



POLICY DOCUMENT

Updated March 2015

WELCOME TO BARKHAM PRE- SCHOOL

USEFUL INFORMATION

BARKHAM VILLAGE HALL	Church Lane, Barkham, Wokingham, RG40 4PL	0118-9786944 term time only 8.30am- 1pm.
SUPERVISOR	Jackie Lawrence	
CHAIRPERSON	Alex Fraser	

See our website

www.barkhampreschool.net

email us on

contactus@barkhampreschool.net

SESSIONS

TUESDAY	9.00am - 12.45pm
WEDNESDAY	9.00am- 12.45pm
THURSDAY	9.00am - 12.45pm
FRIDAY	9.00am - 12.45pm

The fee per session is £15.00

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1 Safeguarding Statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery. We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2006). We are committed to promoting awareness of child abuse issues throughout our training and learning programs for adults. We are also committed to empowering young children, through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

2 Introduction to Barkham Pre-School

Welcome from the parents' committee and staff of Barkham Pre-School. We hope the time you spend with us will prove to be a happy and stimulating experience. Our members of staff are committed to safeguarding and promoting the welfare of children.

The Pre-School has been established since 1971 and provides facilities for 2 ½ - 5 year olds. Barkham Pre-School is a registered charity; number 1026028. We are situated in Barkham Village Hall, a peaceful setting next to open fields and Barkham Church. The Village Hall gives us the flexibility of both small and large halls, with a fenced-off play area outside.

We are registered with Wokingham Borough Council and are inspected by OFSTED Inspectors. Parents are welcome to talk to the inspectors when they visit & to send off a questionnaire, available on the OFSTED website. A copy of the report is available for parents to see, which is also available on the OFSTED website & via a link from our website. Copies of our certificate of registration & insurance are displayed on a notice board in the lobby. We are eligible to take children for free entitlement funding from the term following their third birthday, subject to Wokingham Borough Council notification. We are also registered to take funded 2 year olds by agreement with Wokingham Borough Council.

We offer a happy and caring environment for the children. Our aims are to provide learning experiences through a wide variety of activities and play & to work in partnership with parents to help each child make a happy transition from home to Pre-school and on to School.

If you, as a parent, have an interest/hobby or community-based job, which you would be prepared to share with the children, please contact the Supervisor to arrange a visit or demonstration. We want the Pre-School to be a happy and rewarding experience for children and their parents. Involvement is the key!

3 Staff

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Each member of staff has to agree to a DBS check and to sign a statement of suitability. Disclosures are handled in accordance with the DBS- Disclosure & Barring service. We follow guidance for Safer Recruitment. Adults who have not had a DBS check will not be allowed to accompany a child to the toilet, except for his or her own child or be left alone with any child.

We have an excellent team of caring and committed staff, who promote a happy and caring atmosphere. We have five paid members of staff - a Supervisor, Deputy Supervisor, and three Practitioners and access to other staff who cover for sickness & training courses when necessary. In addition to this we have a parent helper rota to provide an extra pair of hands during the sessions.

As a member of the Pre-School Learning Alliance (P.L.A), it is our aim to have fully trained staff. The staff also have a training programme set out at the beginning of each year and they attend foundation courses & briefings run by Wokingham Borough Council & other outside agencies.

Jackie Lawrence Supervisor, Named First Aider, Deputy Safeguarding practitioner	NVQ3 Early Years and Childcare. First Aider. Universal Safeguarding.
Vanessa Guy Deputy & SENCO	Cache level 3 Diploma C&YPW First Aider. Universal Safeguarding. SENDCoP

Karen Brill Lead language practitioner (LLP)	Diploma in Pre-School Practice. Universal Safeguarding Letters & sounds
Karen McBrearty Lead safeguarding practitioner (LSP)	Cache level 3 Diploma C&YPW First Aider. Universal safeguarding Role of LSP, Effective multi agency working
Katie Murphy Practitioner	NNEB

Student Placements

This Pre-School recognises that qualifications and training make an important contribution to the quality of the care and education provided by pre-school settings. As part of our commitment to quality, we offer placements to students undertaking early years' qualifications and training and for students undertaking work experience through school programs.

Any information gained by the students about the children's families or other adults in the Pre-School will remain confidential. Unless registered as fit persons, students will not have unsupervised access to the children.

