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## **Policy and Procedure handbook**

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#### Parents: (Please return this page on registration)

- ☐ I can confirm I have read the Safeguarding children and Child protection policy
- ☐ I can confirm I have read Administering medicines, Code of conduct, Confidentiality, Collection, Complaints, Missing child, Sickness, exclusions and infectious disease and Health and safety policies and GDPR.
- ☐ I understand LittleLites commitment to safeguard children and create a culture of vigilance
- ☐ I understand that LittleLites is a fully inclusive organisation that operates anti-discrimination practice.

For my own information, each of the policy that has been ticked above, I have read and understood. I have downloaded, printed/ and or saved a copy of the policy and procedure handbook for my personal records. If I have any concerns I will clarify with the manager of the Setting.

Parent's name and signature..... Date.....

Parent's name and signature..... Date.....



## Achieving positive behaviour (management)

Children need to learn to consider the views and feelings, wishes and rights of others and the impact their behaviour has on people, places and objects. Behaviour is a developmental task that requires support, encouragement, teaching, routines, consistency and setting the correct examples.

### Our procedures

**Cassie Purser (CP)** has overall responsibility of supporting positive behaviour management.

CP will:

- Identify children's behaviour which is challenging. If behaviour is not typical of age phase, we may recommend you seek advice from your doctors for a referral to play therapist. We cannot make diagnostic; once a diagnostic is made we can then follow a more holistic approach to supporting your child behavioural needs.
- Gain an understanding of why children display unwanted behaviours
- Equip with techniques to manage unwanted behaviour. However, we cannot do this unless all the facts are presented, as there may be underlying issues. <http://www.drgreene.com/temper-tantrums-worry/>
- Act as positive model by treating children, parents and one another with respect, friendliness, care and courtesy.
- Take account of variations amongst cultural and social groupings
- Work with parents and children to address recurring inconsiderate behaviour, using our observation records to help us understand the cause and to decide jointly how to respond appropriately. Parents will be informed regarding their child's behaviour. If there is no improvement in the child's behaviour with-in 6 weeks of observation record, we may seek to terminate the child's place, especially if the child is putting themselves/ others in danger.

### *Strategies with children who engage in inconsiderate behaviour*

- Ensure there are enough popular toys, resources and sufficient activities available.
- Acknowledge and reward considerate behaviour such as kindness and willingness to share.
- When children behave in an inconsiderate way, help them to understand the behaviour is unacceptable (not them), the outcomes of their action and support them in learning how to cope more appropriately.
- Physical restraint, such as holding to prevent physical injury to children or adults and/or serious damage to property. Please review physical intervention policy.
- **Corporal punishment is never given to a child and reasonable steps to ensure that corporal punishment is not given by any person in the setting.**
- Corporal punishment will not use or threaten any punishment which could adversely affect a child's well-being.
- Do not use techniques intended to single out and humiliate individual children.
- Do not shout or raise our voices in a threatening way to respond to children's inconsiderate behaviour- we will remain calm at all times.
- In cases of serious misbehaviour, such as racial or other abuse, it is made clear immediately the unacceptability of behaviour and attitudes, by means of explanations rather than personal blame. If all procedures are exhausted then we may have no choice but to re-evaluate if the Setting is able to meet this child's needs.

### Frame work for achieving positive behaviour

Creating a framework for good behaviour involves setting expectations of how children should behave. Positive relationships are valued and promoted, with emphasis placed on building a mutually respectful relationship with all. Positive strategies are used for handling any inconsiderate behaviour, by helping



children find solutions which are appropriate for the children's ages and stages of development. Such solutions include;

- **Having clear expectations and boundaries** Set the parameters which will ensure respect for the rights, duties and responsibilities of others as well as oneself. We have created a set of house rules outlining flexible and realistic goals for children's age and stage of development. To engage the older children, we will sit with them and get them to draw and write down their own 'house rules'.
- **Positive feedback** Positive feedback is the best and most effective way to promote positive behaviour and minimize poor behaviour. This encourages the development of self-confidence and self-esteem. Certificate and reward chart are used to support positive feedback.
- **Good relationships** Positive behaviour is built primarily on good relationships and communication. We encourage the children to be open and respect their opinion and choices. A consistent approach is used and the children's perspective is considered at all times.

The methods used to encourage positive behaviour are:

1. **Pre-planning for negative behaviour:** For example, if something different is happening in the setting, we will explain to the children what is going to be different and what will happen. Children often misbehave when their routine is altered and they feel insecure.
2. **Distraction/ relocation:** Divert from poor or inappropriate behaviour by giving the child focused attention or simply turning their attention to something else.
3. **Intervention** - knowledge of the child and their habits can lead to preventing an incident before it happens, or distracting the child away from a potentially problematic situation.
4. **Soft No:** We will not engage an argument by speaking with a quieter voice and staying calm. We will give parallel eye contact at the child's level '(child's name) I said "no" and I meant it.' Also, use 'yes' i.e. 'Yes, you can do that but you need to do this first'
5. **Choices:** Giving clear choices, '(child's name) you can either tidy up now or when everyone else has the story – what do you want to do?'
6. **Thinking corner:** involves removing the child from whatever they are doing and insisting he/she sits a safe place for a period of time, until they are ready. Once the child has calmed down, they will be asked '(child's name) do you understand why you are in the thinking corner?' 'What are you going to do differently when you come back in?'
7. **Four-part challenge:**  
Describe the offending behaviour: 'When you do...'  
State your feelings: 'I feel...'  
State the effect: 'When you do that it...'  
Ask for input: 'What can we do about it? 'How can you help...?'
8. **Ignore unwanted behaviour:** Depending on the behaviour and reoccurrence, it is sometimes best to ignore unwanted behaviour. **Be consistent in promoting good behaviour**  
The policy of the setting is to cuddle and support all children when distressed or angry.

***I misbehave because I am.....***

- Hungry
- Tired or Bored
- Too cold/too hot
- Sitting in a dirty nappy
- Cutting a tooth and in pain
- Not feeling very well
- Confused as I have no boundaries
- Not understanding the rules
- Confused as my parents/carers are inconsistent with the rules
- Over stimulated

- Copying others actions/words
- Trying to be independent
- Feeling bad about myself
- Needing attention
- Unable to live up to your expectations
- Frustrated as I can't talk yet
- Not getting my own way
- Being bullied
- Being ignored
- Being left out of games and activities.
- Being abused



***I am upset because.....***

- My pet has died
- A relative has died
- My mummy and daddy are arguing/splitting up etc
- We are moving house and I don't understand I am starting (pre-)school and scared I have a special or additional need and you are not supporting me correctly



## Administration

LittleLites provides childcare for children aged 6months old to 3years old. We aim to ensure that all sections of our community have access to the Setting through fair and clearly communicated procedures. The admissions policy is enforced alongside our inclusion and Equal Opportunities Policy

### Waiting List

If a space cannot be offered immediately, your child's name will be added to the waiting list. Parents will be contacted near their start date to inform availability. We will give priority to children accessing the setting 3 day or more per week.

### Deposits

- We require a deposit of £100 with-in 7 days to secure a private space. Spaces are not guarantee unless a deposit is paid in full.
- Deposit paid to secure a private space *will not be refunded* if the space is not taken up with-in 7 days of the start date or cancelled due to change of mind or early termination of the agreement.
- *All deposits will be deducted from the final month's fee providing 1 months' notice id given and there are no other outstanding charges.* Deposit will be retained to cover any outstanding fees

### Fees

**Fees must reach LittleLites and clear on or before the 1<sup>st</sup> of each month by 12:00.** A penalty of £25 will be incurred for all late payments; we recommend you set up a standing order each month to avoid late penalties. Accepted methods of payment includes, Standing Order, Funding and Tax fee childcare

### Lateness/ Early fee

A charge of £1 per minute is applied for every minute you are late to collect or early to drop your child.. **Please do not arrive earlier than your booked time or collect later.** If you drop off earlier, you may have to wait until the doors open. Please be considerate of the neighbours if you are dropping off before 08:30.

### Registration Form

We will email you a copy of the Registration pack, Permission forms, All about me profile, Oral health and Funding agreement once the deposit has been received. Registration and Permission forms need to be completed and returned via email. Please print and return to the setting All about me profile and Funding agreement.

### Funding

All funded sessions are in line with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place we will discuss your needs and our availability. We will try to accommodate hours needed but may have to allocate your hours on a weekly basis. Please note, admissions for the funded education are a termly intake. All funded or paid for sessions must be booked in advance and any changes or cancellation (notice to leave) must be given 30 days in writing.

- **All funded hours:** We kindly request a voluntary contribution *towards consumables (i.e. food, outings, non- food and emergency items)*
- Your child's days and session times will be allocated to you on a weekly basis and is mainly for term- time use only and does not include bank holidays, inset days or additional care.
- We operate 45 weeks per year. The additional 7 week will be charged at the standard rate.
- Funding can only be approved with a valid government code (renewed each term), proof of address, child's birth certificate, a signed parental funding declaration form has been submitted to the setting.
- To assess if a child is eligible for additional funding, the main household earners' National Insurance number is required. National Insurance number will be checked against Governments' data base.

### EYPP (early years pupil premium)

- Ensure strategies used to support children's learning and developments are effective
- Purchase resources and support to meet individual needs
- Evaluated the impact of resources, learning, showing what difference it has made to the outcomes for children



## Bullying

At the age of 3-4 years children begin to understand that others can be vulnerable, have feelings and can be upset and hurt by their actions. If in the early years children experience success in achieving their objectives through (peer on peer) intimidation of others by violence and verbal aggression. The reaction of key adults around them will determine whether they continue to use these strategies. The team will use the same principles as mentioned in achieving positive behaviour.

Types of Bullying	Signs	Effects
<b>Physical</b>	Hitting, kicking, tripping, pinching and pushing or damaging property. Physical bullying causes both short term and long term damage.	<ul style="list-style-type: none"> <li>• Anger</li> <li>• Depression</li> <li>• Anxious avoidance of settings in which bullying may occur.</li> </ul>
<b>Verbal</b>	Name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse	<ul style="list-style-type: none"> <li>• Greater incidence of illness</li> <li>• Lower grades than non-bullied peers</li> </ul>
<b>Social</b>	Difficult to detect <ul style="list-style-type: none"> <li>• lying and spreading rumours</li> <li>• negative facial or physical gestures, menacing or contemptuous looks</li> <li>• playing nasty jokes to embarrass and humiliate</li> <li>• mimicking unkindly</li> <li>• encouraging others to socially exclude someone</li> <li>• Damaging someone's social reputation or social acceptance.</li> </ul>	<ul style="list-style-type: none"> <li>• Suicidal thoughts and feelings</li> <li>• Reduced occupational opportunities</li> <li>• Lingering feelings of anger and bitterness, desire for revenge.</li> <li>• Difficulty trusting people</li> <li>• Interpersonal difficulties, including fear and avoidance of new social situations</li> <li>• Increased tendency to be a loner</li> <li>• Perception of self as easy to victimize, overly sensitive, and thin-skinned</li> <li>• Self-esteem problems (don't think well of self)</li> <li>• Increased incidence of continued bullying and victimization</li> </ul>
<b>Cyber</b>	<ul style="list-style-type: none"> <li>• Abusive or hurtful texts emails or posts, images or videos</li> <li>• Deliberately excluding others online</li> <li>• Nasty gossip or rumours</li> <li>• Imitating others online or using their log-in</li> </ul>	<ul style="list-style-type: none"> <li>• Loneliness</li> <li>• Poor sleep</li> <li>• Lowered self-esteem</li> <li>• Depression</li> <li>• Fear, anger, and frustration</li> <li>• Isolate themselves, pulling away from friends, family, and primary support groups</li> </ul>

**Identity-based bullying** is defined as any form of bullying related to characteristics considered part of a person's identity or perceived identity group, such as race, religion, disability, immigration status, sexual orientation, gender identity, physical appearance, etc.

**Peer on Peer abuse** Children and young people may be harmful to one another in a number of ways which would be classified as peer on peer abuse.

If any form of bullying is left unchecked, the bully they will learn they can get away with violence and aggression. A bully has a higher chance of acquiring a criminal record and not being able to have good relationships when they become an adult. If there are any concerns that a child is being bullied or is bullying, the matter will be discussed with you immediately. We will work with you to support your child to resolve the problem.

If your child is being bullied:

- Be approachable, talk and reassure them that the bullying is not their fault
- Teach about identity, bias, to respect other and not worry what others think
- Tell them that we care about them and am 100% on their side
- Give them lots of praise, encouragement and responsibilities to help them feel valued
- Work with you to help the child to develop techniques to deal with the bully- assertiveness, walking away etc.

If your child is the bully:

- Teach children to stand up for 'what is right' and to respect other and others opinions
- Reassure your child that we still care about them but it is their behaviour we don't like and we will work with them to help change this
- Work with your child to find ways to make amends for their actions
- Develop a reward structure for good behaviour
- Discuss the matter with you, not in front of your child, to see if there are any problems that may have triggered the bullying.
- We will investigate, keep and a record the outcome

If you have any concerns regarding your child, please discuss with us as soon as possible. It is much better to deal with these problems before they become major issues.

Peer on peer abuse- [www.bromleysafeguarding.org/pdfs/Childrenwho%20abuseother%20children8.11](http://www.bromleysafeguarding.org/pdfs/Childrenwho%20abuseother%20children8.11).





## **Biting (including hitting)**

Evidence suggests that up to a quarter of all children will bite others at some stage. We understand that this is a difficult situation for parents whether it is your child that has been bitten or your child biting others.

Why do some children bite?

- **Teething** – swelling gums can be painful and cause discomfort; this can be relieved by biting or chewing on something
- **Exploration** – babies and young children explore the world around them using their senses, young children do not always know the difference between gnawing on a toy and biting someone
- **Attention** – when children are in situations where they feel they are not receiving enough attention biting is a quick way of becoming the centre of attention
- **Frustration** – children can be frustrated by a number of things, such as; wanting to be independent and do things for themselves and not having the vocabulary to express clearly. This can lead to biting as a way of dealing with this frustration

We will work with you and the child to discover why s/he is biting or hitting. This may be isolated incident, but we will use a Positive behaviour management form to look at what happened just before the incident.

If the form identifies a possible trigger for the biting incident we will then make changes to reduce or remove the cause. For example – we may buy duplicates of favourite toys to stop disputes.

We may increase the supervision of a child that is biting so that we can support them to find different ways to express themselves. We may encourage your child to take part in activities which help release frustration such as play dough or other physical activities.

### **What can you do?**

We appreciate that if your child has been hit or bitten or has bitten/ hit someone, this can be distressing but please speak to the team about any concerns you may have in a calm manner. Please remember that we cannot give you any information about any other children, and will not disclose who has bitten your child or who your child has bitten. The key to putting a stop to any challenging behaviour is a partnership approach. We will work together to support any positive behaviour management techniques used at home.

If a child's reoccurring behaviour is having a negative impact on your child experience, we will work closely with all involved to reduce and eliminate these issues.

### **What happens if my child is bitten?**

- Your child will be comforted and reassured
- The bite wound will then be washed with warm soapy water and cleaned with an antiseptic wipe
- If the wound is bleeding, it will be allowed bleed. We do not provide plasters encase of allergies
- If the bite has broken or bruised the skin, you will then be contacted by telephone so that you are aware that your child has been bitten
- If the bite has broken the child's skin, under the Heath Protection Agency guidelines you will need to seek medical attention. This could be through your GP or an Accident and Emergency department
- When you collect your child there will be an incident form completed with all the information about the biting incident and any treatment given.



## Code of conduct for parents & Employee behaviour policy (including No smoking and other substances)

### What is considered inappropriate behaviour from parents, employee and visitors

- Physical or verbal abuse
- Unwanted physical contact
- Misuse of power
- Sexual and aggressive talk
- Suggestive remarks & jokes
- Racial comments or swearing
- Insulting or intimidating behaviour or talk
- Ridiculing, mocking
- Embarrassing or humiliating the child/ adults
- Inappropriate verbal banter or conversations
- Making contact with, or allow contact from children, parents or carers, within social net-working sites
- Do not share photo of children or team on social media
- Pays an inappropriate amount of attention to a child/ adults or group of children
- Seeks opportunities to spend long periods of time with children
- Encourages secretiveness
- Has an unusual amount of physical contact with children
- Touches inappropriately
- Talks to children in a sexually inappropriate way
- Avoids supervision and appraisal meetings
- Seeks out vulnerable children- targeting and grooming
- Not supporting children, team members or parents
- Aggressive towards children, parents and employees

### Code of Conduct

Please do:

- Share information with team on your child's development, health and wellbeing.
- Let us know if someone else is collecting your child and give them the password.
- Drop and collect your child on time - if you are going to be unavoidably late then please contact us as you may need to meet us at a different location.
- Ensure you can safely transport your child to and from the setting using age appropriate car seat restraints.
- Feedback any suggestions and ideas
- Direct any worries, concerns or complaints to CP, arranging a meeting if required.
- Please remove your shoes as well as your child's before entering the setting

Please refrain from:

- Shouting at, smacking or physically punishing any children whilst in the Setting.
- Using inappropriate language or displaying aggressive or threatening behaviour towards the team members, children or other parents/carers either in person, on the phone or in writing.
- Collecting your child if you have consumed alcohol, medication or other substances that have affected your judgement or responses (we will contact your emergency backup).
- Discussing sensitive issues within earshot of children or other adults.
- Engaging in conflict with other parents or employees
- Using mobile phones, taking photos or videos of children (not allowed in the setting)
- Letting other parents/ visitors into the setting on your way in or out, even if they are known to you.







### **Code of Conduct for Visitors and Contractors**

We are committed to ensuring that all children are safeguarded whilst in our care. You can help us to maintain our responsibilities in the following ways:

Please do:

- Show your identity badge and be patient whilst we check before letting you onto the premises.
- Complete visitors log book and check if the visitor has a valid DBS
- Leave your mobile phone (any recording devices) in the office before entering the play area
- Follow the instructions of the team with regard to which areas you are permitted to access.
- Treat children with respect. Once in, the children needs and interests take priority.
- Respect children's personal space, boundaries and privacy; particularly in the toilet areas.
- Report any concerns you may have about any individuals conduct or children's wellbeing.

Please refrain from:

- Taking photos or videos of children
- Picking up, carrying around, shouting at or disciplining children
- Making a child sit on your lap or give you a cuddle or kiss. They must be given the same respect as adults – it's their decision if they want to be touched and many are wary of strangers so might be frightened by your attentions.
- Crowding around children as this can feel intimidating to them. Remember that adults appear like giants to children so sit or kneel down to keep on their level when playing or talking with them.
- Using inappropriate language or displaying aggressive or threatening behaviour towards the team, children or parents either in person, on the phone or in writing.
- Discussing sensitive issues within earshot of children or other adults.
- Visiting the Setting if you have consumed alcohol, medication or other substances that have affected your judgement or responses. Do not bring hot drinks into the setting.
- Leaving tools, bags or other equipment unattended or within reach of children.
- Bringing in toys that are unsafe for babies as they could pose a choking hazard.

### **No Smoking, Alcohol and other substance**

We operate a no smoking policy at all times which ensures that no one smokes in a room, or outside play area, when children are present or about to be present.

Childminder and assistants must not be under the influence of alcohol or any other substance which may affect their ability to care for children. Employees are not permitted to drink, abuse substance or smoke in uniform or on the premises.

If a parent/ carer or a known person arrives to collect a child but is not in a state which is deemed suitable to care for a child (e.g. acting violently or under the influence of alcohol or other substances) we will not release them. We will call another authorised person or emergency contact to come and collect the child.

### **Medication**

Employees taking medication which may affect their ability to care for children should seek medical advice. I will ensure employees only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly. Medication on the premises is securely stored, and out of reach of children, at all times.

### **Employees**

Please refer to the employee handbook and contract for a more detail guidelines regarding employee behaviour, conduct, responsibilities and employees rights.



## Collection policy

When a child is first registered, the registration pack must be completed by the parent/s detailing adults who have parental responsibility and any other responsible adults (over 16 years) who are authorised to collect your child. This must be updated if there are any changes to these arrangements, parents must inform us of who will normally be collecting the child and always inform them if someone else is going to collect the child, giving them a description, photograph and assigning a password.

- If an unknown or unauthorised person arrives to collect a child then under no circumstances will the child be released even if the correct password is given. We will contact the parents/carers immediately to inform you that we cannot release your child. If required contact the police if the unknown person is suspected to be an intruder.
- If a known person arrives to collect a child but is not the normal person who collects and we have not been informed that they are collecting the child, we will first contact the parents to check the child can be released, as long as we have a description of the person and correct password.
- If a known person arrives to collect a child but is not in a state which is deemed suitable to care for a child (e.g. acting violently or under the influence of alcohol or other substances) we will not release them. We will call another authorised person to come and collect the child.
- In the event of parental disputes that have not been through the courts (where both parents had registered their child on the original contract); we cannot prevent the child from being collected by either parent as long as they are both known to the Setting. We will contact the other parent to inform them that their child has been collected. The child's best interest and welfare are of paramount importance and every effort should be made to avoid distressing scenes in front of the child. A Working in Partnership meeting should be held with both parents to come to a mutual arrangement. The exception to this is where we suspect the child to be at risk from this parent – in this case we will not allow collection by this parent and safeguarding procedures will be followed.
- In the event of parental disputes that has not been through the courts (where only one parent had registered their child on the original contract); we cannot allow the other parent to collect the child without authorisation from the parent who has signed the contract.
- In the event that there is a court order in place detailing custody or access rights by a parent then we will adhere to this and place a copy on the child's file. The Central Office Safeguarding Team must also be made aware of the situation.

### Late or Uncollected children

Should a child not be collected on the agreed time, we will charge a lateness penalty of £1 per minute. If we have not been notified of any reason for the delay then we must follow the following procedure:



- After 15 minutes make contact with the parent to find out why they are delayed. If they are not available try to contact the nominated adults authorised to collect. Lateness fees are applicable up to each 15 minutes.
- If unsuccessful in making contact with any of the authorised adults after 60 minutes, the escalation procedure will be followed, including contacting the Duty Officer at Children's Social Care.

Attendance will be recorded. If a child is absent for a prolonged period of time or is not brought for a session and you have not contacted us to notify us of absence. We will contact you. If we cannot get hold of you, we will make contact with your 2 emergency contacts. If we are worried about you and your child's welfare, we will contact the police to make a welfare check and the local children's service.



## Complaints

Children and their parents are placed at the heart of what we do. Both children and parents are entitled to expect courtesy with prompt and careful attention to their needs and wishes. It is our intention to work in partnership to ensure we work together for the best interests of the child. In the event of complaints from either the team or parents every effort will be made to respond quickly and appropriately.

