written permission from their parent.

Parents are asked for their permission during settling in that confirms they are happy for a photo that may feature their child's hands, feet or back of head to be posted to the Facebook site. Parents will also sign to confirm they have read and understood this policy.

The nursery management team are the page administrators who monitor and update the page on a regular basis. We welcome appropriate parent and staff comments on the Facebook page, however the administrators reserve 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.