4 Registrations

The Pre-School is registered with Wokingham Borough Council and is inspected regularly by OFSTED Inspectors, in accordance with the Children's Act 1989. The Pre-School runs with a maximum of 24 places per session. The staffing ratio of adults to children will be a minimum of 1:4 for 2 year olds & 1:8 for 3-5 year olds. There will be at least two members of staff present at all times.

The OFSTED Inspectors are able to offer advice and support to ensure standards are maintained. The OFSTED help line number is 0300- 123 1231 and they can also be contacted via the website www.ofsted.gov.uk. The certificate of registration is displayed at the Pre-School. Complaints concerning OFSTED can be made by phoning 0300-123 1231

5 The Pre-School Committee

Barkham Pre-School is a community group run by a committee of parents. Parental involvement is essential to the smooth running of the Pre-School. The committee is elected annually at the AGM in July. The main committee posts are: Chair, Treasurer, Secretary, Safeguarding member & general committee posts.

We welcome all offers of help, so please join the committee as a general member and give the Pre-School the benefit of your experience. The financial arrangements of the Pre-School are the responsibility of the committee. The committee employs the staff, who are in turn responsible for all the children in their care and the day to day activities. Fund-raising, publicity and social events are also organised by the committee.

We want your time at the Pre-School to be a happy and rewarding experience for children and parents alike. Involvement is the key! The Committee also arrange social occasions outside of Pre-School such as nights out, coffee get-togethers & play dates at local parks, all of our families are always welcome to join in depending on their outside commitments.

The committee has also set up a closed Facebook page, which all parents are invited to join to share information. All Pre-School information is also shared by email or hard copies so don't worry about being missed off a circulation list. Only current Pre-School families are accepted on the closed page so no need to worry about 'strangers' getting access and 'old' families are removed on a regular basis to keep it up to date.

Fund-raising

To boost our funds and enable us to replace and update our equipment and toys, we hold several fund-raising activities throughout the year. These may include sponsored events, market stalls, raffles, Easter and Christmas events. These are all fun occasions and we need your support if they are to succeed. We are also keen to hear of any ideas you may have for future fund-raising events.

6 Organisation of activities & resources

We believe that high quality care and education is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment.

Our aim is to provide children with resources and equipment, which help to consolidate and extend their knowledge, skills, interests and aptitudes.

We provide play equipment and resources, which are safe and, where applicable, conform to the BSEN safety standards or Toys (Safety) Regulation (1995). We provide a sufficient quantity of equipment and resources for the number of children.

We provide play equipment and resources, which promote continuity and progression, provide sufficient challenge and meet the needs and interests of all children. We provide made, natural and recycled materials, which are clean, in good condition and safe for the children to use. We display resources so children can independently choose and select them.

We check all resources and equipment regularly as they are set out at the beginning of each session and put away at the end of each session. We repair and clean, or replace any unsafe, worn out, dirty or damaged equipment. A risk assessment is conducted annually.

We use the local library and toy library to introduce new books and a variety of resources to support children's interests and we plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenges is offered.

The children are greeted and settled into groups in the small hall. The session starts with activities such as construction equipment, puzzles, threading and weighing.

The halls are set up with equipment and toys, which are rotated to vary the activities. These include, amongst many others: -

- Book library
- Physical activities including a climbing frame, slide, see-saw, tunnel & balance beams
- Water, sand play, painting
- Home corner & themed role play area

- Play dough
- Puzzles, games
- Small world toys including cars, trains, dolls' house, castle, farm & fort
- Block play
- Mark making area
- Modeling area
- Math's area

7 Curriculum

The children will have a topic each term determined by the staff, based on the interests & observations of the children. Activities during each session are then connected to the topic. In this way the children's learning is constantly reinforced and built upon. There is a curriculum newsletter, which is sent out each half term. It outlines the topic and the different activities week by week. This enables the children to bring in relevant things for 'circle time'.

At Barkham Pre-School we organise our curriculum in accordance with the requirements of the Early Years Statutory Framework so that activities are planned for all the children's needs based on observations and their interests. The foundation stage is divided into the following Early Learning areas. For 2 year olds this focuses on the Prime areas of Personal, Social & Emotional development, Communication & language & Physical development and extends to include the Specific areas of Literacy, Maths, Understanding the World & Creative development from 3 years old.

Personal, Social and Emotional Development-PSE

The children are encouraged to become independent, confident, to share and to co-operate. They are taught the ground rules so they can differentiate between right and wrong. They are given the opportunity to work and concentrate as individuals and within a group. This is encouraged through activities such as home corner, dressing-up and role-play.