### **Procedures for Making a Complaint**

- Any parent who has a concern about any aspect of the setting's operations please discuss.
- Complaint will be responded to as quickly as possible. Discussions will take place with the relevant parties
- Complaints will be recorded and dated in the Complaints Book.
- After a complaint has been resolved the final outcome will be written in the Complaints Book. Any recommendations for changes in procedure will be made and noted against the complaints policy.
- Most complaints should be resolved amicably and informally at this stage.

### **If a complaint is not resolved**

- If this does not result in a satisfactory outcome, or if the problem recurs, the parent should then put their concerns in writing to us.
- During any investigation, all aspects of the written complaint will be stored in an investigation file designated for the complaint and stored confidentially.
- When the investigation into the complaint is completed, the parent will be informed of the outcome either in writing or in a meeting.
- When the complaint is resolved, the summative points are logged in the Complaints Record.
- If you are not happy or have any serious concerns regarding the operation of the setting or behaviour of an individual, you can also contact Ofsted whistle blowing line.
- If you have made a serious complaint against us, we will inform LADO

We are regulated by Ofsted (The Office for Standards in Education).

You can also contact us

Ofsted, ARC Department  
The National Business Unit,  
Piccadilly Gate,  
Store Street,  
Manchester M1 2WD  
Telephone: 0300 123 1231  
Email: [www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents)

Email: [info@littlites.co.uk](mailto:info@littlites.co.uk)

All complaints are taken seriously and are dealt with promptly; you will receive a written response within 28 days detailing the actions taken. A record of all complaints will be kept for at least 3 years from the date of the last record and is accessible to Ofsted, parents and other officials upon request.

### **Whistle blowing**

Each childminder and assistant has a responsibility to refer any concerns where another childminder/assistant does not continually meet the requirements of their registration and share a copy with them. Concerns should be made in writing (to include name, dates, concerns and evidence) or verbally reported to the line manager, LADO, OFTSED 0300 123 1231 or NSPCC 0808 800 5000

Whistle blowing- <https://www.gov.uk/government/publications/whistleblowing-about-safeguarding-in-local-authority-childrens-services>  
Public Interest Disclosure Act 1998- <http://www.legislation.gov.uk/ukpga/1998/23/contents>



## Confidentiality

Confidentiality involves protecting personal information held about an individual. Personal information has been defined as consisting of 'those facts, communications or opinions which relate to an individual' which would be reasonable for him/ her to regard as intimate or sensitive and therefore want to withhold or at least resist their collection, use or circulation.

The purpose of data protection legislation is to ensure that personal data is not processed without the knowledge and (except in certain cases) the consent of the data subject:

- The Setting will comply with the GDPR, 2018 guidelines (pages, 61-76).
- Parents often divulge personal information to us and it is our policy that information must be held in confidence. However, information regarding your child or the setting may be shared with-in the team.
- Parents are required to supply personal information as part of their contract with us. This information is held at the setting.
- Information such as emergency contact numbers are kept with the register and information about any specific dietary needs that could have serious medical implications is made clear to the team.
- Parents have access to information about their child but not to information about/ or personal details of any other child.
- Any potentially sensitive information relating to the child's personal safety should only be shared by those directly involved in the child's care.
- In some circumstances it is not appropriate to promise absolute assurance of confidentiality to those who disclose or talk about personal problems.
- Parents are required to sign to confirm they have read Safeguarding children and Child protection statement and reviewed our Terms and conditions. It is to be made clear from the outset where permission is not sought before such onward disclosure e.g. extreme child protection cases.
- Team members' who unwittingly or deliberately break the confidence of a parent will be subject to formal disciplinary procedures.
- All information collated will not be shared with a third party unless the child's safety and wellbeing is compromised i.e. emergency treatment or safeguarding issues.

## ICO

We are registered with the Information Commissioner's Office (ICO) as data controllers and comply with the regulations set-out. Information of your child's development will be stored on a secure computer. Details of how to contact the ICO can be found on their website: <https://ico.org.uk>

## CCTV and Ring door bell

CCTV is in operation inside the setting and around the premises. CCTV data is recorded or stored on our systems for 40days. We also have a ring door bell, you and your child will be recorded coming in and leaving. All personal data we hold about you is kept safe and secure. Under GDPR you can ask to see CCTV information that we hold about you. There are also cameras in the main play areas; the footage is deleted at the end of the day.

**Learning Journals (LJ)** are given to employees on a password protected memory stick to complete in the setting. Completed LJ are emailed to parents and carers every 6months.



## Data protection- GDPR (please review full GDPR policy, pages, 61-76)

LittleLites is required to process relevant personal data as part of its operation and shall take all reasonable steps to do so in accordance with this policy. Processing may include obtaining, recording, and holding, disposing, destroying or otherwise using data.

LittleLites will endeavour to ensure that all personal data is processed in compliance with this policy and the principles of *General Data Protection Regulation, 2018* and *Data protection Act, 2018*. The company is aware of its responsibilities under GDPR and where relevant the Freedom of Information Act 2000.

Any information which falls within the definition of personal data and is not otherwise exempted will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this policy.

LittleLites may from time to time be required to process sensitive personal data regarding a child in our care. We will share this data where there is a legal obligation to do so such as in a child protection investigation.

The following must be adhered to at all times:

- Children's records are stored in individual folders/ files and locked cabinets
- All team members have access to a Childs' data that is required to be used for the safety of the child, for example emergency contact numbers, care plan information etc.
- No personal records will be removed from site
- Record sharing can only take place with either the parents consent or on the authority of the Safeguarding the team.
- Any documentation that needs to be destroyed must be shredded.
- Documents that are required to be retained must be stored as per company guidelines.

A copy of the information will be supplied to the individual free of charge; however, the setting may impose a 'reasonable fee' to comply with requests for further copies of the same information.

Information will be provided within 28 days.

### Retention of staff documents

Staff documents	Retention period	Legislation
Personnel files including staff qualifications & training records (successful candidates)	6 years after employment ceases	Chartered Institute of Personnel and Development
Application forms & interview notes (unsuccessful candidates)	Up to 1 year	Chartered Institute of Personnel and Development
DBS information including the check reference number, the date a check was obtained and details of who obtained it	Originals to be retained for 'no longer than necessary' – usually accepted as up to 6 months. Reference number etc 6 years after employment ceases.	GDPR (2016)  Limitation Act (1980)
HMRC records	6 years after the tax year to which they relate	HMRC (2019)
Sickness absence records	Minimum of 3 months up to 6 years after employment ceases	Chartered Institute of Personnel and Development
Income Tax & NI records	3 years after the end of the tax years to which they relate	Income Tax (Employments) Regulations (1993)
Pension scheme records	6 years	The Pensions Regulator
Child protection allegations against staff	Either until they reach the age of 65 or for 10 years from the date the allegation is made	Information and Records Management Society (2016)
Disciplinary proceedings	Between 6 months and 18 months after date of warning	Chartered Institute of Personnel and Development
Supervision records	Up to 5 years	Chartered Institute of Personnel and Development



#### Retention of children's documents

Children's documents	Retention period	Legislation
Statutory records including attendance registers, medication & accident forms, parent permission forms, contracts	A reasonable period of time – for example, 3 years  2 years after the child has left	EYFS (2017)  Childcare Register (2019)
Children's non-statutory records including learning and development information	Handed to parents when the child leaves the setting.	EYFS (2017)
Children's photos including those shared with parents or displayed on the internet or in the setting	Until no longer useful for the purpose for which they were taken or if parental permission is withdrawn	ICO advice (2018)
Progress Checks at 2	Handed to parents when the child leaves the setting.	EYFS (2017)
Safeguarding documentation resulting in a Child Protection or Child in Need referral	Until the child reaches the age of 21 years 3 months old; 75 years for Looked After Children	Limitation Act (1980) Insurance companies
Safeguarding documentation resulting in a CAF or other early help support services referral	6 years from the date of referral; 75 years for Looked After Children	Limitation Act (1980)
Attendance registers / other data collected to be retained alongside serious accident, injury and first aid records	Until the child reaches the age of 21 years 3 months old	Limitation Act (1980) Insurance companies
Records of reportable death, injury, disease or dangerous occurrence	Until the child reaches the age of 21 years 3 months old	RIDDOR (1995)
Local Authority funding documents	Local Authority requirements vary – usually 6 years	Local Authority Funding Contract
Child protection files	Passed on to the next setting the child attends – a record transfer document must be signed and retained with the child's paperwork until the child reaches the age of 21 years 3 months old	Information and Records Management Society (2016)  Limitation Act (1980)

#### Retention of health and safety records

Health & safety documents	Retention period	Legislation
Staff accident & medication records (+10 employees)	3 years from the date of the last entry	Social Security (Claims & Payments) regulations (1979)

Records of reportable death, injury, disease or dangerous occurrence	3 years from the date of the last entry – longer on advisement	RIDDOR (1995)
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#### Retention of other documents

Admin documents	Retention period	Legislation
Complaints records	3 years	EYFS (2017) Childcare Register (2019)
Insurance policies & Ofsted registration documents	Permanently	Information and Records Management Society (2018)
Visitor records	No longer than necessary	GDPR (2018) Right to be Forgotten / Right to Erasure
Risk assessments including records relating to variations  Policies and procedures – statutory – safeguarding / child protection and complaints	Not required in writing, therefore no statutory retention period  A reasonable period of time – for example, 3 years	EYFS (2017) Childcare Register (2019)  EYFS (2017) Childcare Register (2019)
Policies and procedures – non statutory	Not required in writing, therefore no statutory retention period	EYFS (2017) Childcare Register (2019)

Data Protection Act, 2018- [http://www.legislation.gov.uk/ukpga/2018/12/pdfs/ukpga\\_20180012\\_en.pdf](http://www.legislation.gov.uk/ukpga/2018/12/pdfs/ukpga_20180012_en.pdf)

GDPR, 2018- <https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

Information Sharing, 2018- <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>



## Education

It is crucial to their future success that children have a secure foundation for learning throughout their school years and beyond so that they can achieve their maximum potential.

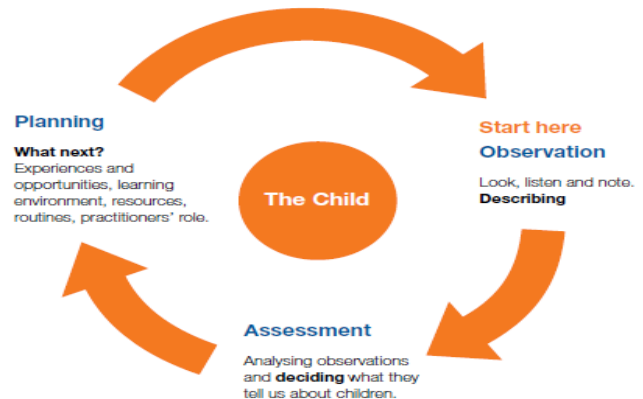
A safe, fun, caring and stimulating environment is provided for children to learn and develop freely as individuals without discrimination or prejudice.

### Early Years Foundation Stage (EYFS)

We work with-in the Early years foundation stage (EYFS). We recommend you download 'Parents' Guide to the Early Years Foundation Stage Framework' from <https://www.foundationyears.org> this will give you an overview of the EYFS Framework. It will illustrate how parents can support their child during the foundation years.

### Observation

Children are active and competent learners from birth and develop and learn in a wide variety of ways. Observation is key as it allows us to discover your child's likes, dislikes, what they are good at and what we need to work on, from this we can plan a fun and challenging programme.



### Confidentiality

Each child's assessments and observation will be stored in their own personal EYFS folder on our laptop.

### The progress check

The Early Years Foundation Stage (EYFS) requires that parents must be supplied with a short written summary of their child's development in the three prime learning and development areas of the EYFS: Personal, Social and Emotional Development; Physical Development; and Communication and Language; when the child is aged between 24-36 months. You will need to sign the report and submit to your Health visitor, we will keep a copy in your child's record.

### Approaches to learning

Each area of learning and development is implemented through planned, purposeful play and through a mix of adult-led and child-initiated activity. Play is essential for children's development, building their confidence as they learn to explore, to think about problems, and relate to others. Children learn by leading their own play, and by taking part in play which involves adults, objects, ideas and events. Purposeful and pleasurable play is essential and encourages children to be creative, to develop their ideas, understanding and language and also prepares them for school. Through play and natural curiosity, children make sense of the world around them. By exploring, observing, listening, talking, applying and testing what they know and what they can do they increase their skills and confidence. We will provide a wide range of toys, equipment and activities (please ask to view our toy inventory) to stimulate learning and development.

### Early Learning Goals (ELG)

The statutory early learning goals establish expectations for most children to reach by the end of the EYFS. They provide the basis for planning throughout the EYFS, so laying secure foundations for future learning. By the end of the EYFS, some children will have exceeded the goals. Other children, depending on their individual needs, will be working towards some or all of the goals.



### **Planning for learning**

- Ensure learning is used at every opportunity of the day; this can range from counting the stairs as we walk up and down, memorising how many yellow cars we have seen on an outing, what shapes the buildings are, using the remote control or naming everyday items on our school walk. There are endless learning opportunities in everyday activities.
- Have high expectations of each child's ability to achieve and will look for progression and continuity in their development.
- Provide emotional and social support so that children can gain confidence to master new experiences and challenges
- Provide opportunities for children to work together in small groups to promote conversation and discussion
- Introduce adults who will stimulate and encourage dialogue and questions and who will offer views and ideas
- Plan activities around topics that allow flexibility to reflect changes of interest or new learning opportunities.
- Ensure we have suitable equipments and activities to suit ages and stages of development

### **Recording and reporting**

Assessment plays an important part in helping parents, carers and practitioners to recognise children's progress, understand their needs, and to plan activities and support. Ongoing assessment is an integral part of the learning and development process. It involves the team working in partnership with parents to observe children. From these observations we can understand their level of achievement, interests and learning styles. In partnership, we can then implement the *early learning goals* to support children towards the knowledge, skills and understanding they should have at the end of the academic year in which they turn five. It is important we build a secure foundation through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly.

### **Types of assessments used**

**Formative assessments** *monitors student learning* to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning (daily reports).

**Summative assessments** *evaluates student learning* at the end of an instructional unit by comparing it against some standard or benchmark (termly report and tracker).

### **Special Educational Needs and Disability policy**

We have regard to the Department for Education and Skills (DFES) and Special educational needs and disability code of practice: 0 to 25 years, 2014 (SEND) to provide appropriate learning opportunities for all children. We support the entitlement of all children to a broad balanced relevant curriculum. We have arrangements in place to support children with SEN or disabilities. We will make reasonable adjustments for these children and record how we are supporting their needs.

**CP (Level 3 SENCo)** will act as *the special education needs co-ordinator* liaising with the relevant department to work with-in a single Education, Health and Care (EHC) plan for children with complex needs. The EHC plan will place much more emphasis on personal goals and will describe the support your child will receive while they are in education. If you require further assistance, you can contact the **Common assessment framework team (CAF): 0208 461 7174 or [cafadmin@bromley.gov.uk](mailto:cafadmin@bromley.gov.uk)**

*A child has a learning difficulty if he/she has:*

- a. A significantly greater difficulty in learning than the majority of children of the same age.
- b. Has a disability, which hinders or prevents the child from making use of educational facilities, provided for children of the same age?
- c. Is under 5 and falls within the definition of (a) and (b) or would do so if special educational provision was not made for them.



#### *We aim to:*

1. Ensure early intervention and identification of needs
2. Ensure needs are met by removing barriers to learning
3. Ensure other professionals are involved as appropriate
4. Ensure parents are supported and given as much guidance as possible
5. Prepare the child for the next stage of education
6. At all times have regard to the DfES Code of Practice
7. Attending appropriate training to ensuring the skills and knowledge needed to support Children and their families
8. Ensure there are enough assistants to take all the children on outings.

#### *Special educational needs guidance:*

1. Consult parents and involve them in all discussions and decisions
2. Advise on the next step with the assistance of CAF
3. we will take responsibility for continuity of care
4. Ensure all resources are available
5. Ensure multi-professional assessment is available if required

Special educational needs, disability or vulnerability can be permanent or short term and can arise from social, emotional or medical reasons. A gifted child may also be considered to have special educational needs and these needs should be addressed and met in the appropriate way.

In order to achieve these aims, we will:

- Ensure that all children have the same entitlement to a broad based curriculum
- Explore all opportunities to provide extra resources to match the child's individual needs.
- Regularly review with the parents and any appropriate professionals, the child's progress and the way forward, which will ensure a planned, coordinated approach for the provision of the child's needs.
- Provide appropriate opportunities for the development of every child's self esteem and encourage full integration into the setting.
- Set expectations and recognise achievement
- Support parents/carers in obtaining help and advice from outside agencies, such as health visitors, paediatricians etc
- Offer and make available appropriate training to all team members

The new law does not change the definition of SEN, and the legal test for when a child or young person requires an EHC plan is the same as that for a statement under the Education Act 1996.

#### **Safeguarding vulnerable children**

We recognise an increased vulnerability of deaf or disable children because of barriers they may face around communication. We also recognise there may be additional barriers that exist when recognising the signs of neglect or abuse of children who have SEN/D. We have provided additional information to safeguard children with SEN/D (Intimate care and Safe touch)

#### **Premises and equipment**

We will ensure that, so far as is reasonable, the facilities, equipment and access to the premises are suitable for children with disabilities. Wherever possible, we will work with you to make suitable adjustments. We provide all the children with access to a variety of toys and equipment, including sensory toys (listed below)

- Rainbow sound blocks and tactile materials
- Sensory mood lights
- Sensory tubes
- people with differing abilities
- treasure baskets, books and puzzles
- Posters

Safeguarding vulnerable groups act 2006- [https://www.legislation.gov.uk/ukpga/2006/47/pdfs/ukpga\\_20060047\\_en.pdf](https://www.legislation.gov.uk/ukpga/2006/47/pdfs/ukpga_20060047_en.pdf)  
Keeping children safe in education 2018- <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>  
EYFS 2017- <https://www.foundationyears.org.uk/eyfs-statutory-framework/>  
Types of reports- <https://www.cmu.edu/teaching/assesJMENT/basics/formative-summative.html>



## Equality of opportunity

We aim to ensure all who wish to work in and use our setting have an equal chance to do so under the *Equality Act 2010*. We ensure that our service embrace people irrespective of race, gender, disability, medical or other need. We are committed to promote equality of opportunity and valuing diversity for all children and families, making sure there are no barriers to anyone taking part as a full citizen in society.

The legal framework for this policy includes the:

- The Equality Act 2006, 2010
- Disability Discrimination Act 1995, 2005
- Race Relations Amendment Act
- 2000
- Sex Discrimination Act 1976, 1986
- Special educational needs and Disability Act 2001
- Children Act 1989, 2004
- Race Relations Act 1976

### Aims

- To ensure children's future chances are not stunted due to the way they are treated by adults.
- To ensure children have opportunities to learn, develop, progress, achieve and grow up to be happy and fulfilled by not placing restrictions on their ideas and limit their expectations because of race, gender, disability, cultural or social background.
- Develop children's sense of identity and help them understand people have different needs, views, cultures and beliefs which need to be treated with respect
- Each child will be treated with the same respect as an adult. They will be given opportunities to learn and develop according to EYFS, by creating an environment which recognises and praise them as unique individuals.
- Educate the children on non-discriminatory and positive behaviour. We will lead by example, creating a positive environment, where children will be encouraged to be polite, considerate, treat others with respect, values others views, cultures and beliefs as part of 'what we do'.
- To provide available resources, the highest possible quality support, inclusive care and education for children with SEND or other additional needs.

### Inclusion and equality

All children, employee, parents, irrespective of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability are treated equally and have equal opportunity to experience a challenging and enjoyable programme of learning and development. Our aim is to ensure the children are prepared for life in a diverse and multi ethnic society. We celebrate all cultures, religions and traditions. Planning for meetings and events we will take into account the needs of people with disabilities.

### Discriminatory behaviour/remarks

Everyone is entitled to be in an environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated. If faced with such behaviour, we will be sensitive to the victim(s) and help those responsible to understand and overcome their prejudices.

### Language

Bilingual/multilingual children and adults are an asset. Their languages are recognised and respected in the setting.

### Diversity

Diversity is celebrate differences in its entirety, children have access to/ make full use of the facilities and resources

- Toy boxes and furniture are labelled in a variety of written languages.
- We have a selection of inclusion toys, including dolls, games/puzzles, food, clothing and books
- There is a 'my world' and a family display board (children can bring in photographs)
- Our healthy eating menu includes food from all over the world; children will be taught about the food and participates in cooking the foods.
- We will consult parents for ideas over appropriate ways to celebrate ethnic/cultural and religious occasions. As well as having ethnic/cultural and religious themed days.

Equality act- [http://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga\\_20100015\\_en.pdf](http://www.legislation.gov.uk/ukpga/2010/15/pdfs/ukpga_20100015_en.pdf)



## Emergency and evacuation



### Fire

In the event of a fire or emergency, we will evacuate all children quickly, safely and without undue risk. The evacuation procedure is displayed on the parent's notice board.

We ensure:

- No child or adult will take unnecessary personal risks.
- Understand the required procedures and understand their role.
- All the team and children receive training on fire procedures.
- Follow day-to-day procedures to reduce the risk of fire.
- Follow the advice of the fire brigade on any matters arising from their visit.
- Fire drill every 3- 6 months or when new children enter the setting
- The fire alarm and carbon monoxide alarm will be tested each week and results recorded
- Fire exits clearly identifiable
- Fire doors are never obstructed
- Fires/heaters/electric points/wires and leads are adequately guarded.
- Fire blankets and extinguishers are checked regularly and we know how to use them.
- Perform a formal risk management assessment at least once a year, and will monitor risks each day.
- Have a fire evacuation plan and practise it with the children
- Keep registers of children, team and visitors to the Setting for each session.
- Follow Fire Precautions at Work Regulations 1997

### **The evacuation procedure to follow is:**

- Call fire brigade on 999 and give appropriate details.
- Use the nearest available exit (front door).
- Convene at assembly point: **Pontefract Road (on the green)** The evacuation will start immediately and people should not try to collect bags and other personal possessions.
- If possible, CP will check that the building and garden has been completely evacuated before proceeding to the assembly point.
- If it is safe to do so, CP will collect emergency contact details, children's and team register, first aid kit and take them to the assembly point
- At the assembly point, the registers will be called and checked for any unaccounted adults or children, and fire brigade will be told of any missing people.
- Should **Pontefract Road (on the green)** not be deemed a safe assembly point the team and children will proceed to **the green on Deltering Road** where they will wait for the all clear.
- Nobody will be permitted to return to the building until the fire brigade gives the all clear.
- For emergency drills, the above procedure will be followed except that CP will give the all clear.

### Front door obstructed

The fire brigade instructed, if the front door is obstructed, go to a safe room away from the fire, close and seal bottom of door with a wet towel, open windows, and wait for the fire brigade.