Communication & language-CL

The children are given lots of opportunities to develop their language skills both individually & during group times. Nursery rhymes, music and poems help develop their communication skills. Sounds & letters

activities are planned each week to give further opportunities to develop their communication & language skills.

Children are encouraged to listen and use language, extend their vocabulary, speak clearly and explore meanings of words and to use their imagination through role-play & small world play experiences.

Physical Development-PD

PD is an important area of our curriculum, helping to establish a positive attitude towards a healthy and active way of life. Activities are organised to encourage co-ordination, fine and gross manipulative skills and spatial awareness. We have equipment such as a climbing frame, balancing beams and balls to develop skills. The children learn to move with confidence, imagination and control, recognising the changes that happen to their bodies when they are active.

They are also offered opportunities to develop their self-care, hygiene routines & dressing skills.

Literacy-Lit

Books form a central part of our literacy activities. The children are encouraged to enjoy, respect and handle the wide range of books in the book corner. We also use books from the library to enhance the collection we offer.

Pre-reading and pre-writing skills are introduced, developing both gross & fine motor skills together with name recognition by having a letter focus each week to develop letter recognition using phonics systems. Pronunciation videos are shared with the parents so that we all model the correct language. There is free access to pencils, paper, a drawing & craft area.

Maths

Activities are introduced to provide a foundation for numeracy. Mathematical language, such as more, less, greater, smaller, heavier, lighter is incorporated. This enables a child to sort, sequence, match, compare and order using everyday objects, as well as helping them count objects up to 10. Practical activities help children to understand and record operations, while they are introduced to numbers using calculators and children's lap top computers & tablets. The children also use practical activities to solve problems and investigate shape, form and space in two and three dimensions.

Understanding the World-UW

Children talk about their lives, their environment, their families and past and present events in their lives. We work towards an Equal Opportunities Policy introducing the children to different cultures, races, religions, disabilities and social backgrounds. We invite visitors to talk about their way of life. Outside play can be used to help children observe things in the natural world and look closely at similarities, differences, patterns and changes.

Expressive art & design-EAD

Craft is just one major activity to encourage free expression using a variety of tools, materials and instruments. Our large range of activities and materials allow your child to explore and use their imagination. By using the painting easel, craft table, scissors, play dough etc, children can explore colour & texture. The craft activity is linked into the current topic.

During the sessions we also offer opportunities to cook in its widest sense focusing on skills such as cutting, spreading, mixing & weighing.

We also offer opportunities to work in small groups during adult led activities, which focus on observations we have made & agreed with parents for interim targets & next steps.

We aim for a staff to child ratio of 1:6, whilst maintaining 1:4 for 2 year olds, which enables us to work closely with your child and allow them to develop individually. We keep up to date records, Learning Journeys, which parents can see and discuss at any time. We encourage your child to work and progress at their own pace and we work together with the parents to prepare the child for a successful transition into school.

8 Recording Progress

Activities at Barkham Pre-School are based on the Early Years Foundation Stage curriculum, focusing on the above Prime & Specific areas of learning. Each child has a designated key worker, a member of staff who monitors them and records their likes, dislikes, general progress and areas for development including major milestones. These records are for your benefit, to help you build up a picture of your child's progress at the Pre- School. Key worker records are always available for you to view and have an input. We use anecdotal & narrative observations as well as drawings & photographic evidence- permissions depending.

9 Special Educational Needs & Disability Policy-SEND

We provide an environment in which all children are supported to reach their full potential.

We are able to supply parents with information on how to meet the needs of a child with difficulties. Barkham Pre-School works to meet the needs of all children providing equality of opportunity. At present, Vanessa Guy is our Special Educational Needs Co-ordinator (SENCO). The Special Educational Needs Code of Practice enables the Pre-School to provide a framework for developing a strong partnership between the child's key worker, parents and appropriate outside agencies while at the same time placing the rights of the child at the heart of the process.

We identify the specific needs of children with SEND and meet those needs through a range of strategies. We monitor and review our practice and provision and, if necessary, make adjustments.

We provide in-service training for practitioners. We raise awareness of any specialism the setting has to offer, e.g. explaining speech & language concerns that we have helped with such as selective mutism.

Every child is offered two pre-entry visits to the Pre-School to assist them settling in (see Admissions Policy). This provides an opportunity for parental concerns to be discussed and future provision for the child's educational needs to be planned. The staff will be informed and where necessary trained, to adapt their skills to best address your child's needs within the happy and stimulating environment of the Pre-School.

We have also published our Local Offer on the Wokingham Information Network website to publicise our offer to parents, which is reviewed annually in July.

For full details, please ask for a copy of our Inclusion policy.

This policy has been adopted by Barkham Pre-School.

This policy was last reviewed in March 2015 by the Barkham Pre-School Parents' Committee.

This policy is due for review in March 2016.

Signed by: Jackie Lawrence & Alex Fraser

As Supervisor & Chair, on behalf of Barkham Pre-School Parents' Committee.

10 Fees, Sessions & Parent's rota

Fees

The fees per session is £15.00 for children who are making payments.

From the term following a child's third birthday they then qualify for free entitlement funding, with qualification being 3rd birthday's that fall before 31st August qualifying from the Autumn term; before 31st December from the Spring term & before 31st March for the Summer term in any school year.

Some 2 year olds may qualify for funding & the Supervisor will be happy to give you a form to complete for submission to Wokingham Borough to approve applicants.

Fees are calculated per session and you will be billed at the start of each half term, with payment due within 2 weeks. All fees & confirmation slips should be handed to the Supervisor. If there are any difficulties in making payments, please speak to either the Treasurer or Supervisor, flexible arrangements can be made as necessary.

We also accept childcare voucher schemes run on behalf of various employers. If your company offers such a scheme please advise the Supervisor so that our Administrator can check our registration status & get it set up in advance as required.

We operate on a tight budget and are obliged to charge the usual fee if your child is absent for any reason. We hope you understand our policy, as our basic costs remain the same, regardless of the number of children attending a session.

If you wish to change, add or reduce the number of sessions, there is a Change of Session form, which should be completed and signed by the parent. Places will be allocated according to our Admissions policy.

Please Note

A half term's written notice of a child leaving the group is required; otherwise a half term's fee will be forfeit. People moving house at short notice will not be penalised. Questions concerning the application of this penalty will be referred to the committee for arbitration. A Notification of Leaving form should be requested, completed and signed by the parent.

Session Structure

The Pre-School holds four morning sessions a week, from 9am – 12.45pm, thereby giving the opportunity to access the 15 hour free entitlement funding hours.

The children have access to any given activity they choose with activities planned by the key workers to meet the children's needs and interests.

The children are given free access to a drink & healthy snack during the main session time. At 12.15pm the children will have their packed lunch, as provided by their parents. In line with the local primary schools' guidelines we ask parents not to put sweets, chocolate or fizzy drinks in their child's packed lunch and that nut products are NOT to be included. We also ask for small items of food to be cut in quarters lengthways to help prevent choking.

The Pre-school regards snack and meal times as an important part of the Pre-school session. Eating represents a social time for children and adults and helps children to learn about healthy eating. We aim to provide nutritious food for snack times, which meets the children's individual dietary needs. We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.

We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the session.

If your child has any allergies please notify the Supervisor & include the details on the admissions form.

Below is an example of how the morning sessions are structured.

09.00	<p>Children arrive and are taken into the small hall, which has been set up with a variety of activities, including construction, jigsaws & mark making activities. Activities are rotated weekly. Children are free to choose which activities to investigate. The register is taken as the children arrive & the children self-register as well.</p>
09.20	<p>The children help put away their toys. During planning time, the children choose which activities to go to first (which have been set up by the staff and parent helper). Various activities are laid out in the large hall. This time is for free play. During this time the children have free access to a drink and healthy snack under staff or parent supervision. The children must first wash their hands they then find their name tag and place it in the box before helping themselves to a drink and snack, this enables staff to check that each child has had a drink if they want one.</p> <p>Children have access to the outside patio area for fresh air, bikes, scooters & further activities.</p> <p>During this free playtime the children are offered adult led small group activities.</p>
11.30	Tidy up time. Letter/rhyme time
11.45/ 12.00	<p>Story time /The children return to the large hall or go outside for musical movement, games, acting, playing musical instruments and group singing.</p>
12.15	<p>Wash hands and lunch. The children sit around a table with a member of staff and eat their packed lunch. The staff engage with the children and talk about things of interest to the children, encouraging them to take turns at speaking & listening to the other children.</p>
12.45	<p>Parents arrive, staff check to see if the children have been signed out to a different person for collection. Collect coats, lunch bags, letters & artwork from the pegs & tables. & Home time.</p>

Parents Rota

Barkham Pre-School runs a Parents' Rota, which most mums and dads find a rewarding experience. It is also a good opportunity to see how your child has settled in, interacts with the other children in the Pre-School environment, review your child's Learning Journey & discuss achievements & next steps with your child's keyworker.