### **Critical Incident Policy**

In the event of a critical incident i.e. closure of the premises due to adverse weather conditions, heating failure, power cut, flood or closure of nearby road or severe traffic jam the following procedure will be followed;

- The safety and well being of the children will be of paramount importance.



- In the event that we need to evacuate the building current emergency evacuation procedures will be activated (as above).
- After the emergency services have been contacted all efforts will then be made to contact parents/carers or emergency contact numbers.
- No child would ever be left unattended.
- If we needs to close, all efforts will be made to inform parents before opening times. We will attempt to text or ring parents, we will put notices on the website and exterior doors if possible.
- It is impossible for us to plan for every emergency which may arise; however, every effort will be made for the safety and convenience.
- In the event of a critical incident Ofsted and any other relevant agencies will be contacted.

### **Severe Weather Warning Policy**



#### **In the event of a Severe Weather Warning/Flood/Snow Alert**

1. Front door must not be opened. Nobody is to enter or leave the Setting, including the parents.
2. Place issued sand bags at bottom of the slope and by the gates and also by the front doors.
3. Close all windows and doors.
4. Turn off the electric.
5. Plug in non digital phones or use a mobile.
6. Telephone 999 or 112
7. Tell the operator which emergency service you require.
8. Tell the emergency service
  - a. What the trouble is
  - b. Where the trouble is
  - c. Where you are
  - d. The telephone number you are calling from
9. Gather the evacuation 'grab' bag
10. Call the parents
11. Inform the parents of the situation and remain calm!
12. Inform the parents that once we have been advised on what to do in the situation we will pass on this info on to the parents.
13. In the event of severe snow falling during the day or overnight CP will assess the situation and inform parents and team not to attend due to slippery and icy conditions. If the weather is bad please check the website or our Facebook page to see if we are open.
14. We advise that you pay particular attention whilst walking down the stair and path to the setting in adverse weather conditions.

### **Bomb Explosion or Gas Leak (outside)**

#### **On hearing the warning:**



1. Front door must NOT be opened. Nobody is to enter or leave the building, including parents.
2. Seal any vents (washing machine, vents in the kitchen, windows and the bathroom)
3. In the event of a gas leak tape across windows in case there is an explosion.
4. All windows and doors must be closed including internal doors in the event of a fire.
5. Turn off the electric

#### **If the gas leak is indoors**

- a. Do not Operate any electrical switches (on or off)
- b. Do not smoke or use a naked flame
- c. Open doors and/or windows to ventilate the area
- d. Check your gas appliances and turn them off
- e. Turn the gas supply off at the main meter/or Emergency Control Valve
- f. Follow evacuation procedure
- g. Telephone the National Grid Emergency Service on 0800 111 999
- h. Inform Corona Energy of the circumstances on 08442 64 64 64

#### ***Follow steps 5-12 on the severe weather warning policy***

1. Parents are not to collect children and will be kept informed
2. Keep all children calm.
3. Follow advice from the emergency services.
4. Find refuge at **Pontefract road.**





### **Terror alert**

We will do everything within our powers to protect, comfort and support your child in the event of a major incident, National Emergency or Terrorist Attack.

If we are involved or caught up in the incident we will comply fully with the instructions from the emergency services and constantly reassure the children in our care.

If you are caught up in an incident we will continue to look after your child until you are able to return or a person nominated is able to collect them. This can include overnight care if necessary. It may therefore be good practice to provide us with additional supplies of nappies and spare nightclothes during times of high alert.

We understand that during major incidents the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will attempt to contact you on a regular basis and ask that you try to do the same. We will keep up to date on the situation using any media source available i.e. radio, television, Internet etc. We will Endeavour to protect your child from information or images that may alarm or distress them. If you wish we can have a pre-planned excuse that we can use to explain your delay in arriving.

- Children may be asking questions if they have heard the news – we will listen to their concerns and think about how to support them to ask questions and how to answer them
- Avoid sensationalised language and emphasise that there is much more good news than bad news. Stress that they are safe and events like this one are very rare
- Let their parents know what they have been saying and how you responded
- If you are badly affected then consider external support for children and staff such as counselling.

### **The Prevent duty**

From 1 July 2015 all childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, to have “due regard to the need to prevent people from being drawn into terrorism”.

CP is responsible for:

- Identify children who may be vulnerable to radicalisation, and know what to do when they are identified.
- Promote fundamental British values and enabling children to challenge extremist views
- Assess the risk of children being drawn into terrorism, arranged marriages and Female genital mutilation (FGM)
- Understand when it is appropriate to make a referral to the Channel programme (Channel focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism).
- Liaise with Local Safeguarding Partnership (LSP) are responsible for co-ordinating what is done by local agencies
- Keep children safe online

### **Promoting British values**

The team will focus on:

- Democracy: making decisions together (*Self confidence and self awareness*)
- Rule of law: understanding rules matter as cited in Personal Social and Emotional development (*Managing feelings and behaviour*)
- Individual liberty: freedom for all (*Self confidence and self awareness & People and communities*)
- Mutual respect and tolerance: treat others as you want to be treated and respect other opinion and beliefs (*Managing feelings and behaviour , Making relationships & People and communities*)

The prevent duty 2015- <https://www.gov.uk/government/publications/prevent-duty-guidance>

The prevent duty for schools and childcare providers 2015-

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)



## Healthy and Safer eating including Nutrition guidance

Meal time is used to aid children understands the importance of healthy food choices, which is something we are passionate about. Habits learned in childhood are often difficult to change, so it's best to develop a love for wholesome, healthy foods right from the start. A healthy diet may help to prevent certain chronic (long-term) diseases in later years such as heart disease, stroke and diabetes. It may also help to reduce the risk of developing some cancers and help keep a healthy weight.

- Children will be monitored by an adult at all times whilst eating
- Diet predominantly consists of fish, vegetables and wholemeal products.
- Food and drinks menu can be viewed on <http://www.littlelites.co.uk/Pages/16>
- Meals are offered to children using the setting for the day/ session (times are detailed on the daily routine plan).
- We allow food to be brought from home for medical circumstances or selective eaters.
- We will be good role models for healthy eating.
- No nuts will be used in any of the recipes for meals produced on site however we cannot guarantee an environment free from any food product including nuts due to manufacturers' disclaimers on most products. If you are supply food for your child, please abstain from using nuts or products from the allergen list.
- Fruits include cut grapes, banana, apple, pear and strawberries

### Allergies/Food Preferences/Special Diets

- Food we provide may contain any of the 14 allergens <https://www.food.gov.uk/sites/default/files/top-allergy-types.pdf>.
- We will record necessary information from parents/carers regarding any special dietary requirements, preferences or food allergies and intolerances in advance of the child being admitted to the Setting.
- A care plan will be completed and will be reviewed during attendance at the Setting.
- We recommend parents provide meals and snacks for children with severe allergies.
- A list of ingredients can be found on <http://www.littlelites.co.uk/Pages/16>

### Nutrition

- We provide healthy, balanced and nutritious meals, snacks and drinks to provide a healthy balanced choice across the weekly menu.
- Foods from the four main food groups will be offered every day (starchy carbohydrates, fruit and vegetables, milk and dairy foods and proteins).
- No salt will be added to foods and foods high in salt will be used as little as possible. If these products are used (e.g. gravy granules, stock cubes, etc) they will be the lowest salt variety available.
- Foods containing added sugar will be confined to meal times to reduce the risk of dental decay

### Food Groups

#### Starchy Carbohydrates

#### Fruit and Vegetables

#### Dairy Foods

#### Meat, Fish, Egg and pulses

#### Breads, cereals, pasta, rice, potatoes

fresh, frozen, tinned (fruit in juice, vegetables in water with no added salt or sugar), dried and juiced fruit and **vegetables** (dried and juiced fruit will only be consumed as part of a meal)

#### Milk, cheese and yogurts

Meats, **fish, eggs, pulses** and nuts these are required for growth and repair (whole nuts will not be served due to risk of choking; It is company policy not to include nuts in any of our recipes for food produced in the Setting).

#### Energy

Vitamins and minerals

#### Calcium

Protein



### **Meal Times**

- We pro-actively involve children at meal times to create a social occasion which provides opportunities to promote children's social and educational development as well as encourage good eating habits and table manners.
- Fussy eaters will be encouraged (but not forced) to eat. Praise will be given when the child eats, food will be removed without judgement if the child refuses food.
- If a child refuses the main course a portion of dessert will not be offered (unless parents states otherwise).
- Children will be given the appropriate utensils and crockery according to the meal served. Where it is part of a child's culture, or developmentally appropriate, to eat with their fingers or chopsticks, this will be encouraged and supported.
- Older children are encouraged to serve themselves independently with assistance where required to pour their own drinks, lay/ clear away the tables etc.
- A PFA team member will be present at all times when children are eating. Children will not be left unattended.

### **Drinks**

- Children will have access to drinking water at all times.
- Children over the age of 12 months will be given whole cow's milk.
- Please do not bring juice to the setting, we operate a no juice policy

### **Babies**

- We follow the NHS guidelines on weaning  
<https://www.nhs.uk/Conditions/pregnancy-and-baby/Pages/solid-foods-weaning.aspx>
- Pureed food will only consist of blended fresh fruits and vegetables
- 8 Months plus, we will included foods from the 4 food groups (also on consultation with parents)

### **Celebrations and Rewards**

- We do not offer children rewards for eating their food, e.g. bribes with confectionery or other foods etc.
- We try to be to use innovative ways to celebrate birthdays and festivals, e.g. without the use of foods high in added sugar and salt.
- Similarly we ask parents/carers not to bring 'party bags' or confectionery into the Setting. Parents who wish to bring a birthday cake to be shared between all the children attending on that day, we ask parent to individually wrap cake up in file and we will be distributed to the parents to give to their child.
- Parents/carers will be consulted over appropriate ways to celebrate ethnic/cultural and religious occasions.

### **Treats**

At times we will take the children on outings to the beach, restaurants; museums etc during our outing me may treat the children to fast foods and confectionaries. We do not offer these foods to children under 2. If you prefer, you can supply a packed lunch.

### **Pack lunches**

If you are providing pack lunches: Please provide a healthy Sandwich, fruits, yogurt and water. We will return juices, crisp, biscuits, chocolate etc (We will not cook any food provided from home).

Food agency- <http://food.gov.uk/>

Keeping children active <https://www.gov.uk/government/publications/uk-physical-activity-guidelines>



## Hygiene

We promote a healthy lifestyle, independence and a high standard of hygiene in our day-to-day work with children and adults. To prevent the spread of infection, we will follow good practices guidelines detailed below.

### Personal Hygiene

- Hands are washed after using the toilet, handling raw food, changing nappies, coughing, sneezing or wiping noses, before and after eating.
- A box of tissues is available and children are encouraged to blow and wipe their noses when necessary and that soiled tissues are disposed of hygienically
- Children are encouraged to shield their mouths when coughing
- Encourage children to wash hands after play, handling money or toilet use
- Team have a small bottle of anti bacterial liquid to use on their own hands once they have wiped children's noses etc.
- Hygiene rules relating to bodily fluids are followed with particular care and all team and volunteers are aware of how infections, including HIV infection, can be transmitted.

### Cleaning and clearing

- Any spills of blood, vomit or excrement are wiped up and disposed of down the toilet or placed in the bin. Use protective clothing (Latex disposable gloves) are used when cleaning up spills of bodily fluids and changing nappies.
- Floors and other affected surfaces are disinfected according to the manufacturer's instructions. Fabrics and equipment contaminated with bodily fluids are thoroughly washed in hot water.
- All surfaces are cleaned daily with a disinfectant cleaner
- Colour coded cleaning cloth to signify area of use
- Toilets are cleaned with disinfectant at least 3 times per day and potty cleaned after use.

### Food

The Setting will observe current legislation (Food Handling Regulations 1995), registration and training.

CP holds a level 2 certificate in Food Hygiene and we are regularly inspected.

- Any person preparing the food or drinks in the kitchen must wear appropriate clothing to avoid food contamination and must tie hair back when preparing food or wear hair net.
- Always wash hands under running water and with soap before handling food and after using the toilet.
- Clean floors and work surfaces as they can become slippery which could result in an accident
- Do not prepare food if suffering from any infectious/contagious illness or skin trouble.
- Never smoke anywhere in or around the premises.
- Never cough or sneeze over food.
- Wash fresh fruits and vegetables thoroughly before use and store food at correct temperature
- Use separate chopping boards for the preparation of foods.
- Tea towels will be kept scrupulously clean and washed.
- All utensils will be kept clean and stored in a dust free place, e.g. closed cupboard or drawer.
- Cracked or chipped china will not be used.
- Disposing of waste hygienically

### Garden

- Ensure No animal faeces, excessive leaves or broken glass is in the garden
- Ensure No touching fungus. Remove any if we know it to be poisonous.
- Children should not pick flowers, vegetables/fruit etc. Indiscriminately.
- The equipment will be checked for hazards/ and cleaned before use.



## Health and safety

It is CP responsibility to ensure the premises, including outdoor spaces, are fit for purpose. Spaces, furniture, equipment and toys are safe for the children to use. The premises are secure with new security doors and lockable double glazing windows. We keep the premises and equipment clean and tidy at all times, and comply with the Health and Safety Act 1974, Management of Health and Safety at Work Regulations 1999 (Including hygiene requirements) and carry out detailed risk assessments for the premises.

### Safe Environment

- Surfaces (wooden, plastic, metals, fabrics) are checked for splinters, insect holes, sharp edges, cracks, holes as well as the components. Equipments are checked for loose or pointed screws and nails. Cords/ strings are checked to ensure they are at least 1.5mm thick with no knots or loop and less than 10inches long. There are no trailing cords from curtains or blinds.
- Stair gates fitted on kitchen entrance and top of stairs are sited correctly and secure
- Matches and sharp objects (knives, razor blades) are out of sight and reach of children
- Flexes and electrical cords are out of reach of children and all electrical sockets protected by safety plugs
- Laminate floor can be slippery, advised to wear indoor shoes. Rugs are secure with gripping device
- Corners guarders with corner guard
- Locks on cupboard (in hallways and toy cupboard) and doors
- Electrical equipment (flexes) are checked for signs of damage and replace as required
- The staircase is of a safe design, it has a gap but children cannot squeeze through
- Children are encouraged to walk inside the premises
- The layout and space ratios allow children and adults to move freely between activities.

### Safe Equipment

- Play equipment and toys are checked regularly for sharp edges, pieces working loose, etc., and repair properly or thrown away if damaged.
- Equipment offered to children is developmentally appropriate; materials suitable for an older child may pose a risk to younger/less mature children.
- New toys or equipment are checked for recognised safety markings, such as the British Standards Institute's Kite mark, The CE Mark or The Lion Mark.
- Toys are kept in a locked cupboard to ensure very young children cannot get hold of toys with tiny pieces that might present a choking hazard.
- Toys and equipment are cleaned with anti bacterial wipes regularly to maintain a high standard of hygiene.
- (Toys with) Springs are covered to ensure children cannot trap or nip fingers
- Dangerous equipment (including glue, scissors, knives, cleaning products, plastic bags) will be kept in a secure cupboard
- Fit harnesses to prams, buggies and highchairs are checked to ensure they are not damaged
- Pram/buggy brakes are checked regularly
- Safety harnesses are used to secure younger children at the table
- The toilet seat is suitable for young children; there is a potty for children potty training and a step.



### Safe Practice

- Restrict access to kitchen except under close supervision.
- Always fasten children into harnesses in prams, buggies, highchairs and supermarket trolleys
- Keep floors clear of obstructions and encourage children to clear away toys that might be a hazard



- No child should be left unsupervised (including activities such as cooking, energetic play, outdoor garden play or in a car or in a buggy outside a shop)
- On outings, a risk assessment is conducted on how to keep the children safe. Hi- visibility vest, Wrist straps and buggies will be used. Do not touch animals as they can be unpredictable. Keeps safe from brambles, car mirrors etc.
- Transporting children by car- children must be protected by BSI approved car seats or restraints.
- Under no circumstances may a member of team take a child from the Setting unless written consent is obtained from the parent. All parents are required to fill in an outings permission form for their child
- A register for both adults and children is completed on arrival, so that a complete record of all those present is available in any emergency.
- Adult-to-child ratios will be maintained according to Ofsted. At times, we may go over our ratio
- Children will leave the group only with authorised adults. The carer will inform the manager of the reason for leaving the group (i.e. toilet).
- The premise is checked before locking up at the end of the day/session.
- Hot drinks, outdoor shoes and mobile phones are not permitted in the setting

### **Medical and hazardous substances**

- Only named and labelled medicines will be given.
- All opened medication will be kept for 6 months in the fridge. Medication opened at the parent's home will have a use by label placed on the front.
- Sun awareness- parents are asked to supply sun cream. On very hot sunny days outdoor play will be restricted between 12am and 3.00pm, when the sun is not at its hottest.
- All hazardous substances and cleaning materials are checked in line with COSHH and stored out of reach of children (including medicines).
- All Team members receive the following training; Health and Safety At Work Act 1974 (HASAW), Control of substances hazardous to health (COSHH), Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR) and Electricity at work regulation 1997.

### **First Aid**

- Equipped and correctly stocked first aid box is available at all times
- First aid is to be administered by first aid trained staff only.
- Gloves will be worn when dealing with blood or any other bodily fluid and then disposed of into nappy bags and then into the nappy bins.
- Check notes for children with allergies to adhesive dressings; plasters are not issued
- The wound will be cleaned with sterile cloths (or a cold compress applied). No ointments applied.
- If the child is well enough to stay in Setting, they will be monitored throughout the session for any adverse reactions.
- The accident form is completed. Parents must sign the accident form at the end of the session. All treatment, however minor, is recorded in child's daily diary and saved to our laptop.
- Team member accidents must be recorded in the employee accident book.

First Aid Equipment is stored in a waterproof container that is clearly marked and kept where it is quick and easy to access. **The first aid box is located in the kitchen, on top of food rack.**

### **First Aid Coordinators**

CP has completed a 12 hour paediatric first aid course (PFA). Certificate will be renewed every 3years





### **Kitchen Health and Safety**

- Only enter the kitchen area when necessary.
- Team members may use the fridge in the kitchen to store items and must clearly label them according to food hygiene principles.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Activities such as cooking close and constant supervision.
- Adhere to best practise when storing food

### **Food Safety Complaints Policy**

If two or more children fall ill after eating food that has been prepared on the premises, it will be reported to Ofsted with-in 14 day. We will complete an allegation form, depending on the severity; the child may need to seek medical attention or advice.

### **Manual Handling**

Safe manual handling throughout the working day will reduce the risk of back strain or injury. It is the Setting's responsibility to provide the team with information of safe manual handling practices allowing them to carry out daily routine without being at risk. We comply with the Manual Handling Operations Regulations 1992. It is the team's responsibility to follow procedures and expose any hazards present.

### **Safe Working Methods and Equipment**

Please refer to manufactures guidelines and instructions on the usage of equipment with-in the setting.

### **Garden equipment**

In the garden we have a range of large outdoor equipment. Whilst this provides lots of opportunities for developing new physical skills and enjoyment it also brings danger. Children need to learn about danger and risk taking. To reduce the risk of possible accidents:

- Garden is safe (from excessive leaves, animal faeces) – garden fences and gates secure
- Ride-on toys need to stay in designated areas. Bikes may be scooted should not be used as battering rams into others or buildings/walls.
- Wheeled toys are checked to ensure wheels do not come off. Clearance between wheel and chassis should be less than 5mm or greater than 12mm.
- Children will be encouraged to run outside in a safe environment
- Children are not permitted to climbing on fences or outside of steps
- We do not have any weapon toys or allow toys to be used as weapons.
- When climbing on climbing equipment no dressing up clothes or toys to be used unless for specific purposes e.g. fire fighters.
- Children will be taught the dangers of the equipment in a way that is suitable for their stage of development and understanding
- Children will be encouraged to take turns and share equipment
- The equipment will be checked for wear and tear/ damage regularly and withdrawn from use if faulty.
- Children will be encouraged to participate but will not be made to do any activity that they are uncomfortable with, for example the climbing frame.
- Outdoor space is securely fenced with locked gates
- Large equipment is erected with care and checked regularly

Royal Society for the Prevention of Accidents [www.rosipa.com](http://www.rosipa.com)  
Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)



## **Intimate care**

We are responsible for the intimate care of children will undertake their duties in a professional manner at all times following safeguarding and hygiene procedures. We carry out intimate care procedures and will ensure children's care plan is adhered to. We understand that all children need to be treated with respect at all times. No child should be attended to in a way that causes distress or pain. We will safeguard children by ensuring that only childminder and assistant with a current enhanced DBS check and the appropriate training will carry out intimate care procedures. We will do everything we can to ensure children privacy is maintained and respected.

## **Safe touch**

Touch will not be invasive, humiliating, nor should it cause physical or emotional discomfort. Physical contact will never be secretive, or for the gratification of the adult, or represent a misuse of authority.

We have agreed places for appropriate touch in order to comfort or congratulate a child: Back, arms, top of head, shoulders, hands and sideways hug. We may sometimes hug the children if they require comfort or hold hands and have babies sitting on our laps for safety reasons. Older children will be encouraged to sit next to adults not on their laps. We will treat the children how we expect to be treated.

## **Roles and responsibilities**

In times of distress, children may need to be kept safe using safe touch approach. CP will record these incidents and will be responsible for monitoring appropriate recording and a true application of the approach and will also deal with complaints.

## **Uniforms and Bag**

To prepare children for Pre- school, we recommend uniforms are worn as it shows everyone has the same rights. The children can develop a sense of group identity as well as creating a strong sense of identity. For an easy, smart look you can purchase a range of quality LittleLites clothing, durable enough to withstand playground antics. Uniforms are optional; please ask us for more details. We recommend you purchase a **LittleLites draw-string bag** for £5 and only bring in the items requested in your child's daily dairy as we have limited storage.

## **Appropriate clothing/ supporting independence**

Please ensure your child is wearing appropriate durable clothing to reflect energetic and messy play and the weather, as we go out each day. When it is raining, please bring a rain coat and wellies.

Please label all item of clothing. We are not responsible for clothes (jewellery, toys etc) damaged through play or lost.

## **Toileting/ Independence**

From 18months old we support children in transitioning to a Pre-school environment, this includes teaching children to put on/ take off shoes, coats, gloves, and clothing, do zips and buttons up and feed self with cutlery. Your child can become distressed when learning lots of new task at the same time. We recommend you provide plenty of opportunities at home for your child to get dressed/ undressed, putting on socks and pull-ups and taking off (at bed time). It will make the transition easier for them, if they are used to carrying out task at home. Please help us in supporting their independence by providing Velcro shoes, Crocs, large-zipped coats, loose clothing and giving them plenty of time at home to master the new tasks they learn in the setting.