Parents and Carers are encouraged to help two or three times each half term, from 9:00am- 12:45pm. The Pre-School appreciates this extra support during each session.

If a younger child is brought into the session the parent/carer has sole responsibility for their child. Only staff should take children to the toilet, except in the case of your own child, please ask staff to check and see if the toilet area is free for you to use before entering. If you are unable to take your place on the rota and cannot find someone to swap with, please see the rota organiser.

Please ask staff for guidance when setting out equipment.

09:00	Please arrive as near to this time as possible. Help set up large hall (see next page).
09.30	Set up children's snack. Make tea/coffee
09.40	Help with various activities in large hall - painting, home corner, puzzles, games (see next page) or supervise the children with snack time, ensuring they have washed their hands, helping them to clear up any spills & cleaning the snack area to maintain the hygiene.
11:30	Help to pack away equipment
11:45	Wash up snack cups, paintbrushes, glue sticks etc, clean tables ready for lunch.
12:15	Help children with their lunch.

Help is needed to set out equipment before the session begins. This may include:

- Setting out the home corner

- Putting the dressing up clothes on the rail
- Setting up the water/sand trays
- Setting up the trains, farm and garage
- Putting up the climbing frame, slide.

During the session help may be needed in:

- Telling a story
- Sitting at construction and play dough tables and talking to the children
- Helping the children to dress up
- Supervising the painting.
- Supervising snack time.

Regular newsletters are sent to all parents giving useful information about Pre-School such as forthcoming dates, events, changes in policy or any other matters concerning the Pre-School.

Information about parents' rotas & weekly events are usually put up on the notice board in the lobby & small hall. It is to your advantage to read it!

11 Policy Statement

At Barkham Pre-School, we provide a safe, secure environment to allow our children freedom to explore and develop through play in the first stage of education. We provide activities and learning opportunities that promote our children's growth and development in all aspects of their lives.

Equal opportunities & Diversity- (please see main policy in the appendix.)

We believe that all our children should be valued equally and treated as individuals and we try to provide opportunities for each child to explore their identity and to build on their self-esteem. Our Pre-School is

committed to providing equality of opportunity and anti-discriminatory practice for all children and families.

We promote positive images of people of both sexes and all ethnic groups, with or without disabilities. We encourage every family to become involved with the running of the Pre-school.

We provide a secure environment in which all our children can flourish and in which all contributions are valued. We include and value the contribution of all families to our understanding of equality and diversity. We provide positive non-stereotyping information about different ethnic groups and people with disabilities. We improve our knowledge and understanding of issues of equality and diversity; and make inclusion a thread, which runs through all of the activities of the Pre-School.

We believe that play is very important and provide play activities and equipment, which will give all our children equal opportunities and reflect the multi-cultural nature of our society wherever possible.

The curriculum offered in the Pre-school encourages children to develop positive attitudes to people who are different from them. It encourages children to empathise with others and to begin to develop the skills of critical thinking.

12 Behaviour Management

Our Pre-school believes that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else. Vanessa Guy acts as our behaviour co-ordinator.

We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment.

We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.

We use positive methods of guidance such as praise and reward, distraction, discussion, encouragement of sharing and negotiation. We always try to anticipate and remove potential difficulties. We aim to help our children to develop self-discipline and respect for others and we take an approach that aims to develop the children's sense of right and wrong. We discourage discriminating behaviour and remarks. We encourage the use of 'Conflict resolution' for the children to be able to deal independently with their relationships.

We work in partnership with children's parents. Parents are regularly informed about their children's behaviour by their key worker. We work with parents to address recurring unacceptable behaviour, using objective observation records to help us to understand the cause and to decide jointly how to respond appropriately.

It is important that the Pre-School staff are kept informed of any changes within the family, however trivial they may seem, as this will enable them to fully understand your child.

If the Supervisor considers that attendance at Pre-School may not be in the best interests of the other children in the group, the Supervisor will initially discuss this with the parent or carer and our Early Years Advisor. If, after consideration, the problems are not resolved, the Pre-School reserves the right to ask that the child be withdrawn from the group.

In cases of serious misbehaviour, such as racial or other abuse and bullying, the unacceptability of the behaviour and attitudes will be made clear immediately by means of explanations.

Physical restraint (such as holding) will ONLY be used to prevent physical injury to the children or adults and/or serious damage to property. Any significant event of this sort will be recorded and the parents informed the same day. Any incident involving a child or group of children will be documented in the incident book.

Anti-bullying

Bullying involves the persistent physical or verbal abuse of another child or children. We take bullying very seriously, realizing that we have a duty of care both to the victim & the aggressor.

If a child bullies another child or children:

We intervene to stop the child harming the other child or children. We explain to the child doing the bullying why their behaviour is inappropriate. We give reassurance to the child or children who have been bullied. We help the child who has done the bullying to say sorry for their actions. We make sure that children who bully receive praise when they display acceptable behaviour. We do not label children who bully. When children bully, we discuss what has happened with their parents and work out a plan for dealing with the child's unwanted behaviour.

When children have been bullied, we share what has happened with

their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

This policy has been adopted by Barkham Pre-School.

This policy was last reviewed in March 2015 by the Barkham Pre-School Parents' Committee.

This policy is due for review in March 2016.

Signed by: Jackie Lawrence & Alex Fraser

As Supervisor & Chair, on behalf of Barkham Pre-School Parents' Committee.

13 Admissions Policy

Barkham Pre-School accept children from when they are approximately 2 ½ years old, depending when in the term their birthday falls. If their potential start date falls at the end of a term, we would arrange visits for that term but delay their start until the beginning of the following term to ease their settling.

All children ideally start with 2 sessions a week. This can be increased to 3 or 4 if required, depending upon the age of the child and spaces available in the Pre-School. Places will be allocated in the following order of priority:

- Children due to start school the following September
- New children starting
- Other 3 year olds
-
- Existing 2 year olds

All places are allocated at the discretion of the Supervisor.

A half terms' written notice of leaving the group is required, otherwise a half terms' fee will be forfeit. People moving at short notice will not be penalised. Questions concerning the application of this penalty will be referred to the committee for deliberation.

All children are offered 2 pre-entry visits to the Pre-School, to assist them in settling in. Dates of visits are to be agreed between the Supervisor and the parent/carer.

When a child starts to attend the Pre-School, we work with his/her parents to decide on the best way to help the child to settle into our Pre-school.

We allocate a key worker to each child before they attend; the Supervisor will introduce the family to their keyworker at their first visit and the keyworker will begin to get to know the family.

We use pre-entry visits and the first session at which a child attends to explain and complete the child's admission records & permissions granted by parents. Within the first four weeks of starting we discuss and work with the child's parents to create your child's Learning Journey.

14 Health & Safety

The health, safety and welfare of everyone in the group are paramount at all times and everyone in the group has responsibility in this area.

Pre-School staff have a responsibility to record any concerns they may have regarding a child's welfare.

A child must not attend the group if they have an infectious disease and the recommended exclusion period should be enforced.

Where possible the Pre-School should be informed as to why a child is away, as some infectious diseases need to be reported to the Health Protection Agency. Parents are kept informed of any illnesses in circulation so that they may keep an eye out for signs of illness in their children and keep them away from Pre-School as necessary to help prevent further spread. The key worker of a vulnerable child will inform the parent as soon as possible of any infectious diseases.

In the case of sickness and/ or diarrhea a child should not be brought to Pre-School until at least forty-eight hours after the last bout of illness **and** the child is feeling fully fit.

First Aid materials are available & permission is sought to administer first aid when appropriate & to seek further advice from emergency services as required. In the case of the children, accidents will be reported to the parent/ carer who collects the child. Details of all accidents will be entered in the accident book and parents/ carers are

asked to countersign that they have been informed. If the accident needs urgent medical treatment we will contact the emergency services, then inform the parents of the action taken.

If a child is generally not feeling well during the session they will be taken to one side and a staff member will be allocated to stay with them. Another member of staff will contact the child's parents and ask them to come and collect the child.

Pre-School staff only administer prescribed medication e.g. to treat asthma. In this case the parents must provide written permission and instructions. A written record of any drugs administered must be kept and countersigned by a second member of staff. The staff are trained in the use of EPI Pens & asthma inhalers.

Parents/ carers should notify the supervisor of any medication the child has received in the last 24 hours to enable the staff to monitor the children.

Any allergies/past major illnesses should be reported to the Pre-School - see admission form.

Parents will be informed of any persistent problems brought to the attention of the Pre-School e.g. head lice but no names will be given. This enables us to warn parents when illnesses are circulating.

Basic hygiene rules are observed. All Pre-School staff and children wash their hands after using the toilet facilities and before handling food and drink.

Smoking is not permitted in the village hall and the Pre-School have a no smoking policy.