We do not toilet train children, we will support once established. We suggested you toilet train your child when they are ready, the weather is warm and you are at home for 1-2 weeks. You will need to be consistent in your approach, leaving your child without a nappy on, placing your child on the toilet every 30minutes, leaving on the toilet for 5minutes if possible. Boys will be encouraged to sit on the toilet, until they can reach to stand.

Please only provide pull-ups for children toilet training, loose clothing for easy access and training pants until the child is dry for 1 month

Potty training- <https://www.nhs.uk/conditions/pregnancy-and-baby/potty-training-tips/>



## **Medication**

Children who are taking medication may attend provided they are not suffering from an infectious illness and/or not displaying any signs or symptoms of illness and if they are well enough to fully participate in the Setting activities; this is at the childminders discretion. Parents may consult our Sickness, exclusion and infectious disease policy for more details.

The Statutory Framework states that 'prescription medicines cannot be administered unless prescribed for a child by a doctor, dentist, nurse or pharmacist'. Medication prescribed will only be administered with prior written permission. We do not supply plasters.

### **Consent**

'Medicine must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable'. Verbal permission will not be accepted. Please complete the medical section in your child contacts book; indicating when you last issued medication, we will retain a copy on our laptop.

### **Instructions and storage**

- Medication must be in the original container in which it was dispensed, with legible instructions in English.
- All opened medication will be kept for 6 months in the fridge. Medication opened at the parent's home will have a use by label placed on the front.
- Medication must be within its expiry date; parents are responsible for the safe disposal of any expired medication.
- We will only administer the dosage and frequency indicated on the instructions/prescription label.
- Medication will be stored out of children's reach and strictly in accordance with the product instructions.
- Short term medication will be sent home with the child daily and cannot be left overnight. Long term medication can be kept in the Setting for as long as it is required.
- Child's details will be recorded on the container storing the child's medication
  - Child's name
  - Photo of the child
  - Date of prescription
  - Expiry date
  - Dosage
  - Any other relevant information

### **Records**

- Parents complete the medical section in their child's daily diary (giving permission and advising of last medication administered).
- We will complete CM section in daily diary and sign and keep a copy on file.
- Parents sign to acknowledge CM has administered medication
- Where medication is required to treat a long term medical condition, a care plan will be completed by the parent. Long term use of paracetamol, ibuprofen and aspirin will require a supporting letter from the GP confirming the health condition this is required for e.g. febrile convulsions.

### **Administering medication**

- If the administration of medication requires technical/medical knowledge e.g. insulin injections, suppositories etc, then individual training must be provided for team from a qualified health professional which is to be arranged by the parent prior to the child attending; training must be specific to the individual child concerned.



- Prescription medication can only be given to that particular child; we cannot administer to any other child, including a sibling, any medication that is prescribed for another named child.
- We cannot administer both paracetamol and ibuprofen at the same dosage time; these must be given at separate times according to the instructions.
- If a child refuses to take medicine, we will make every attempt to encourage them but cannot force them. In this instance the parent will be contacted immediately to inform them.

**The following chart details which medication we can administer and for how long**

Type of medication	Examples of reasons for administering	Examples of medication (This list is not exhaustive)	Where there is a health reason to do so we can administer:
<b>Short term non-prescribed</b>	Child requires short term treatment or pain relief which can be treated with over the counter medication.	Paracetamol Ibuprofen Eye drops Ear drops Cough syrup Cream/lotions Homeopathic	For 2 consecutive days
<b>Short term prescribed</b>	Child requires short term treatment or pain relief and has been prescribed a course of treatment by their GP which lasts for no more than 2 weeks.	Antibiotics Paracetamol Ibuprofen Aspirin Eye drops Ear drops Cough syrup Cream/lotions Homeopathic	As per the length of time stated on the instructions
<b>Long term non-prescribed</b>	Child has been diagnosed with a long term condition (which they suffer from regularly or constantly) which can be treated with over the counter medication.	Teething gel Teething powders Nappy rash cream Eczema cream Paracetamol* Ibuprofen* * a supporting letter is required from their GP	As and when required
<b>Long term prescribed</b>	Child has been diagnosed with a long term condition (which they suffer from regularly or constantly) and has been prescribed a course of treatment by their GP.	Epipen Insulin Inhaler Eczema cream Paracetamol* Ibuprofen* Aspirin* * a supporting letter is required from their GP	As and when required



## Missing child

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through following the Outings Procedure, Safeguarding children and Child protection and Health and safety Procedure ensuring the security of children is maintained at all times. In the unlikely event of a child going missing, our Missing Child Procedure is followed.

### Children going missing on the premises

- As soon as it is noticed that a child is missing, the assistant will notify the childminder
- We will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found, the parent is contacted and the missing child is reported to the police.
- We will talk to the relevant people where the child was last seen and records this.

### Children going missing on an outing

This procedure describes what to do when a team member has taken a small group on an outing,

- As soon as it is noticed that a child is missing, childminder on the outing will carry out a headcount to ensure that no other children are missing.
- Search the immediate vicinity but will not search beyond that
- Contacts the police and reports the child missing
- Contacts the parent, who makes their way to the setting or outing venue as agreed. The setting is normally advised as the best place, as by the time the parent has arrived the child may have been returned to the setting.
- Once police arrive, the remaining children are taken back to the Setting or an indoor venue (the venue's security who will handle the search and contact the police if the child is not found)

At all times during these procedures the team will be ensuring that someone is still looking for the lost child, whilst maintaining the care of the rest of the group.

#### After the event

- Debrief and ask questions – Why did it happen?
- Review procedures, risk assessments and compile risk assessments to ensure it never happens again.

#### *The investigation*

- Keep calm and do not let the other children become anxious or worried.
- CP write a report detailing the date and time of the report, what assistant and children were present, name of the designated person responsible for the missing child, when the child was last seen, what has taken place since the child went missing, the time estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all team members will cooperate fully. In this case the police will handle all aspects of the investigation including interviewing all staff. Children's social care may also be involved if it appears that there is a child protection issue to address.
- The incident is reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) arrangements. The local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, OFSTED is informed



- The insurance provider is informed.

#### *Managing people*

- CP will manage the incident and try to keep everyone as calm as possible.
- CP will ensure that employee under investigation are not only treated fairly but receive support while feeling vulnerable.
- When dealing with worried or anxious parents, no matter how understandable the parents' anger may be, aggression or threats against are not tolerated.
- The remaining team members caring for the children focusing on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the incident and final outcome, parents and childminder may need counselling and support. If a child is not found or is injured or worse, this will be a very difficult time.
- We will not discuss any missing child incident with the press without taking advice.

#### **Preventive systems in place to minimise the risk of children going missing:**

- Front door and safety gates locked, with a latch.
- Secure windows with locks
- Vigilant team
- Children counted at regular interval
- Children are always counted before going out to play and again when they are lining up to come back indoors.
- Register the child's arrival and departure.
- Always take extra care to be aware of their whereabouts and ensure new children know the boundaries of where they can and cannot go.
- Parents are advised of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature.
- Parents are made aware of the need of supervision of children at all times especially of their responsibility to ensure their child's arrival and departure is noted by a team member.
- We will always ensure no children are left outside.
- Children are educated on 'stranger danger' and other safety policies
- When on outings, children will wear a high- visibility vest with the settings contact number printed on the back.
- Try to select clean park with security gates that we can close once inside the park.





## Outings

The opportunity may arise to take the children off-site on an outing or visit. On such occasions, the level of care and safety provided in the setting must be followed off-site.

### **In the event of an outing**

- Prior to any outing a risk assessments will always take place and be recorded.
- Most venues will have their own risk assessments and can make these available
- The parents will be required to sign an agreement (or disagreement) regarding their child taking part in outings/walks in the local community.
- Our child/ childminder ratio on all outings is maintained, we may ask parents for assist. The adult will hold the children's hands whenever possible and pushchairs/ safety harnesses or wrist straps will be used along with Hi-visibility vest bearing the settings name and number.
- The children are educated on 'The green cross code' and 'Stranger danger'.
- First Aid supplies and children's medication will be taken and a Qualified First Aider will be present on the outing.
- We carry a register of names and contact telephone numbers in case of an emergency.
- In the unlikely event that a child should become lost, our Missing Child Procedure will be followed.
- We will keep a record of all outings in the outing book. This will record the date and time of outing, venue, method of transport, appropriate insurance policy cover, any risk assessments, the names of children going on the outing along with the names of staff caring for them.
- In the event of a childminder becoming incapacitated, we will carry an ICE (in-case of emergency) card with our name and emergency contact details of a registered childminder. This information will also be stored in the mobile under ICE and money wallet.

*The following should be taken to every outing*

- 1st Aid box (any important medication – Epi-pens)
- Bottles of drinking water
- Medical list of children taking part
- Contact list including parents and doctors numbers
- Mobile phone and charger
- Spare nappies and clothes

### **Trips Involving Transport**

Trips involving transport will always need extra parental consent. Parents will be provided with detailed information about the trip including a risk assessment and the details below will be acted upon if necessary. This will allow parents to make an informed decision as to whether they allow their child to attend.

*Planning*

- Ratio will be kept and children lists will be made prior to the outing to ensure the correct ratios are maintained.
- Childminder and assistant will be assigned specific children and be responsible for them at all times.
- Parents will be assigned their child
- Coaches with seat belts will be considered- Ideally 3 point seat belts. Parents will have details of the company.
- Vehicles in which children are being transported, and the driver of those vehicles, has adequately insurance.



- It is not required but we ask parents to sign a consent form allowing their child/children to attend the trip.
- A risk assessment will outline all the possible risk factors that have been considered and actions that have been put into place to minimise them.

#### *During the trip*

- Children with medical conditions will be assigned to a registered childminder
- Advice from parents will also be sought to ensure appropriate care is provided.
- Children with special needs will be assigned to a registered childminder.
- Adults are required to stay in minimum groups of two adults. Parents who are accompanying their own children are free to go off alone with their child. If they are supervising another child then they must stay with another adult.
- All supervising adults, including any parents, will be provided with a map (if necessary), meeting up times, meeting places, departure times, a list of emergency contact numbers, details of first aid points if necessary and a list of first aiders contact numbers.
- Registers will be taken
  1. In the Setting prior to leaving
  2. On the coach before leaving
  3. On meeting up
  4. On the transport before leaving
  5. On returning to the Setting

#### **Daily modes of transportation**

Our standard modes of transportation are local buses, which are free for the children and walking. We try to promote physical development, healthy living and an eco-friendly attitude by minimising the use of cars. We encourage children to walk from 18months. We advise they wear comfortable shoes and suitable clothing.

#### **Walking/ School bus**

The children are encouraged to walk (15/30 minutes each day) from 18months with restraints. Please provide conformable footwear that is easy to put on/ take off (with Velcro).

We operate a walking school bus to Burnt Ash Primary School and Little ashes nursery. During the times of 08:35- 09:00 and 15:00 -16:00 you may need to make prior arrangement for the care of your child as we cannot take them with us unless you have signed the permission form.

#### *During the walking bus*

- Identified route risk
- Road crossings kept to minimum and crossing points located at safe places.
- Familiar with the walking bus with the route.
- Fluorescent tabards worn by all
- Recommended ratios of adult: children not exceeded.
- Road Safety training provided by road safety Unit and accompanies during 1<sup>st</sup> official week.
- Volunteers issued with road safety guidance.
- Clear rules issued on behaviour

#### **Ratio**

Our ratio is 1:6, in some cases we may go over our ratio when caring for siblings or continuum of care (i.e. 1:4 EY).





## Physical intervention

Physical intervention can be used for the purpose of averting immediate danger or to manage a child's behaviour if absolutely necessary. A record will be kept if we have had to use physical intervention.

Childminder and assistant within the setting aim to help children take responsibility for their own behaviour.

1. Positive Role-modelling
2. Planning a range of interesting and challenging activities
3. Setting and enforcing appropriate boundaries and expectations
4. Providing Positive Feedback.

### 3 types of Physical Handling

#### *Positive Handling*

This is the positive use of touch that is a normal part of human interaction and is appropriate in the following circumstances:

- Giving guidance to children such as how to hold a paintbrush and climbing.
- Providing emotional support such as placing an arm around a distressed child.
- Age-related support e.g. younger children may expect a hug while sat on your lap, older children should be sat by your side while you place an arm around their shoulders.
- Physical care such as first aid or toileting.

#### *Physical Intervention*

This can include such things such as locked doors or highchairs, or stair gates. At LittleLites, there are not many physical interventions, however occasionally we use chairs to block areas etc.

#### *Restrictive Physical Intervention*

This is when a team member uses physical intervention to restrict a child's movement against his or her will. In most cases this would be using the adult's body as opposed to using mechanically or environmental methods.

### When and How to Use Physical Intervention:

- In conjunction with a positive behaviour framework
- Only to be used in extreme danger situations when immediate restrictive physical intervention is needed to restore safety for both the child and those around him/her.
- Other strategies should be used to support physical intervention such as saying "stop".
- **The paramountcy principle:** This states that the welfare of children is at all times paramount and overrides all other considerations.
- **Duty of Care** – when children are in danger of hurting themselves or causing significant damage to property, staff have a responsibility to intervene.
- **Reasonable minimal force** – staff should use as little restrictive force as necessary in order to maintain safety. Staff should use this for as short a period as possible.
- **Physical intervention** may also be used when a child's trying to leave the site and it is judged that the child would be at risk.
- If we have to restraint a child on the way to school, we will inform the school and fill in the relevant paperwork.

### Choosing Not to Use Physical Intervention:

It must also be recognized that there may be circumstances where physical intervention may be justified. We may choose not to use it if they feel physical intervention would make a situation worse.

- In these situations, employees should adopt a more suitable course of action such as an instruction to stop, seek help, or make the area safe – consistent with their duty of care.



## Unacceptable behaviour (employees and parents)

Use of the internet by employees at LittleLites is permitted and encouraged where such use supports the learning and education of the children, in line with the Early Years Foundation Stage.

However, LittleLites has a policy for the use of the internet whereby employees must ensure that they:

- Comply with current legislation <https://www.gov.uk/government/news/new-guidelines-to-help-industry-promote-internet-safety>
- Use the internet in an acceptable way and for business purposes only
- Use e-mail for business purposes only
- Do not create unnecessary business risks to the company by their misuse of the internet

In particular, the following is deemed unacceptable use or behaviour by employees:

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- Visiting websites that are not for business purposes
- Using the computer to perpetrate any form of fraud, or software, film or music piracy
- Using the internet to send offensive or harassing material to other users
- Downloading any software or files without the prior permission of the Manager
- Any software or any copyrighted materials belonging to third parties must not be downloaded unless this download is covered or permitted under a commercial agreement or other such licence (unauthorised copying is a criminal offence) downloading any software or files which are not for business purposes installing any software without the prior permission of the Manager or hacking into unauthorised areas undertaking deliberate activities that waste staff effort or networked resources introducing any form of malicious software into the corporate network
- Accessing personal e-mails
- Accessing any social networking sites or chat rooms
- Making personal online purchases
- Making business online purchases without the prior permission of the Manager
- Publishing defamatory and/or knowingly false material about the setting, your colleagues and/or our parents, children or any other associate of LittleLites on social networking sites, blogs (online journals), wikis, 'tweets' and any online publishing format.
- Employees are not permitted to befriend any parent/ carer on ANY social network sites (i.e. Facebook, Twitter, Instagram).
- Children using the laptop as part of understanding technology will not have access to adult contents on the internet. We will ensure this by (1) Having close supervision and (2) Using Kid safe and homework time protection provided by Post office broadband.

Parents and carers also need to have regard to the above statement. Also the confidentiality of all within the group is paramount and members of the setting must be mindful of this at all times taking care to ensure pictures or names are not made public knowledge without prior permission from those involved.



### **Recording devices (Mobile phones, Smart watches, glasses and Cameras and all other smart devices with imaging and sharing capabilities)**

In order for there to be clear understanding of how we use photos in the Setting we have developed the following procedure regarding photographs and images of children attending the provision. This procedure will support the policy 'Camera and recording device use'. We will always seek your written permission first.

- All parents will be made aware of the use of photos in the Setting when their child is admitted. We comply fully with each parent's consent & wishes regarding photographs.
- CP is responsible for the storage of the cameras, the printing of photos, advising team of the use of photos in the Setting.
- Images of the children will be up loaded from the memory card onto the computer in the office to be printed. Once printed the images will be deleted from the memory card.
- We ask for individual permissions for photographs for each different use including, use in the
  - ☐ Record the child's daily routine, development and learning journey
  - ☐ When taking photographs for children's learning journals other children may be present in the background or taking as part of group activities. These photographs may be used to document the other children's (using the setting) development, learning journey or sent to their parents (as well as yourself) or leaving gifts.
  - ☐ To share with the child's parents (i.e. 'Whats app', email or Cards). Images will not be shared on Facebook.
  - ☐ To use for the childminders coursework
  - ☐ Promotional literature including local news papers, posters to be distributed with-in the community.
  - ☐ The childminders website [www.littlelites.co.uk](http://www.littlelites.co.uk)
  - ☐ The childminders display board
- We are not permitted to take photographs or recordings of a child on our own devices and will only use those provided by the Setting.
- Parent(s)/Carer(s), employees, trainees, visitors are not permitted to use any recording devices or camera, including mobile phones or watches in the Setting and must keep all devices in bags.
- All visitors to the setting must hand in their phones and any recording devices or camera
- Older children using the setting will be required to hand in their phones until the end of the session.
- If I (CP) take photographs on phone to send to parents or to print, I will delete straight away and not store any on my phone.
- If our phone is lost, we (CP) will contact my network provider to ensure they block all access to the phone. I also have a secure password set up on my phone.
- During special events, e.g. Christmas or leaving parties, we may produce group photographs to distribute to parent(s)/Carer(s) on request. In this case individual permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.
- Cameras, mobile phones and tablets may be used by food safety inspectors during inspection. Officers visiting childminding settings have no contact with the children being cared for at the premises, they are never on their own with the children



## Rest and sleep

- Children will be toileted or nappies changed as appropriate before any rest or sleep.
- Shoes and any thick clothing to be removed, taking into account the temperature of the room.
- The older children are to be laid 'top to tail' a good distance apart from one another.
- The younger children and babies will sleep in the 'flat reclining' buggies or cot and checked every 30minutes.
- If the children require, they may be patted off to sleep if they find this a comfort.
- Children will be left for as long as needed to rest unless parents specify otherwise.
- To allow children to familiarise themselves with their surroundings they will be woken in a gentle and calm manner.
- Drinks will be offered to the children if they require them.
- If necessary children will be toileted or nappies changed upon waking.
- Parents will be kept informed of their child's sleep patterns at Setting.
- Our nap times are between 09:30-10:30 and 13:30-15:30
- The Setting will work in partnership with the parents to provide the children with consistent routines as used at home.

### Overnight stay

As we are offering overnight care we are required to meet additional criteria which are set out in the National Standards produced by DfES.

We will work closely with you, the parent, to ensure that your child's needs are met. We will need to discuss your child's normal bedtime routine, washing/ bathing, preferred comforters, eating and drinking requirements etc. We will also need to know if your child is likely to have any problems in the night, bedwetting, nightmares, sleepwalking etc and how you normally deal with it.

The children are grouped according to age and sleep on a sofa bed with motion sensor. Windows are double-glazed to ensure a high level of protection. The smoke alarms are tested and in proper working order and that all electrical equipment such as the TV are turned off at night. Night light and a monitor will also be placed in the sleeping area.

We will watch over the children until they fall asleep and check on them regularly recording any observations. On waking, the children are encouraged to wash and dress independently and then given breakfast.

Please feel free to bring in any bedding you wish to supply for rest time or overnight care.







## **Recording Accidents and incidents**

Young children are very vulnerable to accidents and injury and have not yet learned what is dangerous for them. The safety of your child is paramount and we will take every measure to protect your child from hurting themselves.

### **Dealing with accident**

Great care is taken at all times to prevent injury to children and team. However, accidents will happen and the way they are dealt with is extremely important.

- Comfort the child and reassure them
- Any accidents occurring to the face or head- parents must be notified immediately by phone
- Ensure that the first-aid equipment is kept clean, replenished as necessary. Sterile items will be kept sealed in their packages until needed.
- Assess the extent of their injuries and if necessary call for medical support/ambulance and follow advice given by medical service (until they arrive)
- Safety gloves must be worn when dealing with any cuts, saliva or other body fluids; and then disposed of in the appropriate manner
- The wound will be cleaned with sterile cloths (or a cold compress applied). No ointments or plasters will be applied
- Once the child is more settled we will contact you to inform you of the accident and if necessary to ask you to return to care for your child/ meet us at the hospital
- Team are aware of procedures for telephoning for an ambulance. Every effort must be made to contact the parents/carers.

### **Dealing with emergencies**

- Access to a telephone and mobile phone and coins for a telephone box
- A list of contact numbers for the children's parents.
- In case of a severe injury or allergy dial 999 for an ambulance.
- If an accident has happened that needs hospital attention we will contact the parents immediately and expect them to collect the child and take them to hospital/or if possible we will take the child to hospital and wait for the parents.
- Use a registered childminder to care for the children if we have to leave them.
- CP has access to the children's record forms so we could take them to the hospital or be ready to provide the contact and medical details to a medical profession.



### **Emergency Treatment**

Prior parental consent for emergency/medical treatment is asked for on the registration form.

- If a child hit their head or any part of their face, we will (1) Call NHS for advice (2) Take the child to hospital if required and (3) notify the parents.
- It is important that you keep us informed regarding your child's condition following an accident and if you have sought medical advice.

If an incident requires any medical treatment:

- Ofsted will be informed of any serious accident (required hospital treatment), illness or injury to, or death of, any child with-in 14 days. We will also make a report to the Health and Safety Executive.
- Insurance Company
- Contact the PACEY/ Bromley Early Years for additional advice/support
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) with-in 24 hours and file report with-in 10 days.



### **Recording accidents**

- Any accident, however minor is entered into the child's daily dairy, register and a copy filed on the laptop by the person(s) witnessing the accident. Parents must sign the accident form at the end of the session and are given a copy to take home. All treatment, however minor, is recorded and reported to parents.
- If the child has attended the setting with a pre-existing injury, we will;
  - Ascertain from the parent how the injury occurred
  - Complete an existing injury form which the parent must sign on collecting the child.

### **Accident Book (child's Daily diary)**

Our books are kept safely and are accessible to team who knows how to complete it. The book needs to be signed by the parent (or carer) on the day that the accident occurred.

In the book, an individual accident record is used for each child to ensure confidentiality; the following information is recorded:

- Time
- Date
- Child details
- Injury details
- Any witness details
- First aid treatment given
- Parents and manager to sign the form
- Any further action taken – this may be recorded at a later date

Regular safety monitoring will include checking of the accident and incident records, the summary sheet is completed after each accident/ incident form is completed and the Accident Book is reviewed every month to identify any potential or actual hazards.