Equipment is checked regularly for safety. Parents/carers are asked to bring to the attention of the staff or committee any hazards or problems with equipment.

The children are made aware of the rules introduced for their own safety e.g. no dressing up clothes on the climbing frame etc.

Children are not allowed in the storage areas or kitchen area, unless they are taking part in a 'cooking' activity & always stand away from any hot surfaces

The outside door cannot be opened during the session from outside. All visitors must ring the bell and **only staff members should open the door to visitors**. Any legitimate visitors will be invited inside & will have to sign the visitor's book. If children are playing outside & a visitor gives

cause for concern, then the staff will immediately usher the children indoors & lock all outside access. Any visitors in the setting may also be asked to leave & the Police called as necessary to ensure the ongoing safety for everyone in the setting.

Parents/carers are asked to observe safety rules when entering or leaving the premises and make sure the door is securely latched behind them.

15 Safeguarding- (see main policy in appendix.)

Staffing & volunteers

All Pre-School staff have the responsibility for the protection of the children as their first priority and to record and report any concerns they may have regarding a child's welfare.

Our Pre-School's Lead Safeguarding Practitioner (LSP) is currently Karen McBrearty. Our full Safeguarding policy is available on a notice board in the lobby and also on our website. Parents can also request a hard copy, which the Supervisor will make available within 2 days.

Parents/ carers will normally be the first point of reference, though concerns will also be referred as appropriate to the Local Safeguarding Children's Board as necessary. Any records will be kept confidential and shared only with those who need to know. The people most commonly involved will be the person who noticed any concerns & our LSP.

We provide adequate and appropriate staffing resources to meet the needs of children.

Applicants for posts within the Pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out DBS checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

We abide by OFSTED requirements in respect of obtaining references and DBS checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the Pre-school or has access to the children. Volunteers do not work unsupervised.

We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.

We have procedures for recording the details of visitors to the Pre-school.

We take security steps to ensure that we have control over who comes into the Pre-school so that no unauthorised person has unsupervised access to the children.

Training

We seek out training opportunities for all Staff involved in the Pre-School to ensure that they are able to recognise the signs and symptoms of possible physical, emotional, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all the staff know the procedures for reporting and recording their concerns in the Pre-School. All Staff are expected to complete Universal Safeguarding training.

Complaints

We ensure that all parents know how to complain about staff and volunteers within the Pre-School, which may include an allegation of abuse. A leaflet is available on the Pre-School notice board with further information.

We follow the guidance of the Local Safeguarding Children's board when investigating any complaint that a member of staff or volunteer has abused a child.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding children's board.

Collection of a child

In the event of someone, other than yourself collecting your child, the Supervisor should be advised prior to or at the beginning of the session. If your child is being collected by an adult known to the Staff (e.g. another parent or a child minder), then you should sign the Supervisor's form in the morning or provide a letter if it is a regular arrangement. If your child is to be collected by an adult not known to the Staff e.g. a neighbour, then the Supervisor must have written authorisation to allow your child to be collected by this adult and a named password to ensure that the child is being released to the correct adult. If the same adult subsequently collects your child, then the parent may sign the form and there is no need for a letter. If any uncertainty occurs, the Supervisor

will contact the child's parents.

Procedure for dealing with toileting and infectious diseases needs e.g. hepatitis B, HIV- (Contenance policy included in the appendix)

Disposable gloves must be worn at all times, when dealing with an accident which involves bleeding, wetting or soiling.

Any cotton wool swabs, disposable gloves, aprons & soiled nappies & pull-ups etc. to be placed in a plastic bag, then a second plastic bag and sealed and disposed of in the outside bins, making sure the door is locked on leaving & having to ring the bell for access.

In cases of soiled clothes, these are to be placed in a plastic bag and then a second plastic bag, sealed & hung on the child's peg ready to be handed to the parent/ carer at the end of the session. A change of clothes will be provided if none are available in their bags. Please wash & return any clothes provided by Pre-School.

Please see the appendix for other policies regarding:

Uncollected children
Missing children
Children's rights
Looked after children
Use of mobile phones & cameras
& Whistle blowing

16 Fire Procedure

Fire drills take place over the four sessions every term. The aim of the fire drill is to practice getting everyone out of the building as quickly as possible in an orderly manner. A copy of the fire procedure is on the notice board in the entrance lobby & on the cupboards in the small hall.

The member of staff responsible for the session will raise the alarm by ringing the fire bell. They will be responsible for the register, keys, contacts book, numbers board & phone and will indicate which fire door is to be used for exit.