### **Incident Book**

Any incidents occur; however minor, is entered into the child's daily dairy, register and a copy filed on the laptop by the person(s) witnessing the incident. Parents must sign the incident form at the end of the session and are given a copy to take home. We have ready access to telephone numbers for emergency services.

An Incident Book is kept for recording incidents, these include:

- Break in, burglary, theft of personal or setting property
- Intruder gaining unauthorised access to the premises
- Fire, flood, gas leak or electrical failure
- Attack on member of team or parent on the premises or nearby
- Any racist incident involving staff or family on the premises
- Death of a child or emergency treatment
- A terrorist attack or the threat of one

In the Incident Book, the date, time and nature of the event are recorded, what was affected and how it was dealt with. If it is reported to the police, we make a note of the crime reference number.



## **Risk assessment**

It is important to have a clear understanding of children's safety, and review risk assessments regularly to determine where it is helpful to have written risk assessments to inform the team of the practices, and to demonstrate how we are managing risks according to the Health & Safety Executive's Risk assessment. Risk assessments (*appendix 2*) identifies hazards (aspects of the environment that need to be checked on a regular basis), who might be harmed and how, we evaluate the risks (how the risk will be removed or minimised), record findings and implement procedures. The manager will review, assess and revise risk assessments.

### **Daily risk assessment**

- The indoor and outdoor areas are checked every morning before the children arrive to ensure that it is a safe environment for the children to play in.
- Toys are checked to ensure they do not pose and choking, strangulation, or other hazards

### **Outdoor Play**

- Children will have the opportunity to play outside in the fresh air daily, weather permitting. Risk assessments are carried out in adverse weather conditions to decide on the suitability of outside activities

### **Outings**

- Assess the risks or hazards which may arise for the children, and identify the steps to be taken to remove, minimise and manage those risks and hazards.
- Risk assess all environment that children are taken into, for example walking to school, going to the shops, library or childminding groups etc.

### **Risk Assessments are also completed for:**

- Fire Safety - annually
- Control of Substances Hazardous to Health (COSHH) - annually
- Outings (specific sites and general)
- Messy play (as and when)
- Garden and setting (daily)
- Walking, Car or public transport (as and when)

The risk assessments are carried out for children aged 6months to 8years old and are review each time a new child enters the setting.

The person responsible for Health and Safety is CP, who will conduct a risk assessment in line with OFSTED regulations. The completed Risk assessment forms will be kept in the health and safety file. General Operations risk assessments are conducted, when a new child starts, daily, weekly, monthly, 3- and 6-monthly or annually. Action taken following a review or incident will be recorded

#### **Current legislation and regulatory body:**

- Food Safety Act 1990 and the Food Safety Act (General Food Hygiene) Regulations 1995.
- The Public Health (Control of Diseases) Act 1984  
Management of Health and Safety at Work Regulations 1999
- Controlled Waste Regulations 1992 (includes Clinical Waste)  
Personal Protective Equipment (PPE) Regulations 1992



## Team qualifications and Safer recruitment

In line with Ofsted requirements the Setting will ensure all team members have the required qualifications and appropriate experience in child care. CP is responsible for the quality of Assistants hired and will follow the safer recruitment process. Each team member has been vetted, with references and identity checked in line with OFSTED requirements.

### Meet the Team

#### Manager

(Level 3 Children and Young People's Workforce Apprenticeship)

- OFSED Register
- DBS
- Paediatric First Aid (PFA)
- Level 3 SENCo
- Safeguarding certificate level 2
- FGM
- Prevent Duty

#### Assistants/ Key carer:

- Level 2/3 Children and Young People's Workforce Apprenticeship
- DBS
- Suitability checks
- Paediatric First Aid (PFA)
- Safeguarding certificate level 2 (renewed every 2 years)
- FGM
- Prevent Duty

#### Note:

- Assistants are regularly supervised to ensure training needs are identified and met
- Assistants are given suitable induction and training, which will include but not limited to SEND, Health and Safety, Child Protection, Safeguarding and reference to all other Setting policies and procedures
- Assistants are trained in paediatric first aid and hold current certificates if they are to be left unattended with the children.

### Continuous professional development (CPD)

Continuous weekly training and on-the-spot coaching is provided to all team members alongside monthly meeting to support career progression and developing a safeguarding culture. CPD is used to track employee progression, extend skills base, update previous knowledge and express concerns. Team members are given opportunity each week to complete training.

#### Suitable person

We are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). Providers must not allow people, whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for.

#### Childcare register

The *Childcare Act 2006* introduced two registers for those providing childcare, the Early Years Register and the Childcare Register. Her Majesty's Chief Inspector of Schools at the Office for Standards in Education, Children's Services and Skills (Ofsted) has the responsibility for maintaining these registers and regulating all those who are on them.

The **Childcare Register** is for people for whom registration is either:

**Compulsory** because they care for children aged from 1 September following the child's fifth birthday up to the age of eight and at least one individual child attends for a total of more than two hours in any one day; or for a period less than two hours where this includes care attached to a normal school day for schools to deliver extended services

**Voluntary** because they care for children for two or more hours in any one day, for whom compulsory registration is not required, or for a period less than two hours where this includes care attached to a normal school day.

### We are registered on both registers.

Inspecting safeguarding in early years, education and skills setting-

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/747625/Inspecting\\_safeguarding\\_guidance\\_111018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/747625/Inspecting_safeguarding_guidance_111018.pdf)

Disqualification under the children's act 2006- <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

Learning and development <http://www.bromleysafeguarding.org/>



## Safeguarding children and Child protection

We all have a responsibility to keep every child safe and to ensure they have life chances and enter adulthood successfully. The United Nations Convention on the Rights of the child (1989) outlines the rights to Survival, Development of full physical and mental potential, and Right to protection from influences that are harmful to development and the right to participation in family, cultural and social life. We are aware of our duties towards child protection under the *Children's Act 1989/2004/2006* and will work in accordance with the guidance and procedures of the Local Safeguarding Children Partnership (LSCP).

When concerns for a child's protection, welfare or safety arise, we will consider making a referral to children's Social Care in all instances. Our first responsibility is towards the child as laid down in *Working Together to Safeguard Children*, and the *Prevent Duty Guidance*.

**CP is Designated Safeguarding Lead (DSL)** responsibility for safeguarding and child protection in the setting and ensures the following (a designated lead will always be present)

- Keep up-date on safeguarding issues by having the latest version of the 'Safeguarding and Child protection' information from our local authority.
- Be aware of and follow local authority guidelines, HM Government '*What to do if you're worried a child is being abused*' document and the EYFS (section 3) safeguarding and promoting children's welfare procedure. Copies of these guidelines are available upon request.
- All team members to attend all training to update understanding of child protection and safeguarding provided by LA every 2 years
- Train all employees to understand safeguarding policy and procedures and ensure that all they have up to date knowledge of safeguarding issues as and when required.
- Have an understanding of the signs and indicators of abuse and will be able to identify concerns and understand procedures to protect and safeguard children.
- Aware of the policy and will know how to respond to a child who discloses
- Aware of any immediate/urgent action required to assist the child, e.g. emergency medical treatment.
- Responsible for reporting concerns regarding a colleague's behaviour.
- Adopt consistent safe work practices across a whole team that reflect a pro-active attitude towards avoiding allegations against team and promote high standards in childcare.
- All parents/carers will be made aware of the settings Safeguarding children and child protection policy upon registration.
- Ascertain parents' written permission before photographing, filming children.
- Help children to be confident and to learn how to keep themselves safe, to ensure each child is educated and encouraged to develop a positive self-image.
- Build trusting relationships with children and are aware of their reactions; you can usually tell if you are doing something a child doesn't like.

### Suitable people:

- Applicants must give details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006.
- Applicants will be informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Ensure applicants have professional references and Data and Barring Service checks (previously CRB).
- Applicants will be requested to supply two references which will be taken up and explanations will be sought where an applicant has held several jobs in a short period of time or has gaps in their



employment history.

- Appointment will be subject to a probationary period, usually three months, and will only be confirmed once we are completely satisfied that the applicant can be safely entrusted with children.
- Ensure children are collected only by known parents or carers, or another responsible adult, of whom we have been informed about.
- Any employee neglecting or failing to safeguard children through stringent supervision will be taken to disciplinary as this is an act of gross misconduct.
- The setting will meet its responsibilities under the Safeguarding Vulnerable Groups Act 2006.

#### **Prevent abuse by good practice:**

- The layout of the playroom will permit constant supervision of all children.
- Children will not be taken to the toilet by any adult who has not been checked by the appropriate authorities (DBS).
- Educate the children to understand and express their feelings and at the same time, build up their confidence to refuse inappropriate attention.

**4 Main types of abuse:** Other types of abuse include child sexual exploitation (CSE), forced marriages, Online grooming, peer on peer abuse, fabricated illness, FGM, breast ironing, Domestic Abuse (DA), Modern Slavery, radicalisation, racism, country lines, gender based violence, Witchcraft and Spirit possession. We will follow our safeguarding/ child protection procedure when confronted with any types of abuse (**PENS**). **Report: MASH, Police, OFSTED**

<b>Physical abuse</b>	Deliberately causing physical harm to a child. This might involve punching; kicking, biting, burning, scalding, shaking, throwing or beating with objects such as belts, whips, or sticks.	The explanation is not consistent with the injury. Flinching when approached or touched. Depression and anxiety. Aggression and violence. Trying to hide injuries. Distant and withdrawn. Not wanting parents contacted.
<b>Neglect</b>	Persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development.	<i>Failure to thrive.</i> Stealing or gorging of food, Extreme hunger, or lack of appetite. Inappropriate or inadequate clothing. Poor hygiene. Developmental delay.
<b>Sexual abuse</b>	Forcing or enticing a child or young person to take part in any sexual activities, whether or not the child is aware of what is happening.	Behaviour change. Fear of a specific person. Sexual behaviour/ knowledge. Drawing, play activity and language are explicitly sexual. Bed wetting/ nightmare.
<b>Emotional abuse</b>	Repeated verbal threats, criticism, ridicule, shouting, lack of love and affection causes a severe adverse effect on a child's emotional development.	Lack expression, <i>may appear 'frozen'</i> . Delayed in language development and play skills. Low self-esteem. Inability for enjoyment, play and praise.

**Female Genital Mutilation (FGM)** is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

#### **Respond appropriately to suspicions of abuse:**

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

#### ***If a child discloses (including Domestic violence, mental health issues or substance misuse):***

- Stay calm and reassuring
- Arrange a time and place to talk privately immediately after the child has initiated contact
- Explain that you cannot promise to keep what the child tells you a secret - you may have to contact a social worker or the police





- Don't make any other promises to the child - the situation may cause you to react emotionally
- Listen and reassure
- Do not press for details - this is likely to need further and possibly extensive investigation. It is better for the child if s/he does not have to repeat the details unnecessarily. This could also compromise a potential criminal investigation.
- Tell the child that s/he was right to tell - that s/he is not to blame for the incident. Let the child know that you understand how difficult it is to talk about such experiences. Thank the child.
- As soon as possible afterwards, record your conversation with the child. Remember the child's exact words. Record your own statements to the child.

### **Keeping of Records**

- When worrying changes in a child are observed by us, we will set up a separate and confidential file, which will include the child's name, address and age, also timed and dated observations which will objectively describe the child's behaviour/appearance without comment or interpretation. If possible and relevant, the child's exact spoken words should be noted. When recording injury to a child, we will try to record information in respect of each mark. Each record will be signed and dated.
- We will also keep a diary or daily record, as well as noting all the activities that happen during the day, record details of any behaviour that's different.
- Any such record will be kept in a separate lockable file and will only be accessible to the Setting Manager. Parents/ Carers are entitled to view any information held on their child by providing 14 days written notice.

### **Liaise with other bodies:**

- If unsure about making a referral, we will consult with our designated Child Protection Lead, MASH and Ofsted for guidance and support. If child is at risk, we call 999.
- We operate in accordance with local authority guidelines, sharing confidential records we have if we feel we have not been provided with an adequate explanation for changes in the child's condition by the parent.
- Keep in contact with the registering authority and keep names, addresses and telephone numbers of individual social workers to ensure that in an emergency, it is easy for the setting and Social Services to work well together.
- Records will also be kept for the local NSPCC contact or other appropriate bodies including Ofsted.

### **Supporting families:**

- We will do everything we can to build up trusting and supportive relationships with the families. Parents are made aware of the setting's policy on enrolling and are asked to read and sign the safeguarding and child protection policy.
- Seek to discuss concerns with the child, as appropriate to their age and understanding and with the parents and seek agreement to make a referral to Children's social care.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except in the case where the parent is the suspected abuser. In these cases MASH investigating officers will inform parents.
- Where there is suspicion of abuse at home, we will continue to welcome the child and their family while investigations take place.
- With the understanding that the care and safety of the child is of paramount importance, the setting will do all it can to support and work with the child's family.
- If a child has suffered significant harm (needing treatment) or may be at risk of suffering harm, we will contact Child Protection Referral and assessment team, MASH and the police.



### **Allegation of abuse made against a team member**

If we receive information to suggest an employee has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates s/he would pose a risk of harm if they work regularly or closely with children

We will report to the Local Authority Designated Officer (LADO), OFSTED and Police

We will not:

- Investigate the allegation
- Ask leading questions
- Promise confidentiality
- Discuss the allegation with the accused person even if you have to suspend them

We will ensure:

- If the child is injured the parents are advised and medical attention is sought
- The child and other relevant children are safeguarded from any potential risk of harm
- When the investigation is completed, the Setting will implement the disciplinary proceedings.
- If a member of team is dismissed or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.
- We will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises with-in 14 days

### **Lone working**

- Make a written statement (including, time, date, place of incident, who was present and what was said. Sign and date it.)
- Report (suspicious injuries or concerns) promptly to LADO, Ofsted and Police
- We will not speak to the said child or any witnesses

**Private fostering:** it is our duty to notify the MASH team if we become aware of private fostering.

### **Important numbers to contact numbers**

Bromley children project	0208 461 7259
<b>Children's Social Care Out of hours</b>	<b>0300 303 8671</b>
Child Protection Referral and assessment team	020 8461 7379 020 8461 7026 020 8461 7373
<b>Local Authority Designated Officer (LADO)</b>	<b>0208 461 7669 or 0208 313 4325</b> (allegation/ complaint against a team)
MASH: The Multi-Agency Safeguarding Hub (MASH)	0208 4617373 7379 7026 (concerns about a child)
OFSTED	0300 123 1231
Protection enquiries	<b>0208 461 7309/ 7373</b>
Police	112 or 999

Breast ironing <https://www.safeguardingschools.co.uk/breast-ironing/>

Child sexual exploitation <https://www.gov.uk/government/publications/tackling-child-sexual-exploitation--2>

[https://media.inzu.net/f0e9b37b8c44e338f64ae38c6d41e267/mysite/articles/609/Bromley\\_CSE\\_Protocol\\_July\\_2017\\_Final.pdf](https://media.inzu.net/f0e9b37b8c44e338f64ae38c6d41e267/mysite/articles/609/Bromley_CSE_Protocol_July_2017_Final.pdf)

Domestic abuse <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/domestic-abuse/>

FGM- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/469448/FGM-Mandatory-Reporting-procedural-info-FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/469448/FGM-Mandatory-Reporting-procedural-info-FINAL.pdf)

Forced marriages:- <https://www.gov.uk/guidance/forced-marriage>

Fabricated Illness:-

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/277314/Safeguarding\\_Children\\_in\\_whom\\_illness\\_is\\_fabricated\\_or\\_induced.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/277314/Safeguarding_Children_in_whom_illness_is_fabricated_or_induced.pdf)

LA Child protection/ Safeguarding- <http://www.bromleysafeguarding.org/documentdetails.asp>

Working Together to Safeguard Children 2018-

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/729914/Working\\_Together\\_to\\_Safeguard\\_Children-2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf)

What to do if you're worried a child is being abused 2015-

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)



## Sickness, Exclusion and Infectious disease

This policy sets out the exclusion periods from Setting for children who are ill, including if they are infectious. We take into consideration guidance from the Health Protection Agency 2010 with regards to exclusion periods for illnesses and infection control, as well as the needs of the children and team.

### **Absent**

If your child is off due to you having a day off of illness please notify us 1 hour before the session starts by email, telephone or text. If your child is sick, can you inform us (1) the nature of illness (2) the expected return date, sometimes this is not possible, so please keep us informed daily.

**If you child has had diarrhoea or sickness in the last 48 hours please do not bring them, but call and let us know.** If we do not hear from you, we will contact your emergency contact. If we cannot make contact, we will call the police to perform a welfare check.

**Corona Virus- please follow NHS guidelines and self isolate for 14days if anyone in your family are showing symptoms. Please inform us immediately as we work with vulnerable individuals.**

We follow the NHS guidelines on exclusion, please note this list is not exhaustive but contain the most common exclusions. For the extensive list, please view

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/789369/Exclusion\\_table.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789369/Exclusion_table.pdf)

<b>Illness/Infection</b>	<b>kidsunlimited Exclusion Period for children</b>
<b>Chicken Pox/Shingles</b>	5 days from onset of rash as long as spots are crusted over
<b>Cold Sores (Herpes simplex)</b>	None
<b>Conjunctivitis</b>	None (If there is an outbreak we will consider exclusion after consultation with the HPA)
<b>Diarrhoea and/or Vomiting including Rotavirus/Norovirus/Gastroenteritis</b>	48 hours from the last episode, if as a result of illness or infection. (Also, after 3 or more loose stools in a nursery session as a result of illness/infection, children are required to be sent home and may return 48 hours after the last episode)
<b>Flu (Influenza)</b>	Until recovered fully enough to participate in nursery activities
<b>German Measles (Rubella)*</b>	6 days from onset of rash
<b>Glandular Fever</b>	None, however must be well enough to participate in nursery activities
<b>Hand, Foot and Mouth Disease</b>	None however must be well enough to participate in nursery activities. (If there is an outbreak we will consider exclusion after consultation with the HPA)
<b>Head lice</b>	None
<b>Impetigo</b>	Until lesions are crusted or healed, or 48 hours after commencing antibiotic treatment
<b>Measles*</b>	4 days from onset of rash
<b>Meningitis*</b>	Until recovered (We will follow the instructions of the local Health Protection Unit)
<b>Mumps*</b>	5 days after onset of swollen glands
<b>Ringworm</b>	Until treatment has commenced
<b>Scabies</b>	Until treatment has commenced
<b>Scarlet Fever/Scarletina*</b>	24 hours after commencing antibiotics
<b>Slapped cheek/Fifth Disease/Parovirus</b>	None, however must be well enough to participate in nursery activities
<b>Threadworm</b>	None

\* = Notifiable diseases

Public Health Department **0207 654 8000**



For a visual guide to childhood illness

[http://www.nhs.uk/tools/documents/visual\\_guides\\_v2/vg.html?id=childhood\\_illness&touch=true](http://www.nhs.uk/tools/documents/visual_guides_v2/vg.html?id=childhood_illness&touch=true)

Parents should always seek advice from their GP or Accident & Emergency department regarding the specific symptoms of their child.

- NHS Direct telephone number: 111
- [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

### **Antibiotics**

We recommend parents administer the first doses of any *new* antibiotics and wait at least 24 hours before the child returns to the setting in-case of an allergic reaction.

### **Management of ill children**

Children who are unwell upon arrival may not be allowed in the setting. The manager will take into consideration;

- The demeanour of the child and if they are well enough to participate in activities.
- The Child/staff ratio as the child may need to be segregated from the group and need one on one attention.

If your child becomes ill whilst in our care, we will make them as comfortable as possible, isolate them from the other children if necessary and reassure them. We will contact you or the emergency contact immediately and continue to care for your child until you arrive.

### **Management of ill team member**

- We will inform you if we are unable to cover a session due to illness
- If we become ill during the day, we will contact you or your emergency contact to collect your child.
- If we cut or injure ourselves we will cover the wound until it has healed.

### **Managing Illness Outbreaks**

If there is an outbreak in the Setting, we will consult with the local Health Protection Unit for advice. We may decide to exclude children in order to control an outbreak even where this is not listed in our normal exclusion policy.

### **Infectious Illness reporting**

If a child has an illness we would request that the parents contact the Setting as soon as possible so we can communicate this to the team and parents, as well as Health Protection and Ofsted, if it is a notifiable disease. This is particularly important in case a child has come into contact with a pregnant team member or parent.

### **Conjunctivitis, Head lice, fleas and worms**








We do not exclude, however we recommend you treat your child 24hours before entering the setting out of courtesy for the other children. If the infection is severe, we ask you keep the child off until treated to minimise the spread.





## **Vacancies**

### **Childminders are required to have**

-  Level 2 or 3 in childcare (EYE)
-  A suitable level 2 qualification or GCSE in English and maths.
-  Understanding of EYFS and how to implement it
-  Child protection and Safeguarding level 2, renewed every 2 years
-  12 hour Paediatric first aid (PFA)
-  Enhanced DBS with list checks and updates
-  OFSTED EY2 form completed

### **Employment**

- Applicants are welcome from all backgrounds and posts are open to all
- The applicant who best meets the criteria is offered the post, subject to 2 references checks
- Applicant must pay for DBS check, Safeguarding course and Paediatric first aid.
- Applicant must complete all required training before start date
- We monitor our application process to ensure that it is fair and accessible.
- Breaches of the Setting's Equality and Diversity Policy will be regarded as misconduct and could lead to disciplinary proceedings. Commitment to implementing the group's Equality and Diversity Policy will form part of the job description for all workers.
- Successful applicants will work a 6 month probation period

### **Induction and Training**

All assistants will now act as the child's key carer and receive 5 days induction training to help them understand their roles and responsibilities, which is written clearly in their employee handbook. Failure to achieve the job role description will lead to dismissal.

- Induction training will include behaviour management strategies, safeguarding children and child protection policies, health and safety, equality, emergency and evacuation procedures etc
- Assistants are given ongoing on the spot coaching, effective supervision providing support and training and promote the interests of children.
- There is constant supervision and a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.
- Regular appraisals by CP are carried out to identify any training needs and safeguarding concerns.
- We review our practices to ensure that we are fully implementing our policy for promoting equality, valuing diversity and inclusion

### **Key carer system**

We operate a key carer system. Your child's key carer is responsible for:

- Child's emotional needs, to comfort and reassure, to care for the child.
- If necessary to liaise with the allocated member of team who is responsible for Child Protection.
- To liaise with the parents/carers and Special Education Needs Co-ordinators if there is any concern such as language, hearing or other areas.
- Ideally the key Carer should stay with the child throughout his/her time at Littlelites
- To observe the child's progress and with parent's/carers permission, keep records of their child's interests and development and to keep an up-to-date learning journal.



## **Video games and online safety**

The following gaming resources are available for children;

- XBOX 360 and Kinect
- Laptop

Games can be helpful in developing skills such as;

- Hand eye co-ordination
- Timing
- Turn taking
- Educational

However, time spent on these will be limited. Children are not permitted to play games that are of a violent or of a sexual nature. Your child can bring in games with a universal rating.

## **Television**

We limit the time children in our care are permitted to watch television.

The watching of television programmes, DVDs and videos is normally restricted to:

- A short session in the evening and morning (flexible care service) to provide the children with a quiet time to rest and before being collected.
- A short session after the school pick up to give the older children an opportunity to re charge their batteries and enjoy a healthy snack
- If a child is feeling a little off colour and needing more rest then it may be appropriate for them to watch more television that day in a separate room.
- Quiet time when the younger children are sleeping

We ensure that any programmes watched are suitable for all the children.

Your child can bring in films with a universal rating.

Recent research has shown that excessive watching of TV can actually cause problems for some children. It can affect their social and communication skills, as there is no interaction.

Television is very fast and children get used to this pace of entertainment, this can then result in them becoming bored and frustrated at the slower pace of school teaching.

## **Home work**

A quiet area is set aside in which older children can sit and complete home work. We do not offer a tutor service but will assist where possible in answering simple questions.

## **Online Safety**

The children do not have access to the internet in the setting.

Tips to keep children safe online <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

1. Have the conversation early and often
2. Explore online together
3. Know who your child is talking to online
4. Set rules and agree boundaries
5. Make sure that content is age-appropriate
6. Use parental controls to filter, restrict, monitor or report content
7. Check they know how to use privacy settings and reporting tools

We ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Schools should ensure that suitable filtering is in place.

[https://media.inzu.net/f0e9b37b8c44e338f64ae38c6d41e267/mysite/articles/609/SOCIAL\\_MEDIA\\_POLICY\\_1\\_Safeguarding\\_in\\_the\\_Context\\_of\\_Access\\_to\\_Technology\\_and\\_Use\\_of\\_JM.pdf](https://media.inzu.net/f0e9b37b8c44e338f64ae38c6d41e267/mysite/articles/609/SOCIAL_MEDIA_POLICY_1_Safeguarding_in_the_Context_of_Access_to_Technology_and_Use_of_JM.pdf)





## Working in partnership

Parents are the primary teachers of their children and carry most influence. A successful partnership between parents and key carers enables both to benefit and share the detailed knowledge of the child's experience, skills and abilities. With continual dialogue and sharing of information we endeavour to do the best for the children in our care.

*We are committed to building and maintaining trusting relationships with all involved by:*

- Gaining written information about a child's individual needs at the point of induction and ensuring any changes are recorded as appropriate, this can be completed via [littlites.co.uk](http://littlites.co.uk)
- Build on each child's interests and capabilities by carrying out and sharing observations.
- Encouraging parents/carers and other agencies to be involved in other areas such as social events, outings and activities.

*The following information will be shared with parents/carers:*

- How the EYFS is delivered in the setting and the type of activities and experiences provided
- How parents/carers can share their child's learning at home with the setting.
- How we support SEND

*We will*

- Respect parents as individuals, as well as your values, practices and preferences
- Recognise importance of parental contributions and are open to a variety of opinion
- Be professional at all times
- Provide a clear path for parents to gain information regarding policies and procedures, healthy eating, education, daily routines etc.
- Where ever possible we try to meet parent's request for the care of children according to values and practices, preferences and attitudes, customs and dietary requirements.
- Hold a Parents evening each year, prior to that, if you wish to arrange an appointment with the CP will be held at the most convenient time for both parties.
- Develop strong effective partnerships and build strong bond with parents/ families

## Information sharing

Ongoing assessment is an integral part in delivering a unique programme of education. It is essential that you share information regarding your child's development at home, likes/ dislikes, habits, capabilities, general health and safety with us. You can do this by discussing it with us, via our website, email or completing a daily journal or contacts book.

## Settling period

We have suggested a settling programme on our website, we are happy for you to stay less than the suggested time frame. Some children do take longer than others to settle and some settle quickly and then become distressed a few weeks into the placement. We will work with you to support your child through this transition period and make it as easy as possible. It is important that you and your child are relaxed and happy in our setting and with the care we provide.

Some parents find it helpful to call during the day to find out how their child is. We are happy to take your calls, but sometimes not able to talk for long, or even to answer the telephone if we are attending to a child's personal needs but please feel free to leave a message.

### **Day 1 30minutes**

We suggest that you stay with your child and spend half an hour together in the setting. This will normally be enough for your child's first day.

### **Day 2 60minutes**

You will be invited to leave your child for 60minutes in the Setting.

## Appendix 1:

## House RULES

We have written a few simple 'House Rules'. They are designed to help us all work and play together happily and safely. We work with the children to ensure that they understand the rules and why we have them. Mostly they are to ensure the safety of all those in the setting and to help the children learn to respect each other and others property. They are probably very similar to the 'rules' that you have in your own home.

**We treat the furniture with**

**RESPECT**

This is to prevent children from falling off settees and hurting themselves and also to learn to respect others property and to use things for what they were designed.



**We look after the toys and play with them correctly**

We learn not to throw toys as this could hurt someone and/or break the toy.

**We all remove our shoes in the hallway and put on our indoor shoes**

We don't want to tread mud (or worse) onto the carpets and flooring where the babies crawl and we sit to play



**We treat others how we would like to be treated**

We do not allow any hurting of each other either by physical or verbal means. We treat each other how we want to be treated.

**We share our toys and activities and help to tidy away when finished with them.**

We will not fall over toys and hurt ourselves if we keep the floor tidy by putting our toys away.



**At meal times:**

- We wash our hands before and after eating
- We wash our faces after eating
- We will sit and eat at the table and ask to be excused
- We will not talk with their mouth full
- We will always say please and thank you
- We will help to clear away the dishes



**Say "please" and "thank you."**



**We have good manners**

We learn good manners; we say 'please and thank you' and are nice to each other.

**Examples of Unwanted Behaviour.....**

**Inappropriate language**

Swearing  
Racist remarks  
Other offensive comments  
Negativity  
Answering Back  
Challenging Instructions



**Destructive behaviour**

Throwing objects/food  
Head banging  
Biting/pinching/kicking  
Temper Tantrums  
Running Across Road  
Interrupting Activities/ Conversations

**Comfort behaviour**

Sucking thumb  
Rocking  
Clinging  
Not Eating  
Playing with parts of body



## Appendix 2:

**GIVE ME 5**

1. eyes looking
2. ears listening
3. lips quiet
4. hands still
5. minds awake

**Risk asses JMENTS**



### Risk assessments: Playroom 1

KEY: **RED:** Risk high  
**AMBER:** Monitor Risk  
**GREEN:** Minimal risk

Date completed:

To be reviewed: annually (or if anything has changed)

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
Visitors	Employees Children Visitors	<ul style="list-style-type: none"> <li>All visitors must provide ID</li> <li>All visitors must sign in and out each time they enter the building</li> <li>Hand in Mobile phones to manager or leave downstairs</li> <li>Point out fire exit (front door)</li> <li>Ask if they have a valid DBS (as we may have to leave room)</li> <li>Remove shoes</li> </ul>	Ongoing	
Office	Children	<ul style="list-style-type: none"> <li>Children will be educated not to touch the office area</li> <li>All wires will be kept tidy and out of the way</li> <li>Paper removed from printer</li> <li>Shredder and printer unplugged and hidden</li> </ul>	Ongoing	
Door	Employees Children Visitors	Foam doors guard on door to stop children catching their fingers	Ongoing	
Radiators	Employees Children Visitors	<ul style="list-style-type: none"> <li>Radiator temperature to be controlled</li> <li>Employees check each day to ensure it will not burn</li> <li><b>Radiator corner guards (children keep pulling off)</b></li> </ul>	Ongoing	
Sockets/ wires/ plugs	Employees Children Visitors	<ul style="list-style-type: none"> <li>Plug socket safety cover placed over unused plug sockets</li> <li>Appliances to be switched off and unplugged when not in use</li> <li>Wire checked regularly and kept of children reach where possible</li> </ul>	Ongoing	
Corners (book - case, tables, skirting etc)	Children	<ul style="list-style-type: none"> <li>Book case: secured, not able to topple over</li> <li>Corner guards on dangerous corners (table, book case)</li> </ul>	Ongoing	
Window	Employees Children Visitors	<ul style="list-style-type: none"> <li>Child safety catch to prevent children from opening wide enough to climb out.</li> <li>Windows closed and locked with keys</li> <li>Encourage children not to climb on sofa to look out windows</li> <li>Encourage children not to pull on blinds as they may fall down</li> </ul>	Ongoing	

### Risk assessments: Playroom 2

Date completed:

To be reviewed: annually (or if anything has changed)

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
Window	Employees Children Visitors	<ul style="list-style-type: none"> <li>Child safety catch to prevent children from opening wide enough to climb out.</li> <li>Windows closed and locked with keys</li> <li>Encourage children not to climb on sofa to look out windows</li> <li><b>Encourage children not to pull on blinds as they may fall down</b></li> </ul>	Ongoing	
Door	Employees Children Visitors	<ul style="list-style-type: none"> <li>Foam doors guard on door to stop children catching their fingers</li> <li>Wardrobe door secure with safely latch</li> <li>Wardrobe door- Children like to slide open. Nothing dangerous that children can reach. Cannot secure wardrobe.</li> </ul>	Ongoing	
Radiators	Employees Children Visitors	<ul style="list-style-type: none"> <li>Radiator temperature to be controlled</li> <li>Employees check each day to ensure it will not burn</li> <li><b>Radiator corner guards (children keep pulling off)- sharp edges</b></li> <li>Children not to hang off/ play with radiator</li> </ul>	Ongoing	
Sockets/ wires/ plugs	Employees Children Visitors	<ul style="list-style-type: none"> <li>Plug socket safety cover placed over unused plug sockets</li> <li>Appliances to be switched off and unplugged when not in use</li> <li>Wire checked regularly and kept of children reach where possible - <b>Wire shield but babies tend to pull.</b></li> </ul>	Ongoing	
Bed, Play house and gate	Children	<ul style="list-style-type: none"> <li>1 person in each playroom where possible paying attention to all children.</li> <li>Only two children in playhouse and 2 in the garden at a time</li> <li>Older children not allowed in playhouse when babies are present. Similar aged children to play in the playhouse/ garden.</li> <li>No sharp corners / toys</li> <li>Ladder removed from bed</li> <li>Toys are baby appropriate (no loose /sharp objects etc)</li> </ul>	Ongoing	



Date completed:

### Risk assessments: Kitchen

To be reviewed: annually (or if anything has changed)

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
Cooker/ oven	Employees Children visitors	<ul style="list-style-type: none"> <li>•Keep gate closed at all times</li> <li>•Remove knobs on front of cooker when not in use</li> <li>•Use the back cooker rings. Turn saucepan handles away from the edge of the hob, and all sharp or hot objects away from the edge of worktops.</li> <li>•Oven gloves used when handling hot items</li> <li>•Children supervised at all times in the kitchen by Employees</li> <li>•Turn off cooker by mains when not in use</li> </ul>	Ongoing	
Knives/ utensils	Employees Children visitors	<ul style="list-style-type: none"> <li>•All knives, utensils will be kept in a locked draw</li> <li>•Appropriated cutlery for children i.e. plastic</li> <li>•Kitchen gate kept locked at all times</li> </ul>	Ongoing	
Food preparation and work surfaces	Employees Children visitors	<ul style="list-style-type: none"> <li>•Specific food preparation risk assessment to be completed and adhered to.</li> <li>•All work tops will be cleaned after use with recommended anti-bacterial wipes</li> <li>•Replace tea towels, apron and oven gloves regularly and sterilize dishcloths</li> <li>•Wipe over food preparation surfaces with a germ/bacteria killing solution daily</li> <li>•Wash surfaces, implements and utensils thoroughly after use in hot, soapy, clean water after being in contact with raw food (to prevent bacteria spreading to cooked food)</li> </ul>	Ongoing	
Fridge- storage of medicine	Employees Children visitors	<ul style="list-style-type: none"> <li>•All medicines to be stored according to manufactures instruction.</li> <li>•Medication to be stored for 6 months once opened</li> <li>•All medicines stored in child proof containers as prescribed</li> <li>•All medicines label clearly with child's name and picture</li> <li>•Child catch to be used on fridge door</li> </ul>	Ongoing	
Kettle, Toasters and other appliances	Employees Children visitors	<ul style="list-style-type: none"> <li>•All appliances to be switched off when not in use</li> <li>•Wires kept away from the surfaces</li> <li>•All appliances to be checked regularly for signs of wear and tear and replaced if required.</li> </ul>	Ongoing	
Hygiene- Hands	Employees Children visitors	<ul style="list-style-type: none"> <li>•Anti-bacterial hand wash will be used to wash hands before and after food preparation.</li> <li>•Hands will be washed before and after eating (hygiene policy)</li> </ul>	Ongoing	

### Risk assessments: Bathroom and Toilet

Date completed:

To be reviewed: annually (or if anything has changed)

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
COSHH: Cleaning products/ air-freshener	Children	<ul style="list-style-type: none"> <li>•Hazardous items to be kept out the reach of children</li> </ul>	Ongoing	
Toilets	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Cleaned regularly with disinfectant (at least 3 times a day)</li> <li>•Toilet roll replenish</li> <li>•Hand washing facilities with soap and anti bacterial hand gel</li> <li>•Potties will be cleaned and disinfected after every use</li> <li>•Toilet seat to be put down to stop children throwing toys / falling in etc</li> </ul>	Ongoing	
Bath/ sink	Children	<ul style="list-style-type: none"> <li>•To be kept empty when not in use</li> <li>•Bath plug kept out the reach of children</li> </ul>	Ongoing	
Edges / doors	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Foam doors guard on door to stop children catching their finger</li> <li>•Corner guards placed on dangerous corners</li> </ul>	Ongoing	
Hygiene	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Wash hands after using the toilet</li> <li>•Disinfect the toilet seat and handle, the door handle and taps regularly</li> <li>•Children have individual towels (name listed on door)</li> <li>•Automatic hand wash to minimise germs</li> <li>•Encourage children to take care of their hygiene needs (washing hands for 20 seconds) etc</li> </ul>	Ongoing	
Nappies and creams	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Kept in individual bag in sink with special instructions</li> <li>•Nappy mat to be cleaned with approved sprays (Sainsbury-5min)</li> <li>•Use minimum wipes (to reduce waste)</li> </ul>	Ongoing	



Date completed:

### Risk assessments: Doors, Halls and Cupboards

To be reviewed: annually (or if anything has changed)

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
Stairs	Children	<ul style="list-style-type: none"> <li>•Stair gates are fitted at the top of stairs and <b>kept closed all of the time. Children not to climb on gate.</b></li> <li>•Older children educated not to open unless advised to.</li> <li>•Toddlers to slid down on their bottom</li> </ul>	Ongoing	
Sockets and plugs	Employees Children visitors	<ul style="list-style-type: none"> <li>•Plug socket safety cover placed over unused plug sockets</li> <li>•Wire checked regularly and kept of children reach where possible</li> <li>•Wires taped down so children do not trip</li> <li>•All appliances to be switched off when not in use</li> </ul>	Ongoing	
Living room/ corridors/ cupboards	Children	<ul style="list-style-type: none"> <li>•Doors to have locks fitted at the top where possible and child proof catches in other cases</li> <li>•Both cupboard in hallway locked (safeguarding files/ contracts)</li> <li>•Electric box secure</li> </ul>	Ongoing	
Kitchen entrance	Children	Gate to be fitted across the entrance and kept closed	Ongoing	
Entering the premises	Employees Children visitors	<ul style="list-style-type: none"> <li>•Garden gate kept locked so children cannot run into the road</li> <li>•Stairs and path to be cleared of obstruction (weed, rubbish) and salted in the winter to prevent children from slipping.</li> <li>•Rubbished to be placed in correct bin</li> <li>•Clean any animal faeces, broken glass, rubbish</li> </ul>	Ongoing	
Floors and surfaces	Children	<ul style="list-style-type: none"> <li>•All carpets hovered once a day</li> <li>•All floor laminates and tiles will be swept and wiped down with recommended anti-bacterial</li> <li>•All worktops, surfaces, table tops will be wiped down daily with recommended anti-bacterial</li> <li>•Ensure floors are not slippery (keep door closed until floors are dry)</li> </ul>	Ongoing	

Date completed:

### Risk assessments: Garden

To be reviewed: annually (or if anything has changed)

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
Steps	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Children supervised at all times on steps (encourage to hold rail)</li> <li>•Hold toddlers hands walking up/downstairs</li> <li>•Left buggies together</li> <li>•In winter, ensure it is safe from ice (salt)</li> <li>•Weed and brambles free</li> <li>•Encourage not to play on steps</li> <li>•<b>Attach toddlers restraints to buggy until we can supervise properly</b></li> </ul>	Ongoing	
Garden	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Check garden for animal faeces/ rubbish and remove prior to children using the garden</li> <li>•Ensure path is cleared of weed, sting nettles etc</li> <li>•Ensure fox / cat is not in the garden</li> </ul>	Ongoing	
Play equipment	Children	<ul style="list-style-type: none"> <li>•Take out play equipment, ensure they are dry and clean</li> <li>•Children supervised when using play equipment</li> <li>•Encourage not to run too fast on concrete</li> <li>•Play equipment cleaned and checked regularly to ensure safety</li> <li>•Play equipment to be used by appropriate age group</li> </ul>	Ongoing	
Plants	Children	<ul style="list-style-type: none"> <li>•Check all plants against the plant book to ensure no poisonous plants are in the garden and bramble are pushed/ cut back</li> <li>•Fruit/ veg used from the garden must be wash and properly prepared before being served</li> </ul>	Ongoing	
Gardening equipment and tools	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Kept in a locked shed</li> <li>•Children to used age appropriate plastic gardening tools</li> <li>•Garden fences and gates are secure</li> </ul>		
Hygiene	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Wash hands after playing in the garden to prevent the spread of germs</li> </ul>	Ongoing	
Sun/ Heat	Children	<ul style="list-style-type: none"> <li>•Children must wear sunscreen and hats</li> <li>•Ensure there is always a shaded area for the children and water</li> <li>•The children will not use the garden at the hottest periods of the day (12:00-15:00)</li> </ul>	Ongoing	





## Risk assessments: Outings (Parks, childminding groups, library, walking bus)

Date completed:

To be reviewed: annually (or if anything has changed)

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
<b>Safety:</b> •Walking	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Risk assess area and route before outing, ensuring rest points if we are walking.</li> <li>•Take to areas that has enclosed spaces (gates, no animals allowed)</li> <li>•Always cross the road in a safe place and in a safe way, explaining to children according to their stage of development.</li> <li>•Keep road crossing to a minimum</li> <li>•Depending on age, use wrist straps, harness, buggy boards or buggies</li> <li>•Children to walk in two and holding hands, in front of adult</li> <li>•Children's hands to be held when crossing the road</li> <li>•Teach the children to stay close and not wander off</li> <li>•Take the register and do regular headcounts</li> <li>•Clear rules issued on behaviour and boundaries</li> <li>•Educated on 'stranger danger and Green cross code'</li> <li>•Recommended ratios of adult: children not exceeded. Two adults to supervise, where possible</li> <li>•Children to wear Hi-vis vest</li> <li>•Have 'Grab bag' ( emergency contacts, first aid kit, water, nappies, wipes, clothes, charger)               <ul style="list-style-type: none"> <li>•Have parents contact details (Outings list in wallet)</li> <li>•Have mobile phone and emergency card (ICE in wallet)</li> <li>•Parents permission (registrations forms)</li> </ul> </li> <li>•Pay full attention to children at all times- no phone or excessive talking</li> <li>•Dangerous people- "sorry I'm working, I can't talk"</li> <li>•Bus/ trains- Sit children down first before the bus moves off</li> <li>•Tell the bus driver they can go once all children are off</li> <li>•Escalators hold children's hands or find a lift</li> </ul>	Ongoing	
<b>Injury/ sickness</b> Minor injuries, cuts, bruises	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Ensure all children are close to you (not near the road)</li> <li>•First aid kit in bag to assist injuries</li> <li>•Call manager if you require assistance or ambulance if serious</li> <li>•Inform teachers of incident/ accident</li> <li>•Mobile phone and 'grab bag' to deal with injury</li> </ul>	Ongoing	
<b>Play groups</b>	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Check to ensure group facilitators have a valid DBS</li> <li>•Take note of fire exit and meeting points</li> <li>•Ensure children are not touched inappropriately by anyone</li> </ul>	Ongoing	

Date completed:

To be reviewed: annually (or if anything has changed)

## Risk assessments: Outing...continued

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
<b>Dogs and animals</b>	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Ensure dogs are on leash away from children</li> <li>•Do not pet any animals as they can be unpredictable</li> <li>•Ensure path is cleared and no obstacles present (brambles, poo, car mirrors)</li> </ul>	Ongoing	
<b>Road traffic accident</b> death or major injury to pedestrian	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Identified route at risk</li> <li>•Use different route to avoid upset</li> <li>•Do not discuss in ear reach of children</li> </ul>	Ongoing	
<b>Loss of child</b> Abduction / absconding	Children	<ul style="list-style-type: none"> <li>•Regular head counts</li> <li>•Minimum of 2 adults supervising, where possible</li> <li>•Recommended ratios of adult :children not exceeded.</li> <li>•Volunteers DBS checked</li> <li>•Walk in pairs wherever possible</li> <li>•Timetable and contact details circulated to parents</li> <li>•Register of children kept by 'driver' with parents contact details</li> <li>•Parents to notify school of collection time and name of person collecting child from school.</li> <li>•Follow missing person guidelines</li> </ul>	Ongoing	
<b>Hazard material</b>	Employees Children Visitors	<ul style="list-style-type: none"> <li>•Check for glass, needles, faeces etc if possible remove without putting yourself or children in danger</li> <li>•Report to council</li> <li>•Go to a different area if risk is high</li> <li>•Encourage the children to play nicely with others</li> </ul>	Ongoing	
<b>Plants</b>	Children Employees	<ul style="list-style-type: none"> <li>•Check all plants against the plant book to ensure no poisonous plants and sting nettles.</li> </ul>	Ongoing	
<b>Training</b>	Employees Children	<ul style="list-style-type: none"> <li>•Road Safety training provided by road safety Unit and accompanies bus during 1<sup>st</sup> official week.</li> <li>•Volunteers issued with road safety guidance.</li> </ul>		
<b>Play equipment (Parks)</b>	Children Employees	<ul style="list-style-type: none"> <li>•Children supervised when using play equipment</li> <li>•Play equipment cleaned and checked to ensure safety</li> <li>•Play equipment to be used by appropriate age group</li> <li>•Do not leave children unattended on equipment or in park</li> </ul>	Ongoing	