An appointed member of staff will also check the kitchen and toilets before leaving the building.

If a parent is helping out they will take responsibility for their own toddler, if they have brought a younger child in and will join the group leaving the building.

Safety Point:

The area at the end of the building on the hard standing is to be used for the roll call and is the meeting point. A headcount will be taken immediately to ascertain if anyone is missing. The register will be called.

In the event of a real fire, the fire brigade will be contacted and the children will be walked over to the Church to seek shelter and be out of further harms way. When we have reached safety the parents will then be called to come and collect their child/ren.

A record of each drill & evacuation is recorded in our fire drill book.

17 Pre-School Learning Alliance (PLA)

Barkham Pre-School is a member of the P.L.A and adheres to the constitution set out for its members. A copy of the constitution is available on a notice board in the lobby.

18 Complaints Procedure

At Barkham Pre-school we provide the highest care for all our children. We believe in good communication at all levels, from parents, to staff and members of the committee.

However, should you have any concerns about your child, the Pre-School, its curriculum or any staff issues then please do not hesitate to bring it to our attention. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we operate the following complaints procedure.

Any parent who is uneasy about an aspect of the Pre-School's provision should talk over, first of all, his/her worries and anxieties with the Pre-School Supervisor. Should your concerns be in respect of the organisation or the Staff, you can also talk directly with the chairperson of the committee.

If this does not have a satisfactory outcome, or if the problem recurs, the parent/s should put their concerns or complaint in writing to the Pre-School Supervisor and/or Chairperson. Hopefully, most complaints will be resolved informally at this initial stage.

If a parent is still unhappy, they can request a meeting with the Pre-

School Supervisor and the Chairperson of the Committee. Both the parent and the Supervisor may have a friend or partner present if required. An agreed written record of the discussion is made. All of the parties present at the meeting sign the record and receive a copy of it. This signed record signifies that the procedure has concluded.

If at the requested meeting the parent and Pre-School cannot reach agreement, an external mediator is invited to help settle the complaint. Staff within the PLA are appropriate persons to be invited to act as mediators. The mediator keeps all discussions confidential. They can hold a separate meeting if this is decided to be helpful. The mediator keeps an agreed written record of any meetings that are held and of any advice they give.

A final meeting is then held between the parent, the Pre-School Supervisor and the Chairperson. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this conclusion. A record of this meeting, including the decision on the action to be taken is made. Everyone present at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded.

Our aim is to treat each complaint seriously and fairly, with the utmost confidentiality.

Records

A record of complaints against our Pre-School and/or the adults working in our Pre-School is kept, including the date, the circumstances of the complaint and how the complaint was managed.

If parents are not happy with any aspect of the Pre-School they can contact OFSTED directly at any stage of this complaints procedure:

Applications,
Regulatory &
Contact (ARC)
Team,
OFSTED
Piccadilly Gate
Store Street
Manchester
M1 2WD

Tel: 03001231231

These details are displayed on our Pre-School notice board.

19 The Local Authority

It is important to bring to your attention the involvement of the local Authority. We are registered with Wokingham Borough Council and inspected regularly by the OFSTED Inspectors. The report is available from the Supervisor, via a link from the Pre-School website or directly on the OFSTED website www.ofsted.gov.org

20 Confidentiality

Working with children and families may at some point bring us in to contact with confidential information. Please be assured that we will treat any confidential information with the utmost discretion.

Parents will have access at any time to their own child's records & Learning Journey's but no access to those of anyone else.

Any health or other problems will be shared only with the Supervisor and the child's key worker, unless parental permission is given for other staff members to be aware of the situation.

Any aspect or evidence of the child's safety or welfare will be documented in confidential files and shared only between the Parent, Supervisor, key worker & Chair of the committee (in serious circumstances the local Safeguarding children's board will also be involved).

Financial problems that may threaten the attendance & continuity of a child to the Pre-School can be discussed with the Chair, Treasurer and Supervisor to see if any short term help or alternative payment arrangements can be made.

Please read this policy document thoroughly, along with the policies in the appendix. If you have any queries, please do not hesitate to contact the Supervisor or Chair of the Committee.

This document is revised annually and amended where necessary; any amendments will be circulated to all of our parents. This document was produced with the co-operation of the Supervisor, Staff & Committee.

Please sign the declaration and return to the Supervisor.

Declaration

I have read and understood the Barkham Pre-School Policy document.

Name of Child _____

Date of Child's first attendance _____

Signed _____

Date _____