### Risk assessments: New/ covering team members

Date completed:

To be reviewed: annually (or if anything has changed)

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
2 hours unsupervised	Children	<ul style="list-style-type: none"> <li>•Written permission gained from parents</li> <li>•Ensure assistant has valid DBS, first-aid and Safeguarding certificate</li> <li>•Notify OFSTED and complete EY2 form and suitability letter received</li> <li>•Name added to insurance policy</li> </ul>	Ongoing	
Health and Safety at work •Accidents •COSHH •RIDDOR	Children Employees Parents	<ul style="list-style-type: none"> <li>•Location of first aid kit/ fire extinguisher/ alarm/ exits</li> <li>•First aid training / DBS/ Safeguarding</li> <li>•Induction/ work shadow</li> <li>•On going training completed in timely manner (training file)</li> <li>•CPD and time issued for training</li> </ul>	Ongoing	
Allegation against staff	Children employees	<ul style="list-style-type: none"> <li>•Notify of whistle blowing policy</li> <li>•P&amp;P and employee handbook issued by email on induction</li> <li>•Employee details , references and ID taken and stored in locked cupboard</li> <li>•Safeguarding policy inc. Lone working and allegations made against team member can be located in LittleLites P&amp;P file</li> </ul>	Ongoing	
Cameras and mobile phone	Children employees	<ul style="list-style-type: none"> <li>•Not permitted in the setting (kept downstairs)</li> <li>•Employees to leave phone in premises whilst working</li> <li>•Only camera issued by the setting can be used to document children's progress .</li> </ul>	Ongoing	
Increased ratio		<ul style="list-style-type: none"> <li>•The assistant present is used to increase ratio and school runs.</li> <li>•Correct Squared meter per child</li> <li>•Risk assess and gain parents permission. Work with-in EYFS</li> </ul>	Ongoing	

### Risk assessments: Equipment and Toys

Date completed:

To be reviewed: annually (or if anything has changed)

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
Damage to toys	Children	<ul style="list-style-type: none"> <li>•Toys and equipment checked regularly for damage</li> <li>•Damaged toys and equipment will be recorded</li> <li>•Dangerous toys and equipment will be disregarded</li> <li>•Children educated to take care of toys</li> <li>•Ensure it is not a choking/ strangulation hazard</li> <li>•No loose wires, clothing etc present</li> <li>•Toys are labelled 3+ age appropriate toys used</li> </ul>	Ongoing	
Damage to equipment	Children	<ul style="list-style-type: none"> <li>•As above</li> <li>•Equipment will be replaced when required</li> <li>•Appropriate equipment used and used correctly</li> </ul>	Ongoing	
Toys (age etc)	Children	<ul style="list-style-type: none"> <li>•Age appropriate toys and supervised play</li> <li>•Toys checked regularly and amendments made to make more appropriate</li> <li>•All toys will be kept clean each week and well maintained</li> <li>•Toys marked 3+ are not for under 3s</li> <li>•Toys bought in by children must be placed into their bags asap</li> </ul>	Ongoing	
Slip/ trip	Employees Children Visitors	<ul style="list-style-type: none"> <li>•No toys to be left in corridor or on stairs at any time</li> <li>•Walkways to be kept clear of toys</li> <li>•Toys to be tidied up after use (by children)</li> <li>•Wet floors to be avoided</li> </ul>	Ongoing	
Manual handling	Employees	<ul style="list-style-type: none"> <li>•When moving heavy objects (children) the manual handling techniques are followed. You are encouraged not to pick children up/ hug/ kiss. We follow safe touch policy.</li> </ul>	Ongoing	
Individual toys	Children	<ul style="list-style-type: none"> <li>•Toy inventory list all the toys currently used, complete with risk assessment for each</li> </ul>	Ongoing	



### Risk assessments: Fire

Date completed:

To be reviewed: annually (or if anything has changed)

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
Fire escape route	Employees Children visitors	<ul style="list-style-type: none"> <li>All corridors/ door to be kept clear of furniture and other items to keep escape routes clear.</li> <li>Exit sign present</li> <li>Evacuation plan to be documented and used during drill</li> <li>Date current on fire extinguisher / blankets / first aid box</li> </ul>	Ongoing	
Alarm	Employees Children Visitors	<ul style="list-style-type: none"> <li>Local fire brigade to carry out home safety check</li> <li>Fire alarm tested weekly and test recorded</li> <li>Employees are aware of fire alarm and equipment</li> </ul>	Ongoing	
Fire COSHH	Employees Children Visitors	<ul style="list-style-type: none"> <li>Fire drill carried out regularly with everyone participating</li> <li>Paper/waste kept to a minimum and placed in recycling bins</li> <li>Flammable liquids kept out of children reach</li> <li>Smoke detector checked weekly</li> <li>Teaching children how to prevent a fire and what to do if there is one</li> </ul>	Ongoing	
Candles/ Lighters	Children	<ul style="list-style-type: none"> <li>Kept out of children reach</li> <li>Candles only used for birthday cakes and supervised by Employees</li> </ul>	Ongoing	
Kitchen	Children	<ul style="list-style-type: none"> <li>Children supervised at all times in the kitchen by Employees</li> <li>All action on kitchen risk assessment to be adhered to</li> </ul>	Ongoing	
Fire fighting equipment	Children	<ul style="list-style-type: none"> <li>Fire blanket kept in kitchen at all times</li> <li>Relevant fire extinguisher kept close to front door, out of reach of children</li> <li>Extinguishers only to be used by Employees</li> <li>Children's evacuation is the first priority</li> </ul>	Ongoing	
Sockets	Employees Children Visitors	<ul style="list-style-type: none"> <li>Plug socket safety cover placed over unused plug sockets</li> <li>Wire checked regularly and kept of children reach where possible</li> <li>Wires taped down so children do not trip</li> <li>Appliances unplugged and mains switched off</li> <li>Not over loaded with appliances</li> </ul>	Ongoing	

### Risk assessments : Food safety and hygiene

Date completed:

To be reviewed: annually (or if anything has changed)

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
Raw fish	Employees Children Visitors	<ul style="list-style-type: none"> <li>Fish to be prepared and cooked without coming into contact with other foods</li> <li>Raw fish to be stored at the bottom of the freezer to prevent juices getting into other foods</li> </ul>	Ongoing	
Cross contamination	Employees Children Visitors	<ul style="list-style-type: none"> <li>Separate chopping boards used to prepare raw and ready to eat foods</li> <li>All equipment to be cleaned with antibacterial spray and clean cloth</li> <li>Hand washed after food preparation, handling raw meat, using toilet, changing nappies, coughing etc</li> </ul>	Ongoing	
Allergies	Children	<ul style="list-style-type: none"> <li>Any allergies must be recorded on the child's record form</li> <li>If a child has a serious allergy, it may be appropriate for the parents to send food from home, which must be stored in a sealed tub away from other foods.</li> </ul>	Ongoing	
Food poisoning	Employees Children Visitors	<ul style="list-style-type: none"> <li>All product best before date must be checked to ensure food is not out of date</li> <li>Food which has come into contact with floor/ bins must be thrown</li> <li>Reheat food to the boiling point all the way through, check and follow cooking instructions for frozen/ refrigerated foods</li> <li>Never use green potatoes, all beans and pulses to be cooked thoroughly</li> <li>Cover food before using fly sprays/ air fresheners etc</li> </ul>	Ongoing	
Temperature control	Employees Children Visitors	<ul style="list-style-type: none"> <li>Cooking food: Temperatures of 75°C or above are effective in destroying almost all types of bacteria.</li> <li>Re-heated food: must be raised to a temperature of 165°C and kept at 140°C until serving</li> <li>Cooling food- must fall to a temperature of 45°C (cool quickly and no longer than 6 hours)</li> </ul>	Ongoing	
Fridge/freezer	Children	<ul style="list-style-type: none"> <li>Check Freezer- regularly to ensure temperature of -18°C</li> <li>Fridge- food must be stored in correct order at a temperature of 1°C to 4°C</li> <li>Items in tins has to be transferred to a bowl before placing in fridge</li> </ul>	Ongoing	
Drinks	Children	<ul style="list-style-type: none"> <li>Alcohol will be kept out of children's view and reach</li> <li>Fresh drinking water available at all times and each child has their own labelled cup</li> </ul>	Ongoing	
COSHH	Employees Children Visitors	<ul style="list-style-type: none"> <li>Ensure no hazardous substance (corrosive, toxic, airborne) are present in the workplace that can effect health.</li> <li>All cleaning paraphernalia are kept locked in the kitchen or out of reach of children.</li> <li>Household products are clearly labelled</li> <li>Cleaning sprays are used away from children and instructions are followed.</li> <li>House hold waste is removed every three days and nappies as and when.</li> </ul>	Ongoing	



### Risk assessments: Health, Hygiene and Safeguarding

Date completed:

To be reviewed: annually (or if anything has changed)

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
Dummies	Children	<ul style="list-style-type: none"> <li>Each child has their own dummy (if required) supplied by the parents, which will be kept in separate storage.</li> <li>Children must not share dummies</li> <li>Dirty dummies will be sterilised in boiling water</li> </ul>	Ongoing	
Nappies/ potties	Employees Children Visitors	<ul style="list-style-type: none"> <li>Clean changing mat with recommended antibacterial spray</li> <li>Nappies to be placed in appropriate bin</li> <li>Disposable gloves to be worn when changing nappies, handling bodily fluids and apply sun cream</li> <li>If a child soils or wet themselves, disposable gloves will be worn</li> <li>Used nappies not to be taken into kitchen when food is being prepared or left on floor</li> <li>Potties use/ nappy change will not take place in the kitchen</li> <li>Potty will be washed and disinfected after use</li> </ul>	Ongoing	
"stranger danger"	Children	<ul style="list-style-type: none"> <li>Children to be educated (age appropriate)</li> <li>All visitors must sign visitors book, provide ID or DBS</li> <li>Children will be supervised at all times and will not be left alone with another adult</li> <li>All doors and windows are kept shut and locked as appropriate to prevent children leaving the premises</li> <li>RAs to be carried out for all outings</li> <li>Safeguarding procedures to be followed at all times</li> </ul>	Ongoing	
Environment	Employees Children Visitors	<ul style="list-style-type: none"> <li>Setting to be kept clean and tidy at all times</li> <li>Regular H&amp;S/ Cleaning checks carried out regularly and recorded</li> <li>Risk assessment to be kept up to date</li> <li>Headcount and register to be completed regularly</li> </ul>	Ongoing	
Cutlery		<ul style="list-style-type: none"> <li>All feeding equipment will be wash in hot water after use and we be kept in a clean dust free cupboard.</li> </ul>		

### Risk assessments: Overnight care

Date completed:

To be reviewed: annually (or if anything has changed)

Potential hazards	Who is it a hazard for?	Action to reduce risk	Date actions completed	Date reviewed
Slip/ Trips/ Fall	Employees Children Visitors	<ul style="list-style-type: none"> <li>Stair gate fitted</li> <li>Potty available in bedroom (where age appropriate) to prevent children from leaving the room</li> </ul>	Ongoing	
Toiletries/ laundry etc	Children	<ul style="list-style-type: none"> <li>All toiletries, clothes, bedding, towel etc will be provided by the parents (unless agreed otherwise, prior to overnight stay)</li> <li>Children will have a labelled bag/box with their personal belongings</li> <li>All towels children use will be replaced daily</li> <li>All face/ bath towels shall not be shared and replace after use</li> <li>No dirty linen is to be stored where the children are</li> <li>Bedding shall not be shared. Bedding will be washed once a week unless soiled.</li> </ul>	Ongoing	
Fire	Employees Children Visitors	<ul style="list-style-type: none"> <li>Gas and electrical appliances are turned off</li> <li>All doors will be closed prior to going to bed</li> <li>escape route is clear of obstacles and door and window keys are in the right place.</li> <li>Phone is available in-case of emergency</li> </ul>	Ongoing	
Bedroom	Children	<ul style="list-style-type: none"> <li>Child to sleep in age appropriate bed with clean bedding and bed guard if needed</li> <li>Sleep top to toe on blanket</li> <li>Monitor used to hear the children</li> <li>No other appliances to be present except monitor and night light if required</li> </ul>	Ongoing	
Equipment	Children	<ul style="list-style-type: none"> <li>All equipment needed to be agreed with parents beforehand and Employees to ensure items are safe</li> <li>Parents to complete overnight form prior to allowing care to take place</li> </ul>	Ongoing	
food and drink	Children	<ul style="list-style-type: none"> <li>All allergies or special dietary requirements to be logged in child's record form before care commences</li> <li>Food and drink procedures applied during the day will be applied.</li> <li>Extra requirements by the parents will be recorded on the overnight form</li> </ul>	Ongoing	



## Risk assessments: Corona virus

Date completed:

To be reviewed: Annually or if anything changes

Potential Hazards	Who is it a hazard for	Action to reduce risk	Date actions completed	Date reviewed
Catching the virus	Everyone	<ol style="list-style-type: none"><li>1. One parent dropping off and picking up at all times/ hand sanitizer by entrance</li><li>2. Parents must remain 2m apart on drop off and collection from us and other parents (by gray gate). Team members will also try to maintain social distancing.</li><li>3. Parents with non walking children- Please wear gloves and face mask upon handing us your little ones.</li><li>4. Please do not bring bags unless you have too. For older children, we only require 3 nappies, bottle of water and pack lunch (for those who bring in their own lunch).</li><li>5. Regular hand washing on arrival and throughout the day, giving support to the younger children</li><li>6. Children will be encouraged not to touch their mouth, eyes and nose and to use a tissue when they cough or sneeze ('catch it, bin it, kill it'), staff will plan activities for children to learn and practise these habits through games, songs and repetition.</li><li>7. Children will be in smaller groups with the same member of staff</li><li>8. Play equipment will be cleaned at least daily /only easy to clean toys will be allowed out/ toys from home will not be allowed into the setting/ we will keep comforter in a bag</li><li>9. Soft toys and toys that are hard to clean (such as those with intricate parts) will be removed. If you wish for your child not to take part in arts 'n' crafts or messy play, please inform us.</li><li>10. Rooms, including surfaces will be cleaned every day, resources and equipment will be wiped with sanitizer at the end of each day.</li><li>11. Children will spend time outdoors and where possible, all indoor spaces will be well ventilated using natural ventilation</li><li>12. The government is strongly advising people not to use public transport, especially during peak times. We would echo this, and suggest that if you need to use public transport to get your children to nursery that you consider if you have other options.</li><li>13. If a child becomes ill at the setting, parents will be called to come and collect ASAP. If the child has Covid19 symptoms the child must remain home until a test is completed or isolation and symptoms end, whichever is ever is sooner.</li></ol>		



## **General Data Protection Regulation (GDPR): Retention and Privacy policy**

DPO: Cassie  
Email: [info@littlites.co.uk](mailto:info@littlites.co.uk)

DATE POLICY CREATED: May 2018  
DATE OF NEXT REVIEW: May 2023



## Statement of Intent

LittleLites is required to keep and process certain information about its staff members and children in accordance with its legal obligations under the General Data Protection Regulation (GDPR). The Setting may, from time to time, be required to share personal information about its employees or pupils with other organisations, mainly the Local Authority (LA), Department for Education, other settings and educational bodies, children's services and other third parties, such as payroll providers or cashless till services.

This policy is in place to ensure all employees and parents/carers are aware of their responsibilities and outlines how the setting complies with the following core principles of the GDPR. Organisational methods for keeping data secure are imperative, and LittleLites believes that it is good practice to keep clear practical policies, backed up by written procedures.

This policy complies with the requirements set out in the GDPR, which came into effect on 25 May 2018. The government have confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR

This policy will be implemented in conjunction with the following other setting policies.

## Legal Framework

General Data Protection Regulation or GDPR will supersede the UK Data Protection Act 1998 and come into force from 25th May 2018.

This policy has due regard to legislation, including, but not limited to the following:

- The General Data Protection Regulation (GDPR)
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The Setting Standards and Framework Act 1998

This policy will also have regard to the following guidance:

- Information Commissioner's Office (2017) 'Overview of the General Data Protection Regulation (GDPR)'
- Information Commissioner's Office (2017) 'Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now'

## Applicable Data

For the purpose of this policy, **personal data** refers to information that relates to an identifiable, living individual, including information such as an online identifier, e.g. an IP address. The GDPR applies to both automated personal data and to manual filing systems, where personal data is accessible according to specific criteria, as well as to chronologically ordered data and key-coded.

**Sensitive personal data** is referred to in the GDPR as 'special categories of personal data', which are broadly the same as those in the Data Protection Act (DPA) 1998. These specifically include the processing of genetic data, biometric data and data concerning health matters.

## Principles

In accordance with the requirements outlined in the GDPR, personal data will be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest,





scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.

- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up-to-date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- The GDPR also requires that “the controller shall be responsible for, and able to demonstrate, compliance with the principles”.

### **Accountability**

LittleLites will implement appropriate technical and organisational measures to demonstrate that data is processed in line with the principles set out in the GDPR.

The setting will provide comprehensive, clear and transparent privacy policies.

Records of activities relating to higher risk processing will be maintained, such as the processing of special categories data or that in relation to criminal convictions and offences.

Internal records of processing activities will include the following:

- Name and details of the organisation
- Purpose(s) of the processing
- Description of the categories of individuals and personal data
- Retention schedules
- Categories of recipients of personal data
- Description of technical and organisational security measures
- Details of transfers to third countries where applicable, including documentation of the transfer mechanism and safeguards in place

The setting will implement measures that meet the principles of data protection by design and data protection by default, such as:

- Data minimisation.
- Pseudonymisation.
- Transparency.
- Allowing individuals to monitor processing.
- Continuously creating and improving security features.

Data protection impact assessments will be used, where appropriate

### **Data Protection Officer (DPO)**

A DPO will be appointed in order to:

- Inform and advise the setting and its employees about their obligations to comply with the GDPR and other data protection laws.



- Monitor the setting's compliance with the GDPR and other laws, including managing internal data protection activities, advising on data protection impact assessments, conducting internal audits, and providing the required training to staff members.

Cassie Purser is appointed to the role of DPO provided that their duties are compatible with the duties of the DPO and do not lead to a conflict of interests.

- The individual appointed as DPO will have some experience and knowledge of data protection law, particularly that in relation to the setting.
- The DPO will report to the highest level of management
- The DPO will operate independently and will not be dismissed or penalised for performing their task.
- Sufficient resources will be provided to the DPO to enable them to meet their GDPR obligations.

### **Lawful Processing**

The legal basis for processing data will be identified and documented prior to data being processed. Under the GDPR, data will be lawfully processed under the following conditions:

- The consent of the data subject has been obtained.
- Processing is necessary for:
  - Compliance with a legal obligation.
  - The performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
  - For the performance of a contract with the data subject or to take steps to enter into a contract.
  - Protecting the vital interests of a data subject or another person.
  - For the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject. (This condition is not available to processing undertaken by the setting in the performance of its tasks.)

Sensitive data will only be processed under the following conditions:

- Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law.
- Processing carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without consent.
- Processing relates to personal data manifestly made public by the data subject.
- Processing is necessary for:
  - Carrying out obligations under employment, social security or social protection law, or a collective agreement.
  - Protecting the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent.
  - The establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity.
  - Reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards.
  - The purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional.



- Reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of healthcare and of medicinal products or medical devices.
- Archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes in accordance with Article 89(1).

### **Consent**

- Consent must be a positive indication. It cannot be inferred from silence, inactivity or pre-ticked boxes.
- Consent will only be accepted where it is freely given, specific, informed and an unambiguous indication of the individual's wishes.
- Where consent is given, a record will be kept documenting how and when consent was given.
- The setting ensures that consent mechanisms meet the standards of the GDPR. Where the standard of consent cannot be met, an alternative legal basis for processing the data must be found, or the processing must cease.
- Consent accepted under the DPA will be reviewed to ensure it meets the standards of the GDPR; however, acceptable consent obtained under the DPA will not be re obtained.
- Consent can be withdrawn by the individual at any time.
- Where a child is under the age of 16 or younger if the law provides it (up to the age of 13), the consent of parents will be sought prior to the processing of their data, except where the processing is related to preventative or counselling services offered directly to a child.

### **The Right to be informed**

The privacy notice supplied to individuals in regards to the processing of their personal data will be written in clear, plain language which is concise, transparent, easily accessible and free of charge.

If services are offered directly to a child, the setting will ensure that the privacy notice is written in a clear, plain manner that the child will understand.

In relation to data obtained both directly from the data subject and not obtained directly from the data subject, the following information will be supplied within the privacy notice:

- The identity and contact details of the controller (and where applicable, the controller's representative) and the DPO.
- The purpose of, and the legal basis for, processing the data.
- The legitimate interests of the controller or third party.
- Any recipient or categories of recipients of the personal data.
- Details of transfers to third countries if applicable and the safeguards in place.
- The retention period or criteria used to determine the retention period.
- The existence of the data subject's rights, including the right to:
  - Withdraw consent at any time.
  - Lodge a complaint with a supervisory authority.
- The existence of automated decision making, including profiling, how decisions are made, the significance of the process and the consequences.

Where data is obtained directly from the data subject, information regarding whether the provision of personal data is part of a statutory or contractual requirement, as well as any possible consequences of failing to provide the personal data, will be provided.

Where data is not obtained directly from the data subject, information regarding the categories of personal data that the setting holds, the source that the personal data originates from and whether it



came from publicly accessible sources, will be provided.

For data obtained directly from the data subject, this information will be supplied at the time the data is obtained.

In relation to data that is not obtained directly from the data subject, this information will be supplied:

- Within one month of having obtained the data.
- If disclosure to another recipient is envisaged, at the latest, before the data is disclosed.
- If the data is used to communicate with the individual, at the latest, when the first communication takes place.

### **The Right of Access**

Individuals have the right to obtain confirmation that their data is being processed.

Individuals have the right to submit a **Subject Access Request (SAR)** to gain access to their personal data in order to verify the lawfulness of the processing.

The setting will verify the identity of the person making the request before any information is supplied.

A copy of the information will be supplied to the individual free of charge; however, the setting may impose a 'reasonable fee' to comply with requests for further copies of the same information.

Where a SAR has been made electronically, the information will be provided in a commonly used electronic format.

Where a request is manifestly unfounded, excessive or repetitive, a reasonable fee will be charged.

All fees will be based on the administrative cost of providing the information.

All requests will be responded to without delay and at the latest, **within one month** of receipt.

In the event of numerous or complex requests, the period of compliance will be extended by a further two months. The individual will be informed of this extension, and will receive an explanation of why the extension is necessary, within one month of the receipt of the request.

Where a request is manifestly unfounded or excessive, the setting holds the right to refuse to respond to the request. The individual will be informed of this decision and the reasoning behind it, as well as their right to complain to the supervisory authority and to a judicial remedy, within one month of the refusal.

In the event that a large quantity of information is being processed about an individual, the setting will ask the individual to specify the information the request is in relation to.

### **The Right to Rectification**

Individuals are entitled to have any inaccurate or incomplete personal data rectified.

Where the personal data in question has been disclosed to third parties, the setting will inform them of the rectification where possible.

Where appropriate, the setting will inform the individual about the third parties that the data has been disclosed to.

Requests for rectification will be responded to **within one month**; this will be extended by two months where the request for rectification is complex.

Where no action is being taken in response to a request for rectification, the setting will explain the reason for this to the individual, and will inform them of their right to complain to the supervisory



authority and to a judicial remedy.

### **The Right to Erasure**

Individuals hold the right to request the deletion or removal of personal data where there is no compelling reason for its continued processing. Individuals have the right to erasure in the following circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed
- When the individual withdraws their consent
- When the individual objects to the processing and there is no overriding legitimate interest for continuing the processing
- The personal data was unlawfully processed
- The personal data is required to be erased in order to comply with a legal obligation
- The personal data is processed in relation to the offer of information society services to a child

The setting has the right to refuse a request for erasure where the personal data is being processed for the following reasons:

- To exercise the right of freedom of expression and information
- To comply with a legal obligation for the performance of a public interest task or exercise of official authority
- For public health purposes in the public interest
- For archiving purposes in the public interest, scientific research, historical research or statistical purposes
- The exercise or defence of legal claims

As a child may not fully understand the risks involved in the processing of data when consent is obtained, special attention will be given to existing situations where a child has given consent to processing and they later request erasure of the data, regardless of age at the time of the request.

Where personal data has been disclosed to third parties, they will be informed about the erasure of the personal data, unless it is impossible or involves disproportionate effort to do so.

Where personal data has been made public within an online environment, the setting will inform other organisations who process the personal data to erase links to and copies of the personal data in question.

### **The Right to Restrict Processing**

Individuals have the right to block or suppress the setting's processing of personal data.

In the event that processing is restricted, the setting will store the personal data, but not further process it, guaranteeing that just enough information about the individual has been retained to ensure that the restriction is respected in future.

The setting will restrict the processing of personal data in the following circumstances:

- Where an individual contests the accuracy of the personal data, processing will be restricted until the setting has verified the accuracy of the data
- Where an individual has objected to the processing and the setting is considering whether their legitimate grounds override those of the individual
- Where processing is unlawful and the individual opposes erasure and requests restriction instead
- Where the setting no longer needs the personal data but the individual requires the data to establish, exercise or defend a legal claim



- If the personal data in question has been disclosed to third parties, the setting will inform them about the restriction on the processing of the personal data, unless it is impossible or involves disproportionate effort to do so.
- The setting will inform individuals when a restriction on processing has been lifted.

### **The Right to Data Portability**

Individuals have the right to obtain and reuse their personal data for their own purposes across different services.

Personal data can be easily moved, copied or transferred from one IT environment to another in a safe and secure manner, without hindrance to usability.

The right to data portability only applies in the following cases:

- To personal data that an individual has provided to a controller
- Where the processing is based on the individual's consent or for the performance of a contract
- When processing is carried out by automated means

Personal data will be provided in a structured, commonly used and machine-readable form.

The setting will provide the information free of charge.

Where feasible, data will be transmitted directly to another organisation at the request of the individual.

The setting is not required to adopt or maintain processing systems which are technically compatible with other organisations.

In the event that the personal data concerns more than one individual, the setting will consider whether providing the information would prejudice the rights of any other individual.

The setting will respond to any requests for portability **within one month**.

Where the request is complex, or a number of requests have been received, the timeframe can be extended by two months, ensuring that the individual is informed of the extension and the reasoning behind it within one month of the receipt of the request.

Where no action is being taken in response to a request, the setting will, without delay and at the latest within one month, explain to the individual the reason for this and will inform them of their right to complain to the supervisory authority and to a judicial remedy.

### **The Right to Object**

The setting will inform individuals of their right to object at the first point of communication, and this information will be outlined in the privacy notice and explicitly brought to the attention of the data subject, ensuring that it is presented clearly and separately from any other information.

Individuals have the right to object to the following:

- Processing based on legitimate interests or the performance of a task in the public interest
- Direct marketing
- Processing for purposes of scientific or historical research and statistics.
- Where personal data is processed for the performance of a legal task or legitimate interests:
  - An individual's grounds for objecting must relate to his or her particular situation.





- The setting will stop processing the individual's personal data unless the processing is for the establishment, exercise or defence of legal claims, or, where the setting can demonstrate compelling legitimate grounds for the processing, which override the interests, rights and freedoms of the individual.

Where personal data is processed for direct marketing purposes:

- The setting will stop processing personal data for direct marketing purposes as soon as an objection is received.
- The setting cannot refuse an individual's objection regarding data that is being processed for direct marketing purposes.
- Where personal data is processed for research purposes:
- The individual must have grounds relating to their particular situation in order to exercise their right to object.
- Where the processing of personal data is necessary for the performance of a public interest task, the setting is not required to comply with an objection to the processing of the data.

Where the processing activity is outlined above, but is carried out online, the setting will offer a method for individuals to object online

### **Automated Decision Making and Profiling**

Individuals have the right not to be subject to a decision when:

- It is based on automated processing, e.g. profiling.
- It produces a legal effect or a similarly significant effect on the individual.
- The setting will take steps to ensure that individuals are able to obtain human intervention, express their point of view, and obtain an explanation of the decision and challenge it.
- When automatically processing personal data for profiling purposes, the setting will ensure that the appropriate safeguards are in place, including:
  - Ensuring processing is fair and transparent by providing meaningful information about the logic involved, as well as the significance and the predicted impact.
  - Using appropriate mathematical or statistical procedures.
  - Implementing appropriate technical and organisational measures to enable inaccuracies to be corrected and minimise the risk of errors.
  - Securing personal data in a way that is proportionate to the risk to the interests and rights of the individual and prevents discriminatory effects.

Automated decisions must not concern a child or be based on the processing of sensitive data, unless:

- The setting has the explicit consent of the individual.
- The processing is necessary for reasons of substantial public interest on the basis of Union/Member State law.

### **Privacy by Design and Privacy Impact Assessments (DPIA)**

The setting will act in accordance with the GDPR by adopting privacy by design approach and implementing technical and organisational measures which demonstrate how the setting has considered and integrated data protection into processing activities.

Data protection impact assessments (DPIAs) will be used to identify the most effective method of complying with the setting's data protection obligations and meeting individuals' expectations of privacy.

DPIAs will allow the setting to identify and resolve problems at an early stage, thus reducing associated costs and preventing damage from being caused to the setting's reputation which might otherwise



occur.

A DPIA will be carried out when using new technologies or when the processing is likely to result in a high risk to the rights and freedoms of individuals.

A DPIA will be used for more than one project, where necessary.

High risk processing includes, but is not limited to, the following:

- Systematic and extensive processing activities, such as profiling
- Large scale processing of special categories of data or personal data which is in relation to criminal convictions or offences
- The use of CCTV.
- The setting will ensure that all DPIAs include the following information:
  - A description of the processing operations and the purposes
  - An assessment of the necessity and proportionality of the processing in relation to the purpose
  - An outline of the risks to individuals
  - The measures implemented in order to address risk

Where a DPIA indicates high risk data processing, the setting will consult the ICO to seek its opinion as to whether the processing operation complies with the GDPR.

### **Data Breaches**

The term 'personal data breach' refers to a breach of security which has led to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

The setting manager will ensure that all employees are made aware of, and understand, what constitutes a data breach as part of their CPD training.

Employees must report any data breach or potential breach as soon as possible to the Data Protection Officer, Cassie.

Where a breach is likely to result in a risk to the rights and freedoms of individuals, the relevant supervisory authority will be informed.

All notifiable breaches will be reported to the relevant supervisory authority within 72 hours of the setting becoming aware of it.

The risk of the breach having a detrimental effect on the individual, and the need to notify the relevant supervisory authority, will be assessed on a case-by-case basis.

In the event that a breach is likely to result in a high risk to the rights and freedoms of an individual, the setting will notify those concerned directly.

A 'high risk' breach means that the threshold for notifying the individual is higher than that for notifying the relevant supervisory authority.

In the event that a breach is sufficiently serious, the public will be notified without undue delay.

Effective and robust breach detection, investigation and internal reporting procedures are in place at the setting, which facilitate decision-making in relation to whether the relevant supervisory authority or the public need to be notified.

Within a breach notification, the following information will be outlined:



- The nature of the personal data breach, including the categories and approximate number of individuals and records concerned
- The name and contact details of the DPO
- An explanation of the likely consequences of the personal data breach
- A description of the proposed measures to be taken to deal with the personal data breach
- Where appropriate, a description of the measures taken to mitigate any possible adverse effects

Failure to report a breach when required to do so may result in a fine, as well as a fine for the breach itself.

### **Data Security**

- Confidential paper records will be kept in a locked filing cabinet, drawer or safe, with restricted access.
- Confidential paper records will not be left unattended or in clear view anywhere with general access.
- Digital data both on a local hard drive and on the setting's network is password-protected. The network drive is backed up daily.
- Access to the setting's network is controlled and access to sensitive and confidential data on the network is restricted to only those members of staff who require the information to perform their duties effectively.
- Access to the setting's management information system SIMS is password-protected and access to sensitive and confidential data on SIMS is restricted to only those members of staff who require the information to perform their duties effectively.
- Staffs are not permitted to use removable storage e.g. external hard drives or memory sticks to store data.
- All electronic devices are password-protected to protect the information on the device in case of theft. Electronic devices are kept securely when not in use, e.g. in a locked cabinet.
- Devices holding children and employees photos will be regularly wiped to delete all images. Memory cards will be kept in a locked cabinet when not in use and will be wiped regularly.
- Where possible, the setting enables electronic devices to allow the remote blocking or deletion of data in case of theft.
- Employees and children will not use their personal laptops or computers for the settings purposes.
- All necessary members of staff are provided with their own secure login and password.
- Employees must not use personal email addresses for sharing or viewing any setting data.
- Emails containing sensitive or confidential information are password-protected if there are unsecure servers between the sender and the recipient.
- Circular emails to parents are sent blind carbon copy (bcc), so email addresses are not disclosed to other recipients.
- No personal data or sensitive personal data must be shared by text or on social media e.g. Whatsapp.

Where personal information that could be considered private or confidential is taken off the premises, either in electronic or paper format, staff will take extra care to follow the same procedures for security, e.g. keeping devices or paperwork under lock and key. The person taking the information from the setting premises accepts full responsibility for the security of the data.

### **Before sharing data, all employees will ensure:**

- They are allowed to share it.
- That adequate security is in place to protect it.



- The person or organisation who will receive the data has been outlined in a privacy notice.
- The person or organisation who will receive the data has confirmed in writing that they comply with the GDPR and any other relevant data protection legislation.

Under no circumstances are volunteers, visitors or unauthorised third parties allowed access to confidential or personal information. Those visiting areas of the setting containing sensitive information are supervised at all times.

LittleLites takes its duties under the GDPR seriously and any unauthorised disclosure may result in disciplinary action.

Cassie is responsible for continuity and recovery measures are in place to ensure the security of protected data.

### **Publication of Information**

LittleLites has a publication scheme on its website outlining classes of information that will be made routinely available, including:

- Policies and procedures
- Daily routine
- Setting information

Classes of information specified in the publication scheme are made available quickly and easily on request.

LittleLites will not publish any personal information, including photos, on its website without the permission of the individual.

When uploading information to the setting website, employees are considerate of any metadata or deletions which could be accessed in documents and images on the site.

### **CCTV, Ring door bell and Photography**

The setting understands that recording images of identifiable individuals constitutes processing personal information, so it is done in line with data protection principles.

Cameras are only placed where they do not intrude on anyone's privacy and are necessary to fulfil their purpose.

All CCTV footage will not be recorded or kept; Cassie is responsible for keeping the records secure and allowing access.

The setting will always indicate its intentions for taking photographs of children and will obtain permission before taking and publishing them.

If the setting wishes to use images/video footage of children in a publication, such as the setting's website or prospectus written permission will be sought for the particular usage from the parent of the child.

Images captured by individuals for recreational/personal purposes, and videos made by parents for family use, are exempt from the GDPR.



### **Data Retention and Storing children Data**

We will retain data for the following purpose:

- Safeguarding and welfare linked to OFSTED and EYFS requirements and the Limitation Act
- Financial data retained for HMRC
- Funding data retained for Local Authority

To comply with the Limitation act 1980, we keep all accident, injury, first aid and medication records using the legal basis 'legal obligation' until the child turns 21 years old and 3 months old and for insurance purpose.

We also retain providers' contract (including name, DOB, emergency contact), attendance forms using the legal basis 'vital interest', to provide additional evidence of compliance with the EYFS.

We also keep safeguarding and welfare requirements of the EYFS and childcare register for 'a reasonable period of time' of 3 to 8 years.

We keep your child's photos and written observations for recording your child's learning, development and progress using the legal basis 'legal obligation' and 'legitimate interest' when taking photographs. We store all photos and learning journals on a computer and will be passed onto you or deleted when the child leaves the setting.

Financial documentation including name and payment records is kept for HMRC using the legal basis 'legal obligation'. We keep the information stored on computer or paper format. We are required to do so for 6 years by HMRC. After this time, we will delete or shred all information.

Data relating to Local Authority (LA) funding forms (national insurance, name, and address) are kept on paper format using the legal basis 'contractual necessity'. We are required to retain these forms by LA, after which time they are shredded.

Personal data, such as mobile number, email address is stored on the computer for 1 year after your child leaves, in case we need to clarify any information (account information or tax credit).

If the setting is dissolved, we will retain all documents for the legally required time (article 32, GDPR) and keep as securely as possible during the retention period.

Data will not be kept for longer than is necessary. The setting follows the Information Commissioner's guidance on retention of documents.

- Un-required data will be deleted as soon as practicable.
- Some educational records relating to former children or employees of the setting may be kept for an extended period for legal reasons or insurance purpose.
- Paper documents will be shredded or pulped, and electronic memories scrubbed clean or destroyed, once the data should no longer be retained.

### **DBS Data**

All data provided by the DBS will be handled in line with data protection legislation; this includes electronic communication.

Data provided by the DBS will never be duplicated.



Any third parties who access DBS information will be made aware of the data protection legislation, as well as their responsibilities as a data handler.

Details of how to contact the ICO can be found on their website: <https://ico.org.uk>





## Appendices:

Appendix 1.0 - COMPLIANCE SHEET- RELEVANT AREA
SHARING INFORMATION- We are required under EYFS to share information with other settings and professionals about the children in our care and while we do not need permission to do this I require you to say you agree to this in order for me to comply with DfE requirements.
PHOTOGRAPHS- Photographs will be taken of your child to use within the setting (for Learning journals) and those photograph may have other children present. The photos are taken, stored and deleted under GDPR guidelines. Parents have the right to withdraw permission at any time (see GDPR policies)
LEAVE WITH ASSISTANT-Children may be left in the sole care of your registered assistant for a period of up to two hours per day if required
ADMINISTER MEDICINES-If your child requires medication we will administer both prescribed and non prescribed medication on the understanding that if the child's condition does not improve they will be sent home
EVERY DAY CARE- While your child is in my care I will be transporting them by public transport or walking. Children who need naps will sleep in playroom 2, either in a buggy, cot or sleeping mat on the floor depending on their age. We will take children on outings or attend groups which are age appropriate.
GDPR- a copy of the Privacy notice and Retention policy and all other policies relating to the care of your child can be located <a href="http://www.littlelites.co.uk/includes/cmspdf/Little%20lights%20policy%20handbook%202014.pdf">http://www.littlelites.co.uk/includes/cmspdf/Little%20lights%20policy%20handbook%202014.pdf</a>
CONSENT- You are required to give consent/ permission in order for us to deliver a high standard of care as well as it being a legal requirement (EYFS 2014). Consent can be withdrawn at any time. With this in mind, If you were to withdraw consent i.e. to share specific details, this would prevent us from things like claiming early years funding from the local authority, communicating support needs with appropriate professionals, or enrolling children in local playgroups.
<p>CONTRACT- Contract can be used as a lawful basis for processing personal data if the data is necessary in order for you to fulfil your contractual obligations,</p> <p>Contract does not cover 'Special Category' data. If you want to process this kind of information you cannot rely on contract alone and will need to identify an additional lawful basis for processing personal data.</p> <p>This is a legal obligation, likely to apply to the majority of childcare providers as in order to comply with statutory obligations as a childcare provider, it will be necessary for us to obtain and process certain information. Unless parent/carers provide us with certain details, we will not be able to provide care for their child as without the requested information, you would not be able to meet statutory requirements. In</p>
<p>CHILDREN CONSENT-</p> <p>The GDPR brings in special requirements for processing children's data. We ensure that we have adequate systems in place to obtain parental or guardian consent for the processing of any children's information and take 'reasonable steps' to verify parental responsibility where information and consent has been given on behalf of a child. Subject to parliamentary approval, children aged 13 will be able to give their own consent for data to be processed.</p>

## General Data Protection Regulation GDPR

## Data Audit

Document	Data Recorded	Lawful / Legal Basis for Recording Data	Data Sharing	Data Storage	Data Retention	Data Destruction
Accident, Injury and First Aid recording	Child's personal information, Childminders name and Parent name and signature	Legal obligation Requirement of statutory framework: EYFS 2017 and Childcare Register 2016	On Request with other agencies- <del>eg Ofsted</del> , LSCB, LA, GP, HV or Emergency Services	Secure in <del>childs</del> personal file which is kept securely in a cupboard in the playroom	Until child is 21 years and 3 months to comply with the Limitation Act 1980	Documents are shredded according to insurance and <del>ofsted</del> protocols
Accounts / HMRC	Invoices for parents, Child's name and booked in sessions, Business expenses including purchase receipts	Legal obligation required by HMRC	On request by HMRC	Processed on laptop, printed off and stored securely in cupboard in playroom	Kept for 6 years	Documents either deleted or shredded after the required length of time.
Attendance Register	Child's name and date of birth, Child's arrival and departure time, Reasons for absence	Legal obligation- Requirement of the statutory framework : EYFS 2017 and Childcare Register 2016	On Request with other agencies – <del>eg Ofsted</del> , LSCB, LA or HMRC	Paper based single sheet Register per child, kept on shelf in playroom then stored securely in cupboard with accounts	Kept for 6 years	Documents deleted after required time
Complaints Records	Child/family details, provider details	Legal obligation- Requirement of the statutory framework: EYFS 2017 and Childcare Register 2016	The document may be shared with other agencies including <del>Ofsted</del>	Stored in <del>childs</del> personal folder and stored securely in cupboard in the playroom	Three Years or until next inspection	Documents destroyed after the required length of time
Concerns about a Child	Sensitive information on child or families, parents name and child's name	Legal obligation – requirement of the statutory framework EYFS 2017	The document may be shared with other agencies including <del>Ofsted</del>	Stored in <del>childs</del> personal file and stored securely in cupboard in playroom	Until a child is 21 years and 3 months	Documents destroyed after the required length of time
Childcare Contracts	Contract details between parent and provider. Sensitive details of child and families including parent and provider signatures	Insurance requirement and Legal obligation – requirement of the statutory framework of both EYFS 2017 and Childcare Register 2016	The document may be shared with other agencies including <del>Ofsted</del> and HMRC	Stored in <del>childs</del> personal file and stored securely in cupboard in playroom	For at least 5 years after the 31 <sup>st</sup> January submission deadline for relevant tax year	Documents destroyed after the required length of time
Existing injuries record	Details of child's injuries from home or other setting includes personal details, parents and setting signatures and other setting details	Legitimate interests as required to support the child's health and safety	The document may be shared with other agencies including <del>Ofsted</del>	Stored in <del>childs</del> personal file and stored securely in cupboard in the playroom	Until a child is 21 years and 3 months	Documents destroyed after the required period of time
Accident/Incident	Personal child and family details, signatures of parent	Legal obligation as required by the statutory framework	Documents may be shared with other	Placed in <del>childs</del> personal file and stored securely in	Until a child is 21 years and 3 months	Documents destroyed after required amount
Record	and setting	of EYFS 2017	agencies including <del>Ofsted</del>	cupboard in the playroom		of time
Learning and Development information	Starting points, photos, progress tracking, observation assessments of learning and development, two year checks, <del>termly</del> assessments	Legal obligation as required in statutory framework of EYFS 2017 and legitimate interest in Inspection Handbook as allow provider to track development effectively. Photo consent can be withdrawn at any time	May be shared with other agencies including <del>Ofsted</del> and other settings	Placed in <del>childs</del> individual learning journeys, stored on the shelf in the playroom	Until a child starts school or leaves to attend a new setting	Destruction of documents not required as all relevant paperwork leaves with the child
Local Authority Funding form	Child and family personal information including NI details, two year and <del>gypp</del> codes and proof of DOB	Contractual obligation as required by LA for funding requirements	May be shared with other agencies including <del>Ofsted</del>	Kept in <del>childs</del> personal file and stored securely in cupboard in playroom	Three years as requested by Local Authority	Documents destroyed after the required period of time
Local Safeguarding Record Forms	CR 8 or CR 10 May have child or family personal information	Legal obligation as per EYFS 2017 and LSCB requirements	Documents may be shared with other agencies including <del>ofsted</del> and LSCB	If required documents are stored in <del>childs</del> personal file and stored securely in cupboard in the playroom	Until a child is 21 years and 3 months	Documents destroyed after the required period of time
Medication Administration record	Personal details of child, parents and setting signatures	Legal obligation are required under statutory framework of EYFS 2017	Document may be shared with other agencies including <del>Ofsted</del>	Kept in <del>childs</del> personal file and stored securely in cupboard in playroom	Until a child is 21 years and 3 months	Documents destroyed after the required period of time
Permission forms	Child and parent names and signatures of parent and setting	Legal obligation under the EYFS 2017 statutory framework plus legitimate interests to provide high quality setting and photo permission can be withdrawn at any time	Document may be shared with other agencies including <del>Ofsted</del>	Kept in <del>childs</del> personal file and stored securely in cupboard in playroom	Until a child is 21 years and 3 months	Documents destroyed after the required period of time
Policies and procedures – acknowledgement of receipt	Parent confirmation that policies have been read and understood. Child details and parent and setting signatures	Legitimate interest and Legal obligation as required under the EYFS 2017 and Childcare Register 2016	Document may be shared with other agencies including <del>ofsted</del>	Kept in <del>childs</del> personal folder and stored securely in cupboard in playroom	5 years after a child leaves or until next <del>ofsted</del> inspection	Documents destroyed after the required period of time.